

**CONSTITUTION**  
**of the**  
**\_\_\_\_\_ Convention Association**  
**of the Alberta Teachers' Association**

**I. Definitions**

1.1 In this constitution,

- 1.1.1 “Active Members” has the same meaning ascribed to it as in the *Teaching Profession Act*;
- 1.1.2 “Associate Member” means those individuals who are granted associate membership as per the *Teaching Profession Act*;
- 1.1.3 “Convention Association” means the \_\_\_\_\_ Convention Association of the Alberta Teachers' Association;
- 1.1.4 “Convention Board” means a representative body consisting of duly elected or appointed members of the locals forming the convention association who have the right to vote and hold office;
- 1.1.5 “Convention Lead” means the Executive Staff Officer appointed by the Executive Secretary of the Alberta Teachers' Association to oversee teachers' conventions and coordinate the Association's supports for convention boards;
- 1.1.6 “Liaison Member” means a person approved by Provincial Executive Council and the convention board to serve in a non-voting advisory or consultative capacity on the convention board;
- 1.1.7 “Member-Locals” means the following local associations of the Alberta Teachers' Association:
  - (a)
  - (b)
  - (c)
- 1.1.8 “Provincial Executive Council Liaison” means the District Representative appointed by the Alberta Teachers' Association's Table Officers Committee to provide ongoing support to the convention board;
- 1.1.9 “Staff Advisor” means the Executive Staff Officer appointed by the Executive Secretary of the Alberta Teachers' Association to provide ongoing support to the convention board;
- 1.1.10 “Student Members” means preservice teachers who are members of a student local and are registered in a teacher education program at an institution recognized by the Alberta Teachers' Association.
- 1.1.11 “Year” means the convention planning year that begins on approximately April 1 of a calendar year and ends on approximately March 31 of the following calendar year.

## II. Name

- 2.1 The name of this organization shall be the \_\_\_\_\_ Convention Association of the Alberta Teachers' Association.

## III. Object, Purpose, Mission and Vision

- 3.1 Object and Purpose: The object of the convention association shall be to plan, organize or authorize an annual teachers' convention for its members to be held on two teaching days approved by Provincial Executive Council, the purpose of which shall be to improve and maintain teachers' pedagogical and leadership competence.
- 3.2 Mission:
- 3.2.1 Teachers' conventions support professionalism and enhance student learning by addressing teachers' professional needs, supporting professional collaboration, advancing effective teaching practices and motivating reflective practice by exploring research and emerging educational issues.
- 3.2.2 The annual teachers' convention shall strive to provide relevant professional opportunities for teachers, which assist them in realizing their individual plans, developing opportunities for increased knowledge, improving teaching practice and renewing commitment to the profession.
- 3.3 Vision:
- 3.3.1 Convention programs:
- a) Convention programs should provide ample time and space for teachers to engage in a variety of meaningful learning and reflection activities which promote the development of both individual and collective efficacy;
  - b) All sessions (including keynote presentations) are linked to:
    - (i) One or more competencies in the *Teaching Quality Standard* or *Leadership Quality Standard*; or
    - (ii) The Association's mandated objects, strategic directions and priorities;
  - c) The content of all sessions must:
    - (i) be consistent with Association policy;
    - (ii) reinforce the honour and dignity of the teaching profession; and
    - (iii) model the importance of high-quality, teacher-directed professional development.
- 3.3.2 Convention exhibits:
- (a) As a significant element of convention programming and a reflection of the teaching profession, the majority of convention exhibits are education-related booths that display products, information and services relevant to the work and needs of teachers and school leaders.

- (b) Health and wellness vendors are only provided with exhibit space if their products are supported by the Alberta School Employee Benefits Plan (ASEBP) and any on-site services (eg massage therapy) are provided only by licensed practitioners.
  - (c) Commercial vendors with little or no educational relevance will be phased out incrementally so none are present at the 2024 teachers' conventions or beyond.
- 3.3.3 Reputation:
- (a) Teachers across the province understand the purpose of their annual conventions and celebrate these events that allow them to renew their professional practice, reconnect with members of their professional association, and promote their collective vision for public education;
  - (b) Teachers' conventions continue to receive strong support from parents, the media and the general public as significant professional development events that improve the quality of teaching and student learning in Alberta.

#### **IV. Membership**

- 4.1 The following members of the Alberta Teachers' Association are members of the convention association and may attend its annual convention:
- 4.1.1 Active members of the member-locals;
  - 4.1.2 Active members of such other locals of the Alberta Teachers' Association as may be admitted from time to time on approval of Provincial Executive Council and the convention association;
  - 4.1.3 Associate members who:
    - (a) are declared eligible by Provincial Executive Council; and
    - (b) have registered with the Alberta Teachers' Association and have paid the required fee;
  - 4.1.4 Student members:
    - (a) who are in the final year of their undergraduate teacher education program; and
    - (b) such other student members as may be admitted from time to time on approval of Provincial Executive Council and the convention association.
- 4.2 The following non-members may attend the annual convention:
- 4.2.1 Teachers employed by school districts outside of Alberta who are
    - (a) participating in an organized teacher exchange program during convention and have registered with the Alberta Teachers' Association; or
    - (b) able to demonstrate membership in their provincial, territorial or state teachers' federation or association; have registered with the Alberta Teachers' Association and have paid the required out-of-province delegate fee.

- 4.2.2 Such other non-members who
  - (a) are declared eligible by Provincial Executive Council; and
  - (b) have registered with the Alberta Teachers' Association and have paid the required fee.
- 4.2.3 In rare cases, the convention association or its member-locals may request permission from the Executive Secretary or their designate to invite other non-members to participate in or observe specific activities scheduled during the annual convention as escorted guests.

## **V. Withdrawal of Membership**

- 5.1 A member-local may withdraw from the convention association upon approval of the Provincial Executive Council, provided written notice of such withdrawal is received by the convention association at least 18 months prior to the date of the convention for which it would be effective, and further provided that the member-local requesting withdrawal has satisfied all Provincial Executive Council guidelines for withdrawal then in force.

## **VI. Convention Board**

- 6.1 The governing body of this organization shall be the convention board.
- 6.2 Membership on the convention board
  - 6.2.1 Membership on the convention board shall include
    - (a) two/three active or associate members elected or appointed by each member-local of the convention association to serve as Local Representatives on the convention board for \_\_\_\_-year terms which begin at the first convention board meeting following convention;

OR

- 6.2.1 Membership on the convention board shall include
    - (a) active or associate members elected or appointed by each member-local of the convention association to serve as Local Representatives on the convention board for \_\_\_\_-year terms which begin at the first convention board meeting following convention. The number of representatives each member-local can elect or appoint shall be based on the following formula with membership determined by the most recent official member count conducted by the Alberta Teachers' Association:
      - (i) one representative for every \_\_\_ full-time or part-time teachers;
    - (b) members selected by or from within the convention board including
      - (i) members of the board elected or appointed as executive officers;
- and

- (ii) such other members as shall be appointed directly by motion of the convention board for a term lasting one year. The number of members so appointed shall not exceed 20 per cent of the total number of members on the board;
- (c) Alberta Teachers' Association District Representatives from all member-locals of the convention association (one designated as the convention board's Provincial Executive Council Liaison);
- (d) The Executive Staff Officer appointed by the Alberta Teachers Association's Executive Secretary to serve as the Staff Advisor; and
- (e) Liaison Members approved by the Provincial Executive Council and the convention association.

6.3 The convention board shall:

- 6.3.1 Plan, organize, administer and evaluate the annual teachers' convention;
- 6.3.2 Report on all convention matters to the member-locals through their representatives on the convention board;
- 6.3.3 Request services from the Alberta Teachers' Association, Association subgroups, and other professional development service providers and review, from time to time, the services provided.

## **VII. Executive Officers**

7.1 The executive officers shall be:

- 7.1.1 the Past President
- 7.1.2 the President;
- 7.1.3 a minimum of one and a maximum of eight Vice-Presidents, Coordinators, Directors, or Committee Chairs;
- 7.1.4 the Secretary; } or the Secretary-Treasurer;
- 7.1.5 the Treasurer; }
- 7.1.6 the Provincial Executive Council Liaison;
- 7.1.7 the Staff Advisor; and
- 7.1.8 additional members appointed by the convention board.

7.2 All executive officers are members of the convention board.

7.3 As stipulated in the *Teaching Profession Act*, only active and associate members of the Alberta Teachers' Association may hold office.

7.4 In addition to the executive officers above, an Honourary President may be appointed by the convention board. Such office shall be honorary in nature and a person so appointed may attend meetings but shall not vote in deliberations of the executive or the convention board.

## 7.5 Election and appointment of executive officers

- 7.5.1 All executive officers, with the exception of the Past President, Provincial Executive Council Liaison, and Staff Advisor shall be elected or appointed by and from the convention board to serve one-year terms beginning immediately after the first convention board meeting following convention and ending at the first convention board meeting following the next convention.
- 7.5.2 The elections shall follow the order of executive positions listed in 7.1.
- 7.5.3 With the exception of the sitting President, any executive officer whose term on the convention board expires after the annual convention
  - (a) shall continue to serve in their position until the new executive is elected or appointed at which time their membership on the convention board and executive shall end; and
  - (b) shall not be eligible to run for a position on the executive until re-elected by their local or re-appointed by the convention board in accordance with 6.2.1(b)(ii).
- 7.5.4 Once a new president is elected or appointed, the sitting President shall be appointed Past President for a one-year term.
  - (a) If the sitting President does not wish to serve as Past President, the convention board may elect or appoint another member to serve as Past President for a one-year term.
- 7.5.5 Should there be no nominees for a particular executive office during the annual elections or if any executive office should become vacant between annual elections, the executive shall either
  - (a) divide the duties assigned to the vacant executive position between one or more executive officers for the duration of the term;
  - (b) appoint one of the convention board members to the vacant executive office for the duration of the term; or
  - (c) identify an individual who is willing to perform the duties of the vacant office and appoint this individual to the convention board for the duration of the term, in accordance with 6.2.1(b)(ii).

## VIII. Duties

- 8.1 Local Representatives: It shall be the duty of the Local Representatives on the convention board to:
  - 8.1.1 Liaise and provide regular reports to member-locals;
  - 8.1.2 Attend all duly called meetings of the convention board and/or its committees;
  - 8.1.3 Provide assistance at the convention including but not limited to duties hosting speakers and chairing sessions;
  - 8.1.4 Faithfully fulfill the duties of any office of the Board to which they are elected;
  - 8.1.5 Faithfully fulfill such other duties as may be authorized by the convention board by motion from time to time; and
  - 8.1.6 Such other duties as specified in the constitution of their member-locals.

- 8.2 President: It shall be the duty of the President to call and preside at all meetings of the convention board and the executive officers. Notwithstanding the above, in the absence or the incapacity of the President, it shall be the designated duty of another executive member to act in this capacity.
- 8.3 Vice-Presidents, Coordinators, Directors, or Committee Chairs: It shall be the duty of each Vice-President, Coordinators, Directors, or Committee Chair to carry out those duties as assigned by the President and as approved by the convention board.
- 8.4 Secretary-Treasurer: It shall be the duty of the Secretary-Treasurer to:
- 8.4.1 Keep accurate and complete minutes and records of all convention board and executive officers meetings and proceedings;
  - 8.4.2 Keep accurate and complete records of all monies received and disbursed;
  - 8.4.3 Bring before the convention board all official notices and communications received from the Alberta Teachers' Association or from member-locals;
  - 8.4.4 Be generally familiar with the Alberta Teachers' Association's Privacy Policy and maintain records containing personal information in accordance with the law;
  - 8.4.5 Disburse funds as approved and in accordance with convention policy;
  - 8.4.6 Prepare and forward all reports required by member-locals and the Alberta Teachers' Association;
  - 8.4.7 Prepare and forward all meeting notices;
  - 8.4.8 Prepare, after consultation with appropriate persons, the annual budget for consideration and approval by the convention board and forward copies of the approved budget to all member-locals and the Alberta Teachers' Association;
  - 8.4.9 Prepare annual audited financial statements for approval by the convention board and forward copies to each member-local and the Alberta Teachers' Association by October 31 of each year; and
  - 8.4.10 Send copies of the convention program to the Alberta Teachers' Association finalized.
  - 8.4.11 Carry out other duties as assigned by the President and as approved by the convention board.

OR

- 8.4 Secretary: It shall be the duty of the Secretary to:
- 8.4.1 Keep accurate and complete minutes and records of all convention board and executive officers meetings and proceedings;
  - 8.4.2 Bring before the convention board all official notices and communications received from the Alberta Teachers' Association or from member-locals;
  - 8.4.3 Be generally familiar with the Alberta Teachers' Association's Privacy Policy and maintain records containing personal information in accordance with the law;
  - 8.4.4 Prepare and forward all reports required by member-locals and the Alberta Teachers' Association;
  - 8.4.5 Prepare and forward all meeting notices; and

- 8.4.6 Send copies of the convention program to the Alberta Teachers' Association finalized.
- 8.4.7 Carry out other duties as assigned by the President and as approved by the convention board.

AND

8.5 Treasurer: It shall be the duty of the treasurer to:

- 8.5.1 Keep accurate and complete records of all monies received and disbursed;
- 8.5.2 Disburse funds as approved and in accordance with convention policy;
- 8.5.3 Prepare, after consultation with appropriate persons, the annual budget for consideration and approval by the convention board and forward copies of the approved budget to all member-locals and the Alberta Teachers' Association; and
- 8.5.4 Prepare annual audited financial statements for approval by the convention board and forward copies to each member-local and the Alberta Teachers' Association by October 31 of each year.
- 8.5.5 Carry out other duties as assigned by the President and as approved by the convention board.

8.6 Past President: It shall be the duty of the Past President to:

- 8.6.1 Annually update the policies and procedures manual for the convention association; and
- 8.6.2 Serve as the convention association's returning officer during any elections.
- 8.6.3 Carry out other duties as assigned by the President and as approved by the convention board.

8.7 Provincial Executive Council Liaison: it shall be the duty of the Provincial Executive Council Liaison to:

- 8.7.1 represent Provincial Executive Council at meetings of the convention association and at convention itself;
- 8.7.2 guide the development of convention programs to ensure they improve and maintain teachers' competence and promote the teaching profession;
- 8.7.3 promote the activities of the convention board with member-locals;
- 8.7.4 support productive ongoing communication between the convention board, its executive officers and the members and executive officers of member-locals;
- 8.7.5 oversee the hiring processes for all convention support staff (eg executive assistants, bookkeepers) including serving as the chair for all hiring committees;
- 8.7.6 during convention, assist the convention president with responding to media requests, especially those that are political in nature; and



- 8.7.7 evaluate the convention and provide feedback to the convention board, Provincial Executive Council and Association staff.
- 8.8 Staff Advisor: It shall be the duty of the Staff Advisor to:
- 8.8.1 ensure all convention planning and operations are conducted in a manner consistent with Association policy, administrative guidelines and official directives (eg from Provincial Executive Council, the Executive Secretary, Chief Financial Officer, Privacy Officer, etc);
  - 8.8.2 support convention board members and executive officers with fulfilling the Association's purpose, mission, and vision for teachers' conventions (as identified in the *Standard Constitution for Convention Associations*);
  - 8.8.3 assist with the communication and coordination of Association programs and services to the convention board;
  - 8.8.4 guide the review and amendment of the convention association's constitution and policy manual; and
  - 8.8.5 as required, assist the Association's Convention Lead with
    - (a) investigating and resolving emergent issues; and
    - (b) providing support and training to convention board members and executive officers.
- 8.9 Support Staff: From time to time, the convention board may contract individuals to assist with the planning, operation, or administration of convention provided
- 8.9.1 An elected member of the convention executive is assigned to direct and oversee the individual's work; and
  - 8.9.2 Effective 2021 09 30 and notwithstanding any other provision in this constitution or in related policies or frames of reference, the Convention Association shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Executive Secretary of the Alberta Teachers' Association or an Association official designated by the Executive Secretary for review and approval prior to its execution; and The Executive Secretary or other signing officer of the Alberta Teachers' Association shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the Convention Association; and The most recent, fully executed copy of contract of employment or contract for the provision of personal services and or related collective agreement shall be filed with the Alberta Teachers' Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

## **IX. Leaves of Absence**

- 9.1 Requests from any member of the convention board for maternity, parental, or adoption leave shall be approved by the executive for a period of up to one year or until the end of the member's term, whichever occurs first.
- 9.2 Requests from any member of the convention board for a leave of absence for a reason other than those listed in 9.1, may be approved by the executive for a period of up to one year or until the end of the member's term, whichever occurs first.
- 9.3 Approval of a member's request for leave is not contingent on any decisions made by the member with respect to leave of absence from their employment.
- 9.4 Any benefit, access or privilege associated with the member's position on the convention board or executive is suspended during the period of leave and shall be reinstated once the member resumes their position.
- 9.5 Any Local Representative position vacated by a member on leave may be filled in an acting capacity by their member-local in accordance with the local association's established procedures.
- 9.6 Any executive position vacated by a member on leave may be filled by the executive in accordance with 7.5.5 for the duration of the leave.

## **X. Replacement of Convention Board Members and/or Executive Officers**

- 10.1 With the exception of the District Representatives and Staff Advisors, any member of the convention board and/or executive committee who misses three meetings during their term of office shall be deemed to have abandoned their position. The member may appeal in person to the executive committee to seek reinstatement should extenuating circumstances exist. If the member is not reinstated the member and the local will be notified in writing and a replacement will be requested.
- 10.2 Any executive officer who has been deemed to be delinquent in fulfilling their responsibilities by a two-thirds vote of the executive conducted by secret ballot shall be removed from the executive. The member may appeal in person to the convention board to seek reinstatement should extenuating circumstances exist. If the member is not reinstated, the member will be notified in writing and the executive shall fill the vacancy in accordance with 7.5.5.

## **XI. Provincial Association Intervention**

### 11.1 In this section,

- 11.1.1 “Investigated Convention Officer” means a convention board executive officer whose conduct is under investigation pursuant to subsection 11.2;
- 11.1.2 “Investigator” is the individual appointed by the Table Officers pursuant to subsection 11.2;
- 11.1.3 “Convention Officer” means the President, Vice-President, Past President, Secretary or Treasurer/Secretary-Treasurer of a convention association or any other officer appointed or elected by a convention association;
- 11.1.4 “Provincial Executive Council” means the executive council as defined in section 11 of the *Teaching Profession Act*;
- 11.1.5 “Table Officers” means the Association’s officers as defined in Bylaw 35;
- 11.1.6 “Executive Secretary” means the chief executive officer of the Association or a person designated by the Executive Secretary; and
- 11.1.7 “Executive Staff Officer” means a member of executive staff designated by the Executive Secretary.

### 11.2 Suspension or Removal from Office of Convention Officers

- 11.2.1 Where the Table Officers have or receive information which leads them to believe that a Convention Officer:
  - (a) has neglected their duties to the extent that the proper operation of the convention association 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 the Convention 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.
- 11.2.2 In the course of the intervention under section XI, an Investigated Convention Officer is entitled to have access to an Executive Staff Officer for advice.
- 11.2.3 The Table Officers may, taking into account the nature of the alleged conduct, the urgency of the matter in question and any submission from the Investigated Convention Officer, suspend an Investigated Convention 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.
- 11.2.4 The Table Officers may appoint another individual to assume the duties of the Investigated Convention Officer during the period of the suspension.

- 11.2.5 The Investigated Convention Officer may appeal a suspension from office under subsection 11.2.3 to the Provincial Executive Council by filing a notice of appeal with the Executive Secretary within 30 days of being notified of the suspension.
- 11.2.6 If an Investigated Convention Officer appeals their suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the Table Officers and the Investigated Convention Officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 11.2.7 During the investigation, the Investigated Convention Officer shall be provided with an opportunity to provide a response to the Investigator with respect to the concerns about the Investigated Convention Officer's conduct.
- 11.2.8 An Investigated Convention Officer may, in the course of the investigation, submit their resignation to the Executive Secretary.
- 11.2.9 Where an Investigated Convention Officer resigns in accordance with subsection 11.2.8, the investigation shall be continued with the cooperation of the Investigated Convention Officer, and the resignation does not extinguish any liability that the Investigated Convention Officer may have with respect to acts which occurred during the period the office was held.
- 11.2.10 The Investigated Convention Officer has a duty to cooperate during the investigation and the Investigator may direct the Investigated Convention 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 Convention Officer's possession or under their 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.
- 11.2.11 In the event that the Investigated Convention Officer fails or refuses to cooperate with the Investigator, the failure to do so shall be noted by the Investigator in their report to the Table Officers.
- 11.2.12 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 Convention Officer.
- 11.2.13 The Table Officers, upon consideration of the report of the Investigator, may make one or more of the following orders:
- (a) remove the Investigated Convention Officer from office;
  - (b) restrict the Investigated Convention Officer's eligibility for office in the future;

- (c) if the Investigated Convention Officer was suspended during the investigation, reinstate the Investigated Convention Officer to office and impose any conditions or restrictions that the Table Officers consider appropriate in the circumstances; and shall advise the Investigated Convention Officer and Provincial Executive Council of their decision.
- 11.2.14 If the Table Officers remove the Investigated Convention Officer from office, then the Table Officers may appoint another individual to assume the duties of the Investigated Convention Officer until a new Convention Officer is elected or appointed to the position in accordance with this constitution.
- 11.2.15 The Investigated Convention Officer may appeal the decision of the Table Officers under subsection 11.2.13 by filing a notice of appeal with the Executive Secretary within 30 days after being notified of the decision.
- 11.2.16 If an Investigated Convention 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 Convention Officer and shall determine if the decision of the Table Officers shall be confirmed, varied or set aside.
- 11.2.17 In an appeal under subsection 11.2.6 or 11.2.16, the Table Officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

### 11.3 Official Trustee

- 11.3.1 Subject to a two-thirds majority vote, Provincial Executive Council may appoint an Official Trustee to conduct the affairs of the convention association, subject to any terms and conditions the Provincial Executive Council considers necessary when the Provincial Executive Council considers it in the interests of the Association to do so.
- 11.3.2 The convention board may appeal the appointment of an Official Trustee to a representative assembly.
- 11.3.3 An Official Trustee appointed under subsection 11.3.1 has the powers and duties conferred by the General Bylaws on a convention association and conferred by this constitution;
- 11.3.4 On appointment of an Official Trustee to the convention association, the officers of the convention association cease to hold office as Officers of the convention board.
- 11.3.5 An Official Trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

## **XII. Meetings**

- 12.1 Meetings of the convention board shall be called by the Secretary/Secretary-Treasurer on at least three days' notice on the instruction of the President or upon the request, in writing, of at least one member-local.

- 12.2 The first meeting of the convention board following its annual convention shall be held no later than May 1.
- 12.3 The quorum for all meetings of the convention board and executive shall be one more than half the number of voting members of each body.
- 12.4 District Representatives whose member-locals are assigned to this convention association and Association Executive Staff Officers may attend and participate in any meeting (board, executive, committee, special, or ad hoc) of this convention association.
- 12.5 Guests and individuals contracted by the convention board as support staff may attend any meeting as observers subject to the approval of the President. These individuals may be asked to leave the meeting venue at any time at the direction of the chair.
- 12.6 The proceedings of all meetings shall be conducted in accordance with the Official Rules of Order and Procedures as published in the *Members' Handbook of the Alberta Teachers' Association*.

### **XIII. Voting**

- 13.1 As stipulated in the *Teaching Profession Act*, only active and associate members of the Alberta Teachers' Association can vote.
- 13.2 Each Local Representative elected or appointed to represent their member-local on the convention board shall be entitled to one vote.
- 13.3 Each executive officer elected or appointed from Local Representatives within the convention board shall be entitled to one vote.
- 13.4 All members appointed to the convention board under 6.2.1(b)(ii) shall be entitled to one vote, provided they possess active or associate membership in the Alberta Teachers' Association.
- 13.5 Regardless of the number of District Representatives in attendance at any meeting, only one (the Provincial Executive Council Liaison or their alternate) shall be entitled to cast a vote.
- 13.6 Regardless of the number of Executive Staff Officers in attendance at any meeting, only one (the Staff Advisor or their alternate) shall be entitled to cast a vote.
- 13.7 All Liaison Members shall be non-voting.
- 13.8 All individuals contracted by the convention board as support staff shall be non-voting.

## **XIV. Finances**

### 14.1 Convention Fees

14.1.1 The convention board, after consultation with member-locals, shall set fees for the annual convention.

- (a) The convention fee charged to member-locals shall be set annually when the convention board develops its budget.
- (b) When the convention executive determines that an increase to the convention fee charged to member-locals is required, member-locals
  - (i) shall be notified and provided with rationale and supporting documentation, as required;
  - (ii) will have thirty days to seek clarification from convention executives and confer with their convention board representatives before the convention board votes on the fee increase and sets its budget accordingly.

### 14.2 Convention Budget

14.2.1 The convention board shall approve an annual budget and submit it to its member-locals and to the Alberta Teachers' Association.

14.2.2 The budget must

- (a) support the Alberta Teachers' Association mission, vision, and mandate for teachers' conventions;
- (b) meet the operational needs of the convention association; and
- (c) ensure the convention association has an accumulated surplus that is sufficient to cover its commitments and liabilities, and that falls within the limits set by the Association.

14.3 The convention board shall be responsible for the control, collection and distribution of all monies.

14.3.1 Each member-local shall submit to the convention association one-sixth of the annual convention fee every second month, based on the number of full-time and part-time teachers used by the Association to calculate the local fee rebate, unless another arrangement has been submitted in writing and approved by the convention board.

OR

14.3 The convention board shall be responsible for the control, collection and distribution of all monies.

- 14.3.1 Each member-local shall submit to the convention association the annual convention fee based on the number of full-time and part-time teachers in the Association's annual member count payable as follows, unless another arrangement has been submitted in writing and approved by the convention board.
- (a) Each member-local shall pay the convention association \_\_\_\_\_% of the total annual fee on or before the last day of \_\_\_\_\_ and the remaining balance on or before the last day of \_\_\_\_\_.
  - (b) Should an adjustment be required to account for the addition or loss of local members over the course of the school year, such payment shall be made on or before the last day of August.
- 14.4 All honouraria, travelling and other necessary expenses of members of the convention board shall be paid in accordance with policies established by the Alberta Teachers' Association.
- 14.4.1 All expenses incurred by District Representatives and Executive Staff Officers will be paid by the Alberta Teachers' Association.
  - 14.4.2 All expenses incurred by Liaison Members shall be paid by the body they represent.
  - 14.4.3 Should a member of the convention board or executive vacate their position before the end of their term, the convention board shall pay the member for
    - (a) all travelling and other necessary expenses incurred by the member up to and including the date of their resignation, and
    - (b) any honourarium or allowance to which the member is entitled, a prorated based on the number of days served in the current year's term up to and including the date of their resignation.
- 14.5 The signing officers shall be the President, Treasurer/Secretary-Treasurer, Staff Advisor and such other officer or officers as designated by the convention board.
- 14.6 An accredited accountant, or other person acceptable to the Association's Chief Financial Officer, shall be appointed annually by the convention board to audit the convention association's annual financial statements.
- 14.7 The convention board shall ensure that the audited financial statements are forwarded to each member-local and to the Alberta Teachers' Association by October 31 of each year.

## **XV. Governance Emergencies**

- 15.1 In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.



## **XVI. Amendments to the Constitution**

16.1 This constitution may be amended by a two-thirds vote of the convention board provided

16.1.1 A notice of motion respecting the amendment has been filed with the Secretary/  
Secretary-Treasurer at the preceding regular meeting of the convention board;

16.1.2 Receipt of the approval of a majority of the member-locals has been obtained; and

16.1.3 The amendment is ratified by the Table Officers Committee of the Alberta  
Teachers' Association.

Amended and Approved by Association Table Officers Committee 2002 02 13

Amended and Approved by Association Table Officers Committee 2004 06 02

Amended and Approved by Association Table Officers Committee 2005 06 01

Amended and Approved by Provincial Executive Council 2006 06 15–16

Amended and Approved by Association Table Officers Committee 2007 01 12

Amended and Approved by Provincial Executive Council 2007 09 20–21

Amended and Approved by Provincial Executive Council 2016 12 01–02

Amended and Approved by Provincial Executive Council 2017 04 06–07

Amended and Approved by Provincial Executive Council 2020 06 12

Amended and Approved by Provincial Executive Council 2021