

Part IV: Science Council Policies

Preamble: Policies include current operation procedures, interpretations of the By-Laws and Constitution, and specific directives from the membership. Policies may be passed and amended by a simple majority vote by the Executive at any properly called executive meeting or by the membership at the Annual General Meeting. No policy is in order that conflicts with the Constitution or the By-Laws.

1. Membership

- 1.1 Honorary Life Members shall be acknowledged in the annual conference program.
- 1.2 All past presidents of the Science Council shall be granted Honorary Life Member status.
- 1.3 The Vice President shall annually review the Honorary Life Members list with the Provincial ATA to ensure that these members are not omitted from the membership lists.
- 1.4 Any regular member shall be provided a copy of the current Constitution from the Executive upon written request.

2. Membership Fees

Fees for membership of the Council are:

- regular members – \$35.00
- student members – \$0.00
- subscription service – \$40.00

and will be reviewed at AGM.

3. Officers

3.1 Responsibilities Shared by All Members of the Executive

In addition to the specific duties associated with the various positions on the executive, every member shall

- 3.1.1 Assist in the general supervision of the affairs of Science Council by familiarizing themselves with the entire contents of the Executive Member's Handbook of Science Council.
- 3.1.2 Assist the Conference Director(s) in organizing, promoting and operations at the Annual Conference.

- 3.1.3 Provide the editor of *The Alberta Science Teacher* and the Journal Editor with a minimum of two articles per year.
- 3.1.4 Encourage membership in the Council by providing assistance with workshops and seminars at the regional level, the establishment and operation of regional councils, the sale of Science Council publications, and projects approved by the Executive.
- 3.1.5 Assist in scrutinizing and approving the annual budget prepared by the Budget Committee.
- 3.1.6 Review new programs in the respective disciplines and present such information in Science Council publications.
- 3.1.7 Make representation and disseminate information relating to the improvement of science teaching.
- 3.1.8 Attend the first executive meeting following the termination of their positions.
- 3.1.9 Instruct and assist the incoming members of the executive during the initial part of their new term.
- 3.1.10 To establish and clarify long range policies and goals, and to give any such direction to Science Council.
- 3.1.11 Perform any other duties assigned to them by the Executive.

3.2 Responsibilities of the President

As chief executive officer of the Science Council, the president shall

- 3.2.1 Be responsible for the effective functioning of the Executive, all standing and ad hoc committees, and shall be a member, ex officio or otherwise, of all operating committees and also shall be chair of the Budget Committee, and the Publications Committee.
- 3.2.2 Together with all the Executive, establish long range policies and goals, and to give any such direction to Science Council.
- 3.2.3 Call and chair all meetings of the Executive, and prepare the agenda with the secretary for each meeting.
- 3.2.4 Call, prepare the agenda for, and chair the Annual General Meeting, and submit the annual report to the membership at that time.
- 3.2.5 Facilitate the transfer of control from the out-going to the in-coming Executive.
- 3.2.6 With the Treasurer, obtain a financial statement each month from the Provincial ATA summarizing the position of the Science Council Grant Account and requesting an itemizing of every item charged against the account.
- 3.2.7 Be responsible for applications for and management of grants or funds from outside agencies/sources.
- 3.2.8 Appoint committees, representatives or in general act on behalf of the Council in

- any situation in which there is insufficient time for the Executive to be consulted. Any such actions shall be reported to the next meeting of the Executive.
- 3.2.9 Appoint one executive director to liaison with each regional council to ensure each Regional Council submits an annual report. This report should include an activities report, financial report, membership list, and the names, addresses and telephone numbers of the President and Treasurer for the upcoming academic year.
 - 3.2.10 With the Vice President maintain on-going communication with the ATA and the staff adviser appointed to the Council.
 - 3.2.11 Arrange for tokens of appreciation and for the appropriate courtesies on behalf of the Council.
 - 3.2.12 Be responsible for all official correspondence of Science Council.
 - 3.2.13 Serve as Science Council representative to National/International organizations representing special interest in Science.
 - 3.2.14 Submit to *The Alberta Science Teacher* Editor for publication any Notice of Motions to be voted upon at the Annual General Meeting three months prior to the date of the meeting.
 - 3.2.15 Prepare and submit to Provincial Executive Council of The Alberta Teachers' Association an annual report which is to include activities and financial statements.
 - 3.2.16 Any disagreement on financial policies will be voted on by Executive members. If there is a tie, the president will cast the deciding vote.
 - 3.2.17 Attend ATA Summer Conference and meetings of the Specialist Council Presidents.
 - 3.2.18 Represent or send a designate of the Council to the ATA Annual Representative Assembly (ARA) if representation is required.
 - 3.2.19 Book meeting space for Executive Meetings and make arrangements for refreshments during the meeting.
 - 3.2.20 Make reservations for lunch for Executive Meetings.
 - 3.2.21 Represent the Council at any joint meetings of ATA Specialist Councils or appoint a designate.
 - 3.2.22 Shall be reimbursed during the term of their presidency with a maximum of \$1500 in professional development funds to be paid within the 12 months following the conclusion of their term. Reimbursement will follow upon receipt of bills for travel, registration, and accommodations following the PD activity.
 - 3.2.23 Shall arrange for the purchase and presentation of a token of appreciation to an executive member at the end of their tenure on the executive.

3.3 Responsibilities of Vice President

The Vice President shall

- 3.3.1 Assist the President as required, the Vice President shall act as designate in the President's absence, the Past President may be appointed by the Executive should the President and Vice President be unable to continue their duties.
- 3.3.2 Assist in the establishment of long-range policies and goals.
- 3.3.3 Maintain on-going communication, with the President, with the ATA and the staff adviser assigned to the Council.
- 3.3.4 Serve as a member of the Publications Committee.
- 3.3.5 Serve as a member of the Budget Committee.
- 3.3.6 Be responsible for updating the Science Council Executive Handbook prior to the first meeting after the Council's Annual Meeting.
- 3.3.7 Be responsible for keeping the executive informed regarding progress on implementation of the strategies and activities of the Strategic Plan.

3.4 Responsibilities of Past President

The Past President shall

- 3.4.1 The past president shall serve after completing the term as president, until a new past president is appointed.
- 3.4.2 Annually review the Honorary Life Members list with the Provincial ATA to ensure that these members are not omitted from the membership lists.
- 3.4.3 Ensure all Honorary Life Members are acknowledged in the annual conference program. All past-presidents of the Council should be included on this list.
- 3.4.4 Act as the Council's historian with duties to include maintaining Science Council archives, checking archives at Barnett House and compiling accurate lists of award winners.
- 3.4.5 Assist the President as required, the Past President shall act as designate in the President's and Vice President's absence.
- 3.4.6 Assist in the establishment of long-range policies and goals.
- 3.4.7 Maintain on-going communication, with the President, with the ATA and the staff adviser assigned to the Council.
- 3.4.8 Serve as a member of the Budget Committee.
- 3.4.9 Chair the Nominations Committee and organize the first meeting at the Committee.
- 3.4.10 Chair the Awards Committee and organize the first meeting at the Committee.
- 3.4.11 Serve as Returning Officer for all Science Council elections.

3.5 Responsibilities of the Secretary

The Secretary shall

- 3.5.1 Record the minutes of all executive sponsored meetings.
- 3.5.2 Maintain minutes of all executive meetings.
- 3.5.3 Bring official correspondence to the attention of the Executive.
- 3.5.4 Periodically prepare information releases of Science Council activities for insertion in *The ATA News*.
- 3.5.5 Distribute meeting minutes within nine days of a meeting.
- 3.5.6 Ensure all yearly records including membership lists, lists of past presidents and award winners are placed in the archives.
- 3.5.7 Maintain a written record of all motions passed.
- 3.5.8 Prepare updated executive mailing list.

3.6 Responsibilities of the Conference Director(s)

The Conference Director(s) shall

- 3.6.1 Assume jointly the directorship of the Science Council annual conference
- 3.6.2 Establish a Conference Committee to assist with the annual conference.
- 3.6.3 Serve as members of the Budget Committee.
- 3.6.4 Be familiar with the duties of the Conference Director as outlined in the Conference Handbook.
- 3.6.5 Receive an honorarium, within 12 months preceding or following the conference for which they were responsible, with up to \$2000 in professional development funds that can be used by the conference director(s). All original receipts must be forwarded to the Council Treasurer within 12 months of the completion of the Conference for which they were responsible. In the case of retired teachers, the honorarium may be used for non-PD purposes, and must be reported by the treasurer to Barnett House as a cash honorarium.
- 3.6.6 Be responsible for finding financial assistance (grants and sponsorship) for the annual conference.
- 3.6.7 Complete site inspection of proposed location of annual conference and report findings to the rest of the executive.
- 3.6.8 Complete due diligence (for venues) to ensure that financial contracts between conference venue and the Science Council is completed before any contracts are

signed. Due diligence involves review of contract by staff officers, from Barnett House and through discussion of items in the contract with rest of the executive.

3.7 Responsibilities of the Assistant Conference Directors

The Assistant Conference Directors shall

- 3.7.1 Assist the Conference Directors as required and act in their stead when the Conference Director(s) is/are absent.
- 3.7.2 Act as displays or audio-visual coordinators at the annual conference.
- 3.7.3 Attend the ATA Summer Conference for training prior to his/her conference.
- 3.7.4 Be familiar with the duties of the conference director as outlined in the Conference Handbook as well as section seven of the Council Policies.
- 3.7.5 Be responsible for financial assistance (grants and sponsorship) for the annual conference.

3.8 Responsibilities of the Treasurer

The Treasurer shall

On-going duties

- 3.8.1 Receive, record and report to the Executive on all monies received by the Council.
- 3.8.2 Issue advances, scrutinize and pay accounts as directed and authorized by the Executive.
- 3.8.3 Pay all accounts as authorized by the Executive\
- 3.8.4 Record all receipts and disbursements in account ledger.
- 3.8.5 Ensure all Executive Members complete the “claim for expenses’ form when requesting reimbursement for expenses. Separate forms are used for regular expenses and conference expenses.
- 3.8.6 Issue receipts for all monies received. The receipts for ATA membership cheques are recorded, not sent to the ATA.
- 3.8.7 Submit cheque stubs, invoices, claims for expenses and bank statements for yearly audit.
- 3.8.8 As a Table Officer, serve as a member of the Budget Committee and help to establish and clarify long-range policies and goals, and give any such direction to the members of the Council.
- 3.8.9 Present a financial statement for each Council Meeting. The statement must list all receipts and disbursements for that month. Monthly balance must equal current

revenues.

- 3.8.10 Balance account ledger: debits equal credits.
- 3.8.11 Reconcile monthly bank statement with records.
- 3.8.12 A monthly financial statement of the Science Council Grant Account is issued by the Provincial ATA. An itemized accounting of every item charged to the Grant Account will be included and this information should be recorded in the Grant Account Ledger. The monthly financial statement should include the balance of the Grant Account.

Yearly Duties

- 3.8.13 Be responsible for having the books of the Council audited at the end of the fiscal year.
- 3.8.14 Prepare and present the annual financial statement for the previous fiscal year, and present the budget for the up-coming fiscal year, all at the Annual General Meeting.
- 3.8.15 Attend the ATA Treasurer's Workshop.

3.9 Responsibilities of the Directors

Each of the four Directors (Elementary Science, Division III, Division IV Biological / General Sciences, Division IV Physical Sciences) shall

General Duties

- 3.9.1 Represent the interests of science teachers involved in the following areas.
 - Elementary Science
 - Division III Science
 - Division IV Biological / General Sciences
 - Division IV Physical Sciences
- 3.9.2 Keep informed of any curriculum changes and report back to Science Council Executive.
- 3.9.3 Submit reports to executive meetings and an annual report regarding the Director's activities.
- 3.9.4 Work with the conference directors to recruit presenters for the annual conference in content-area related to the appropriate division of the director.

Professional Development Duties

- 3.9.5 Encourage establishment of local Regional Councils.
- 3.9.6 Maintain contact with Regional Councils and other local professional societies, and with teachers.
- 3.9.7 Serve as liaison person for a Regional Council appointed to you by the President,

and obtain from that council an annual report.

- 3.9.8 Encourage and report on any local workshop designed to enhance science teaching in Alberta.

Conference Duties

- 3.9.9 Determine the needs of science teachers with regard to workshops and sessions relating to their respective disciplines.
- 3.9.10 Provide speaker names and workshop topics to the conference directors
- 3.9.11 Assist in conference planning, development, implementation and operation.

Publication Duties

- 3.9.12 Annually supply two articles pertaining to their area of specialization to Science Council editors.
- 3.9.13 Supply information to Science Council editors and assist in advertising the dates and contents of all workshops, seminars, curriculum changes, and other news relating to the respective disciplines.

3.10 Responsibilities of the Communications Director

The Communications Director shall

- 3.10.1 Acquire council membership database from the Association.
- 3.10.2 Submit reports to Executive Meetings and an annual report regarding their activities.
- 3.10.3 Annually supply two articles to Science Council editors
- 3.10.4 Maintain the Council website and ensure it is updated on a monthly basis.
- 3.10.5 Maintain communication with the ATA regarding initiatives involving technology.
- 3.10.6 Maintain updated inventory of technology owned by the Science Council.
- 3.10.7 Prepare three-year technology evergreen plan on behalf of the Science Council at the first Council meeting in September.
- 3.10.8 In conjunction with the President and the Executive Staff Officer, manage the distribution of Council publications and communications, including all social media, to the membership.
- 3.10.9 Act as the Council's CASL Officer and attend all training and in-servicing provide by the Association.

3.11 Responsibilities of the Editor of The Alberta Science Teacher and Journal Editor

The Editor(s) shall

- 3.11.1 Encourage, review, and edit manuscripts submitted for the respective publications.
- 3.11.2 Jointly ensure articles submitted are published in the appropriate publication.
- 3.11.3 Maintain contact with the Editors of other Specialist Councils.
- 3.11.4 Maintain contact with the editorial staff of the ATA in order to facilitate the publication of *The Alberta Science Teacher, the Alberta Science Education Journal*.
- 3.11.5 Serve as members of the Publications Committee if needed.
- 3.11.6 Report regularly to the Executive and implement editorial policies as directed by the Executive.
- 3.11.7 Submit an annual report to the membership of Science Council at the Annual General Meeting.
- 3.11.8 Attend Editor's sessions when provided by the ATA.

3.12 Responsibilities of the Post-Secondary Representative

The Post-Secondary Representative shall

- 3.12.1 Provide a channel of communication between Science Council and tertiary educational institutions.
- 3.12.2 Submit an annual report to the membership of Science Council at the Annual General Meeting.

3.13 Responsibilities of the ATA Staff Advisor

The ATA Staff Advisor shall

- 3.13.1 Act as liaison person between the Council and the ATA on such matters as printing, distribution of material, finances, membership lists, brochures, etc.
- 3.13.2 Advise the Council on plans and activities for professional development.
- 3.13.3 Assist the business-like operation of the Council regarding election, correspondence, records, financial records, etc.
- 3.13.4 Stimulate the Council to provide service to members.
- 3.13.5 Assist in the promotion of the business-like operation of the conference.
- 3.13.6 Be informed on all aspects of the Council's operation and make recommends to the Council when required.
- 3.13.7 Inform Council about related activities.

3.14 Responsibilities of the Provincial Executive Council Liaison Representative

The PEC Representative shall

3.14.1 Act as a liaison person between the Council and PEC.

3.15 Responsibilities of Regional Liaison People

The Liaison person between Science Council executive and their appointed regional council shall

3.15.1 Represent the respective Regional Council at Executive meetings.

3.15.2 Periodically attend Regional Council meetings.

3.15.3 Inform the Regional Council regarding executive activities.

3.15.4 Inform the Executive regarding Regional activities.

3.15.5 Serve as a resource person to that Regional if called upon.

3.15.6 Present the concerns and requests of the Regional Council to the Executive.

3.15.7 Present the concerns and requests of the Executive to the Regional Council.

3.15.8 Provide the Special Publications Editor with information about Regional Council activities.

3.15.9 Obtain the names of individuals who may fulfill Executive positions or assist with subcommittees, surveys, conferences, etc.

3.16 Responsibilities of Alberta Education Liaison

The Alberta Education liaison shall

3.16.1 Act as a liaison person between the Council and Alberta Education.

3.16.2 Advise Council on changes to curriculum, teacher professional development, curriculum implementation or any such activities that Alberta Education undertakes of relevance to Council.

3.16.3 Speak on behalf of Alberta Education regarding relevant matters of curriculum.

3.16.4 Attend Science Council meetings when available.

3.17 Responsibilities of External Relations Director

The External Relations Director shall

- 3.17.1 Act as a liaison person between the Council and like external organizations (National Science Teaching Association, Let's Talk Science, etc.).
- 3.17.2 Explore opportunities to build new relationships, potential partnerships, and ways to improve science teaching in Alberta.
- 3.17.3 Submit reports to Executive Meetings and an annual report regarding their activities.
- 3.17.4 Annually supply two articles to Science Council editors.
- 3.17.5 Work with the conference directors to recruit presenters for the annual conference in content-area related to the appropriate division of the director.
- 3.17.6 Attend Science Council meetings when relevant and available.

4. Finance

- 4.1 The Provincial ATA Grant Account shall be used for the following purposes: publications, postage, membership cards, brochures and stationery. All other expenditures shall be authorized by the President.
 - 4.1.1 Due to the volunteer nature of the executive's role, each individual will assume personal costs for time/work necessary to complete their tasks. This will include items such as labor/secretarial costs.

4.2 Travel

- 4.2.1 Carpooling for travel to Executive meetings shall be used whenever possible. Reimbursement shall be at the provincial ATA rate per kilometer.
- 4.2.2 Plane travel for conferences attended by the President and Conference Director will be economy or actual fare, whichever is less.
- 4.2.3 Travel by taxi will be reimbursed where applicable and where there is no alternate, less expensive, form of transportation.
- 4.3 All claims for expenses must be accompanied by receipts.
 - 4.3.1 Original receipts are required for reimbursement (not photocopies).
 - 4.3.2 Original receipts will accompany an expense claim form and must be received by the treasurer before June 30 of the fiscal year in which the expenses occurred.
 - 4.3.3 Postage claims should be accompanied by an official postage receipt.
 - 4.3.4 Regular Science Council Executive meetings will include meals paid for by the Council when a meeting spans a meal hour. During conferences and other special occasions, the Executive may vote upon which meals will be covered and the amount of coverage.

4.3.4.1 The reimbursement per a meal will be:

Breakfast	\$ 15
Lunch	\$ 20

Dinner \$ 35

- 4.3.5 Hotel rooms are to be booked and/or cancelled by the individual. Room service and all other charges associated are the responsibility of the individual. Original hotel bill must accompany expense claim. Maximum reimbursement for a hotel bill in province shall be according to ATA provincial guidelines.
- 4.3.6 Science Council Executive members may receive substitute pay when attending seminars, special meetings, or performing council duties only when voted upon at a regular Executive Meeting.

- 4.4 The fiscal year and reporting period will run from July 1 to June 30 of the following year. Expense claims must be submitted by June 30.

- 4.5 The budget year shall coincide with the fiscal year and the reporting period, being July 1 to June 30 of the following year.

- 4.6 When needed, Executive of the Science Council by a motion passed at an Executive meeting, be permitted to draw upon funds from the members equity accounts for the following reasons:
 - a) advances to the Annual Conference
 - b) eliminate Science Council deficits
 - c) eliminate Science Council Conference deficits

- 4.7 When needed, upon agreement by a majority vote among Table Officers, the Council be permitted to draw upon funds from members' equity accounts to provide bridging funding during periods when the Council is temporarily unable to meet its financial obligations.

5. Committees

5.1 Conference Committee

- 5.1.1 The Conference Committee shall be chaired by the Conference Director(s) and shall include the Assistant Conference Director(s) and other members of the Executive as required.

5.2 Elementary Committee

- 5.2.1 The Elementary Committee shall be chaired by an Elementary Director and shall include others appointed by the President.

5.3 Division III Committee

5.3.1 The Division III Committee shall be chaired by the Division III Director and shall include other members appointed by the President.

5.4 Division IV Committee

5.4.1 The Division IV Committee shall be chaired by a Division IV Director and shall include other members appointed by the President.

5.5 Budget Committee

5.5.1 The Budget Committee shall be chaired by the President and shall include the Treasurer, the Vice President, the Past President, and the Conference Director(s).

5.5.2 The Budget Committee shall meet as required in order that they may present a draft budget at the spring executive meeting.

5.6 Nominations Committee

5.6.1 The Nominations Committee shall be chaired by the Past President.

5.6.2 The Nominations Committee shall do everything possible to advertise upcoming open positions on the Executive.

5.7 Awards Committee

5.7.1 The Awards Committee is chaired by the Past President and be comprised of council members who solicit nominations for all science council awards.

5.7.2 The Awards Committee shall forward all nominations to the adjudication committee.

5.7.3 The Awards Committee shall be responsible for the plaques and trophies and their presentation at the conference.

5.7.4 The Awards Committee shall do everything possible to advertise the Science Council awards and encourage nominations.

5.8 Adjudication Committee

5.8.1 The Adjudication Committee shall consist of two former members of the Science Council Executive to be appointed in January by the President.

5.9 Publications Committee

5.9.1 The Publications Committee shall be chaired by the President and shall include the Vice President, Communications Director, Treasurer, Journal Editor and The Alberta Science Teacher Editor (also assistant editors when applicable).

5.10 Ad Hoc Committees

5.10.1 Through the passing of a motion, Science Council may from time to time form ad hoc committees. Ad hoc committees must specify:

- a) title
 - b) memberships
 - c) purpose
 - d) budget
- 5.10.2 Members of a newly-formed ad hoc committee shall set a first-meeting time and date.
- 5.10.3 At the first meeting, committee members shall designate one person to open the meeting and conduct a vote on who shall be chair. The chair shall then conduct the meeting. The committee may change chairs as it sees fit. Science Council shall be informed of the identity of the chair.
- 5.10.4 It is the duty of the chair to conduct all the meetings of the ad hoc committee and to delegate the role to another committee member in their absence.
- 5.10.5 The chair shall, upon consultation with all committee members set the date, time and agenda for all subsequent meetings.
- 5.10.6 The chair shall report to Science Council, as necessary, on the work of its committee.
- 5.10.7 The outcome of the work of the Ad Hoc Committee and the actions recommended must be voted on by Ad Hoc Committee members, with a simple majority carrying the motion, and presented to Science Council for approval.
- 5.10.8 In the case of a tie vote on a submission to Science Council, the matter shall be presented to Science Council without a recommendation.
- 5.10.9 Committee positions, proposals, opinions and actions may be officially imparted to or directed at outside agencies only with the prior approval of Science Council.

6. Regional Councils

- 6.1 The following Constitution shall serve as a model for all Regional Councils. (See *Model Constitution in the Manual for ATA Specialist Councils.*)
- 6.1.1 NAME. This organization shall be known as the _____ Regional Science Council of The Alberta Teachers' Association.
- 6.1.2 BOUNDARIES. The Boundaries (physical or academic) shall be _____
- 6.1.3 OBJECTIVES. The objectives of the Regional Council shall be to improve science education by:
- a) the promotion of high quality teaching
 - b) the cooperative exchange of ideas
 - c) the encouragement of projects
 - d) other activities such as workshops and local conferences
- 6.1.4 MEMBERSHIP. The members of this regional council shall consist of members

of the provincial Science Council who work within the boundaries of this regional. Membership privileges and categories shall be consistent with those adopted by the provincial Science Council.

- 6.1.5 EXECUTIVE. Executive officers shall be elected at the Annual General Meeting of the Regional. The officers shall be a President, a Vice-President, and a Secretary-Treasurer, plus others if necessary (e.g.: Divisional Director, etc.) as decided by the Annual General Meeting of the Regional Council.
- 6.1.6 EXECUTIVE MEMBERSHIP. All members of the Executive of the Regional Council must be members of the Science Council or must become members within two months of election to office.
- 6.1.7 ELECTIONS. An Annual General Meeting of the Regional must take place each year, at which meeting the election of an Executive shall take place.
- 6.1.8 FEES. Membership fees will be determined at the Annual General Meeting of the Regional Council.
- 6.1.9 AMENDMENTS. The constitution of the Regional may be amended by a two-thirds majority vote of the members present at the Annual General Meeting of the Regional if notice of motion has been sent to all members four weeks before said Annual General Meeting. These amendments must be ratified by Science Council Executive.
- 6.1.10 TERMINATION. Dissolution of the Regional may be authorized by two-thirds majority vote at a General Meeting of the Regional, or by the Executive of Science Council if the Regional has ceased to function. Upon dissolution, all assets, records and books must be turned over to the Science Council Executive.

- 6.2 Inaugural Grant – A grant of \$50.00 shall be available to a Regional Council when it is formed, if such Council complies with Sections 6.1.1 to 6.1.10 (inclusive) above. This grant is available only during the first year of existence of said Regional Council.

- 6.3 Annual Reporting – The Science Council Treasurer will provide each Regional with copies of an annual reporting form which will request the following information:
 - 6.3.1 Name of the Regional Council.
 - 6.3.2 Names and addresses of the current President and Treasurer.
 - 6.3.3 Names and addresses of the incoming President and Treasurer.
 - 6.3.4 A description of the past years' activities.
 - 6.3.5 A list of possible planned activities for the upcoming year.
 - 6.3.6 A financial statement (to include statement, bank branch, account number and authorized signatures).

6.4 Membership Rebate

A sum to be determined at the beginning of each fiscal year for each regional member who is also a member of Science Council will be paid to the Regional Council upon receipt of the Annual Report from the Regional President.

6.5 Differentiated Fee Policy

The regional is encouraged to set fees for activities which will enable members of Science Council to participate at a lower cost than non-members of Science Council. Membership brochures should be available at all regional meetings.

6.5.1 Regional Reports to the Editors: Regionals should designate a reporting person to regularly submit information to the Editors. Suggested items are Notice of Meetings, Reports on Activities or Meetings, Dates of Future or Upcoming Meetings and Agendas.

6.6 Special Grant Dispersal Policy Guidelines

6.6.1 Objectives: To assist in the financing of projects, initiated by science teachers, designed to lead to improvement of science teaching. The size of the grant will not exceed \$100.00. Application for grant should be made prior to undertaking the projects. Projects should have potential for use by Science teachers in Alberta.

6.6.2 Eligibility: Any member of Science Council. (If all grant applicants are not members they should be encouraged to take out membership, the majority of projects participants and the project coordinator should be Science Council regular members.) Grants would be dispersed through Regional Councils and projects would be undertaken under regional auspices.

6.6.3 Expenditures. (See Application Form)

6.6.3.1 Eligibility – supplies, materials, secretarial services, travel consulting fees, and the like.

6.6.3.2 Ineligibility – Capital Equipment.

6.6.4 The grant would be issued to the Treasurer of a Regional.

6.6.5 Grants are issued on a yearly basis. Funds not used revert back to the Science Council and may not be accumulated from year to year by a Regional. Such funds will be placed in a project fund for future use and will not revert to the general fund.

6.6.6 A written report and financial statement shall be submitted at the end of the grant period and/or at the end of the project.

6.6.7 Rights of publications of all materials belong to Science Council.

6.6.8 Science Council shall be first priority re: publishing and disseminating materials produced.

6.6.9 Notification of an approved project should be sent to other appropriate Regional

Councils.

6.6.10 A written summary or report of a completed project should be submitted to The *Alberta Science Teacher*.

6.7 Application for Special Grant

Name of Regional: _____

Name(s) of Applicant: _____ Position: _____

_____ Position: _____

_____ Position: _____

(Designate Project Coordinator with an ‘*’.)

Address of Coordinator: _____

Date of Application: _____

Short title of proposed project: _____

Objectives and brief outline of proposed project.

Reasons for request to Science Council (as opposed to some other agency).

Project Budget – Tabulated statement of items on which grant will be spent.

a) Materials, supplies, etc. (list)	a) Total \$
b) Services (e.g. secretarial: list proposed rate of numeration, given names and qualifications, period of employment)	b) Total \$
c) expenses (e.g. travel)	c) Total \$
d) other (specify)	d) Total \$
e) Total Request	_____

7. Conference

7.1 The Conference Directors have the responsibility for the planning and operation of the annual conference and the delegation of responsibility for duties related to that conference.

7.2 The chairing of the Annual General Meeting and other official duties at the annual conference are the responsibility of the President.

7.3 The conference registration fees shall be determined annually by the majority vote of the Executive.

7.4 Reimbursement for executive conference expenses shall be determined annually by a majority vote of the Executive.

- 7.5 Reimbursement for speaker's expense shall be determined annually by a majority vote of the Executive.
- 7.6 When a member of the executive is contacting a speaker for the conference, the commitments regarding arrangement and finances must be in writing.
- 7.7 All Past Presidents of Science Council in attendance at the Annual Conference will be recognized by a ribbon in conjunction with the name tag.
- 7.8 The Science Council will rent display space at the annual conference. Displays should provide delegates with the most recent instructional aids available. Display privileges will be extended to exhibitors by invitation and space will be granted within the following categories and priorities.
 - 7.8.1 Foremost to those companies of science materials, apparatus, textbooks and audio-visual aids as they are related to the science curricula (K-12).
 - 7.8.2 To those companies and institutions that have a direct and indirect concern in science education (to include groups such as environmental education groups, museums, etc.)
 - 7.8.3 To those organizations which by their activities are supplemental to the field of science education and the K-12 curricula (to include groups such as wildlife organizations, anti-litter groups, Cancer Society, industry, etc).
- 7.9 The Conference registrar will ensure payment of membership fees collected from registration at annual conference to the Association within one month of the completion of the conference.
- 7.10 Conference director(s) will be reimbursed up to \$2,000 for Professional Development 12 months before or 24 months after the conference for which they are responsible. All original receipts must be forwarded to the Treasurer of the Science Council within 12 months of the conference completion.

8. Publications

- 8.1 The Alberta Science Teacher Editor shall receive up to 25 extra copies of each issue of the publication for publicity purposes.
- 8.2 Extra copies of *The Alberta Science Teacher and the Alberta Science Education Journal* may be purchased at cost if available.
- 8.3 Addresses of authors are to be included in the respective publications.
- 8.4 Editors may appoint Assistant Editors who will become members of the Publications Committee but do not attend executive meetings, unless specifically invited and do not hold executive officer status.
- 8.5 An honorarium for the authors of Science Council Monographs shall be paid according to the following formulae:
 - 8.5.1 Fifteen percent of selling price as set by Science Council after the cost of publishing and distribution have been met.

- 8.5. Payments are to be made annually at the end of June.
- 8.6. Authors of articles in the Alberta Science Education Journal are to receive two copies of their published article.

9. Curriculum Committees

- 9.1. ATA nomination forms for Membership on Curriculum Committees should be made available to members of Science Council.

10. Awards Committee

10.1. The awards committee shall consist of two members of the Science Council Executive to be appointed by the President. If one of the current appointees of the Awards Committee is nominated, they will be replaced by another executive member. Award nominations will be forwarded through the President and the Staff Officer to the current awards committee for review each year. The Awards Committee will be struck in January and solicit nominations through the Science Council publications. Major award nominations are due by September 15 each year. The chair of the awards committee will present the award recipients at the post conference executive meeting.

10.2. Science Council Awards

10.2.1 Certificate of Achievement – The purpose of this award is to recognize on an ad hoc basis, special science projects by individuals or groups of teachers in Alberta. The President of Science Council will undertake the responsibility for the presentation of the award(s), at a regional meeting if possible. The award is a certificate. An article describing the project should appear in The Alberta Science Teacher.

10.2.2 Outstanding Science Teacher – The purpose of this award is to recognize excellence in science teaching in Alberta. Criteria may involve contributions to science teaching such as: articles, workshops, curriculum development and other instances of professional development. Strong consideration is given to outstanding classroom teaching over an extended period of time. Eligibility is limited to those currently teaching at least 2/3 of the time. An annual plaque plus a personal “keeper” plaque are presented to the recipient at the annual conference banquet. Travel expenses to the conference and one night’s accommodation and meals for the recipient and one guest is covered by Science Council. Recipients are asked to share their approach to science teaching either by writing an article for a Science Council publication or by being interviewed about their teaching by the Editor (or designate).

10.2.3 Distinguished Service Citation – The purpose of this award is to recognize a

broad, extended contribution to science education in Alberta. The criteria may include curriculum development, in-service, outstanding classroom teaching, professional publications, and contributions to the greater community related to science education. The award consists of a large annual trophy and a personal "keeper" trophy presented to the recipients at the Annual Conference banquet. Travel expenses to the conference and one night's accommodation and meals for the recipient and one guest is covered by Science Council. An article describing the recipient's contributions should appear in a Science Council publication.

11 Regional Grants:

- a) An annual rebate of \$5.00 will be made to regional councils for every regular Science Council member who is also a member of the regional. *(Members of regionals have traditionally been those who attend Regional functions.) Eligibility of names submitted by the Regional President are determined by the most recent membership list compiled by the Provincial ATA prior to July 1.
- b) Each Regional President must submit a report by July 1 in order to be eligible for the rebate. This report must include:
 - 1. Names and addresses of members who are regional members
 - 2. Report of past year's activities
 - 3. Financial reports
 - 4. Names, addresses and telephone numbers of the Executive for the upcoming year.

The Regional Reports and the financial statement are given to the President who will include them in his report to the ATA.

Annual Reporting – The Science Council Treasurer will provide each Regional with copies of an annual reporting form which will request the following information:

- a) Name of the Regional Council.
- b) Names and addresses of the current President and Treasurer.
- c) Names and addresses of the incoming President and Treasurer.
- d) A description of the past years' activities.
- e) A list of possible planned activities for the upcoming year.
- f) A financial statement (to include statement, bank branch, account number and authorized signatures).

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