

Part II: Constitution

Science Council of The Alberta Teachers' Association

1. NAME:

The name of this organization shall be the Science Council of The Alberta Teachers' Association.

2. OBJECTIVE:

- a) to improve teaching practice in science education by increasing members' knowledge and understanding in this specialty,
- b) to foster the professional development of member through membership activities and services,
- c) to provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to science education and
- d) to act through the Association as an advocate for the advancement and promotion of science education.

3. MEMBERSHIP:

a) Regular Membership

Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership as specified in ATA bylaws are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and hold office.

b) Life Membership

Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of Council membership except the right to vote and hold office.

c) Student Membership

Student members of the ATA may join this council and shall be entitled to all benefits and services of Council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.

d) Honorary Membership

Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of Council membership except the right to vote and hold office.

e) Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.

4. SUBSCRIPTION SERVICE:

Persons who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council. Businesses and corporations may be entitled to include advertising material in such Council mailings as determined by the Council executive. There may be an additional charge for these services.

5. FEES:

Membership fees shall be established and may be changed by resolution at the annual general meeting of this Council provided notice has been given 45 days in advance.

6. TABLE OFFICERS:

6.1 All table officers of this council have the right to vote and must be regular members of the council.

6.2 The table officers of this council shall be:

(a) The President, Vice President, Past President, Secretary and Treasurer.

(b) Representatives of the Alberta Teachers' Association who shall be:

(i) A PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.

(ii) A staff advisor appointed by the Executive Secretary of the Alberta

Teachers' Association and be a voting member of all council committees.

6.3 Elections shall be held annually; odd year elections will be held for the positions of President and Secretary, and even year elections will be held for the position of Vice-President and Treasurer.

6.3.1 Table officer positions shall be two year terms.

6.4 In the event that the position of president becomes vacant during a term of office, the vice-president shall become acting-president and an election will be held at the next Annual General Meeting to fill the vacant position of president for the remainder of the regular term of office.

6.5 The office of the past-president shall be filled by the outgoing president at the end of their presidential term. In the event that the position of past-president becomes vacant during a term of office, the office shall be filled by a previous president of this council. In the absence of either the outgoing president or previous president, executive may appoint a former executive member of the Council. The announcement will be made as soon as reasonably possible.

6.6 Notwithstanding 7.3.1 and 7.4, if the position of Secretary should be vacant in an odd year the position will be filled by appointment by the Executive; if the position is vacant in an even year, the position will be filled by election for a term of one year.

6.7 Notwithstanding 7.3.1 and 7.4, if the position of Treasurer should be vacant in an even year the position will be filled by appointment by the Executive; if the position is vacant in an odd year, the position will be filled by election for a term of one year.

7. EXECUTIVE:

7.1 The Executive shall have the responsibility for conducting the work of Science Council.

7.2 The executive officers of the Science Council of The Alberta Teachers' Association shall consist of:

(a) Table Officers

(b) Conference directors, appointed annually by a majority vote of the executive whose term of officer on the executive extends to two years, the first as assistant conference director, the second as conference director

- (c) Communications Director
- (d) Past Conference Director
- (e) Elementary Science Director
- (f) Division III Director
- (g) Division IV Director – Biological / General Sciences
- (h) Division IV Director – Physical Sciences
- (i) External Relations Director, appointed annually by a majority vote of the executive whose term of office on the executive is for one year.

7.3 All elected executive positions are two year terms. The Term of office shall begin at the meeting following the Annual General Meeting. With the exception of the Treasurer, who will continue as Treasurer until the end of the current school year, acting as a transition/accountability period for the new treasurer.

7.3.1 If during the term of office, elected positions become vacant, the executive shall appoint replacements where required, to hold office until the next Annual General Meeting.

7.4 The executive shall appoint and be empowered to disband ad hoc committees as required.

7.5 Decisions of Executive shall be by majority vote.

7.6 The past-conference director shall be filled by the outgoing conference director at the end of their term. In the event that the position of past-conference director becomes vacant during a term of office, the office shall be filled by a previous conference director of this council. In the absence of either the outgoing conference director or previous conference director, the executive may appoint a former executive member of the Council. The announcement will be made as soon as reasonably possible.

7.7 Liaison Representative, one year term, non-voting positions:

- (i) Alberta Education (as appointed by the organization)
- (ii) University Liaison (as appointed by Science Council Table Officers)

8. SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS:

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

- 8.1 Provincial Association Intervention—In this section,
- (a) *investigated officer* means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
 - (b) *investigator* is the individual appointed by the table officers pursuant to subsection 8.2;
 - (c) *specialist council officer* means the president, vice-president (or president-elect), past president or secretary-treasurer (or secretary or treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
 - (d) *Provincial Executive Council* means the executive council as defined in section 11 of the Teaching Profession Act;
 - (e) *table officers* means the Association's officers as defined in Bylaw 37;
 - (f) *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
 - (g) *staff officer* means a member of executive staff designated by the executive secretary.

8.2 Where the table officers have or receive information which leads them to believe that a specialist council officer

- (a) has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
- (b) is mentally incapacitated,
- (c) is engaging in corrupt practices,
- (d) is engaging in financial malpractice or
- (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

8.3 In the course of the intervention under subsection 8.1, an investigated officer is entitled to have access to a staff officer for advice.

8.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the

suspension is no longer warranted.

- 8.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 8.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 8.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 8.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 8.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 8.10 Where an investigated officer resigns in accordance with subsection 7.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 8.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
 - (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 8.12 In the event that the investigated officer fails or refuses to cooperate with the investigator,

- the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 8.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 8.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
 - (b) restrict the investigated officer's eligibility for office in the future;
 - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- 8.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 8.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 8.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 8.18 In an appeal under subsection 8.7 or 8.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 8.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 7;
 - (b) when the specialist council fails to comply with the requirements of section 16;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.

- 8.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 8.21 An official trustee appointed under subsection 8.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 8.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 8.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

9. MATERNITY, PARENTAL AND ADOPTION LEAVE:

- 9.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one year or the end of their term, whichever occurs first.
- 9.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.
- 9.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.
- 9.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

10. FINANCE:

The Executive shall have the power to set fees and make expenditures. A financial statement shall be submitted to the annual general meeting.

11. COMMITTEES:

The Executive shall appoint from time to time such committees as are necessary to carry on the

work of the Council.

12. ADVOCACY:

Any representations, action or communication which this Council wishes to make to any organization, government department, other agency or official shall be conducted through Provincial Executive Council of The Alberta Teachers' Association.

13. REGIONAL COUNCILS:

The Executive of this Council shall encourage the formation of regionals and shall have the authority to grant recognition to establish boundaries of, and, develop regulations which are consistent with this constitution or the policies of The Alberta Teachers' Association for governing the organization and operation of such regional councils.

14. NATIONAL/INTERNATIONAL ORGANIZATIONS:

After the same notice of motion that is required for amendments to this constitution the Science Council, by a majority vote of those present at a regular session of an annual general meeting, may: (a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or, (b) cancel its membership or affiliation with a national or international organization.

15. REPORTING ACTIVITIES:

This Council shall submit annually, not later than August 31, an audited financial statement, a statement of assets and liabilities, an annual report of program and activities, and a copy of the council's current constitution to The Alberta Teachers' Association.

16. MEETINGS:

(a) Table Officers—The Table Officers Committee may meet as needed during the year. The meeting will be called by the president.

(b) Executive—The Executive shall be the executive and administrative body of this

Council. It shall meet a minimum of two times per year and shall conduct the affairs of the Council between annual general meetings.

- (c) General—This Council shall hold an annual general meeting for which a 45 day notice will be provided and whose agenda shall provide for the following:
- (i) Adoption of minutes from the preceding annual general meeting and any special general meeting held in the interim.
 - (ii) The annual reports from the president and treasurer.
 - (iii) Receiving of reports from executive members and committees.
 - (iv) An audited financial statement for the preceding fiscal year.
 - (v) An annual budget
 - (vi) Revisions to the fees for membership for which the required notice of motion has been given.
 - (vii) Amendments of this constitution for which the required notice of motion has been given.
 - (viii) Election of officers.
 - (ix) Other business.

17. QUORUM:

- (a) Annual General Meeting—The quorum for the annual general meeting shall be the members in attendance.
- (b) All Other Meetings—Quorum shall consist of a majority of voting members of executive or committee.

18. AMENDMENTS:

Provided each member is given 45 days notice of motion to amend the constitution, this constitution may be amended by a two-thirds majority vote of the members present at any annual general meeting of this Council. Amendments are subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Ratified by Science Council Executive, 1981 05 30

Revised and approved AGM 1994 10 16

Ratified by ATA Table Officers Committee, 1995 01 09

Ratified by Science Council AGM, 1998 11 01 and 1999 11 07

Revised and approved by AGM, 2002 11 17

Ratified by ATA Table Officers Committee, 2003 05 26
Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)
Amended by Provincial Executive Council 2006 06 15–16 (membership changes)
Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
Revised and approved AGM 2005 Ratified by ATA Table Officers Committee, 2010 09 09
Amended by Provincial Executive Council 2011 06 16–17
Amended by ATA Table Officers Committee, 2014 09 09
Amended by ATA Table Officers, 2015 05 25 (student membership fee change)
Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)
Revised and approved AGM 2017 11 17 Ratified by ATA Table Officer Committee #####
Revised and approved AGM 2019 11 01, Ratified by ATA Table Officer Committee #####

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