

## **Evergreen Local No 11 of The Alberta Teachers' Association Constitution**

### **Name**

1. The name of this local association shall be the Evergreen Local No. 11 of The Alberta Teachers' Association.

### **Boundaries**

2. The area served by this local association shall include the Grande Yellowhead Public School Division #77.

### **Membership**

3. (1) All active members of The Alberta Teachers' Association employed by the school jurisdiction listed in article 2 are members of this local association.

(2) Subject to approval by the Provincial Executive Council of the Association, associate members of The Alberta Teachers' Association who hold the highest category of membership available to them and who pay the prescribed local association fee may become member of this local association with all rights and privileges of active members.

### **Objects**

4. The objects of this local association shall be to further the objectives of The Alberta Teachers' Association set out in Section 4 of the *Teaching Profession Act* and ATA General Bylaws.

### **Fees**

5. This local association shall have the power, subject to the approval of the Provincial Executive Council of The Alberta Teachers' Association, to levy fees for membership in this local association such as are determined from time to time by a two-thirds majority vote in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

### **Rules of Procedures**

6. The proceedings of all meetings – general, special, executive – shall be regulated by the official Rules of Procedure as published in the *Members' Handbook*.

### **General Assembly**

7. The governing body of this local shall be a general meeting of its members, 25 members shall constitute a quorum.
8. A general meeting of this local shall be held annually to hear/deal with reports, including an annual audited financial statement and an annual budget, hold elections, approve and set policy and deal with such other matters as many arise.

### **Local Council**

9. The local council of this local association shall consist of
  - a) executive committee,
  - b) local representatives to the Annual Representative Assembly,
  - c) chairs of standing committees,
  - d) convention board representatives
  - e) chair or representative of the substitute teacher group,
  - f) school representatives, one per physical plant,
  - g) principal representative,
  - h) political engagement officer, and
  - i) community relations representative.
  
10. A majority vote of those present shall govern the decision of the local council unless local association bylaws decree otherwise in specific situations.
  
11. Members of the local council holding more than one position shall be entitled to only one vote.
  
12. A majority of local council members is required to constitute a quorum.
  
13. The local council shall meet on or before September 20 of each school year, and thereafter as local association business requires at intervals of not more than 90 days.
  
14. The duties of the local council shall be
  - a) to administer the affairs of the local association,
  - b) to appoint or ratify the appointment or election of all committees, executive officers and committees, executive officers and committee chairs
  - c) to recommend the local changes to local policy,
  - d) to ensure that all association moneys are used to further the objectives of the association as set out in the Teaching Profession Act,
  - e) to ensure that there is liaison between the local and the school board,
  - f) to encourage regular attendance by executive and committee members and to request the resignation of those who fail to attend regularly, and
  - g) to approve frames of reference for all committees.

### **Executive Committee**

15. (1) The executive committee of this local association shall consist of
  - a) President
  - b) Past President
  - c) Vice-president
  - d) Secretary
  - e) Treasurer
  - f) Teacher Board Advisory Committee (TBAC) chair
  - g) Local Communications Officer (LCO)

- (2) It shall be the duty of the executive committee to
  - a) prepare the agenda of business for local council and general meetings,
  - b) exercise general supervision of the affairs of the local association, and
  - c) where time is of the essence, to assume the functions of the local council in which case such actions shall be reported at the subsequent local council meeting.
- (3) A majority vote of those present shall govern the decision of the executive committee unless applicable rules and regulations otherwise decree.
- (4) Members of the executive committee holding more than one position shall be entitled to only one vote.
- (5) A majority of the members of the executive shall be considered a quorum.
- (6) The executive committee may meet prior to each local council meeting and on such other occasions as are deemed necessary.

**Notice of Meetings**

- 16. Notice of intent to hold a general, local council, special or executive committee meeting shall be transmitted by the secretary at least seven days before such a meeting is to be held, and such notices shall include an outline or agenda of business to be discussed at the meeting, provided however, that any meeting may, by a two-thirds vote of the total number of members on the roster, waive notice of motion of a meeting or of any motion brought before the meeting.
- 17. Meetings of this local association shall be called by the president or on the written request of 10 members of the local association or at the request of an officer of The Alberta Teachers; Association or of the district representative of whose district this local association forms apart.
  - a) Bargaining unit meetings shall be called by the bargaining unit chair on the approval of the president or at the request of an officer of The Alberta Teachers' Association.
- 18. A record shall be kept of all those attending general, special, local council and executive committee meetings of this local association.
- 19. An officer of The Alberta Teachers' Association or district representative of whose district this local association forms a part, may attend and participate in any meeting – general, special, local council or executive committee-of this local association. Such person may present motions and/or vote only if a member of this local association.

### **Duties of Local Council Members**

20. (1) President – The duties of the president shall be
  - a) to serve as chief executive officer of the local,
  - b) to call and preside or appoint a member to preside, as necessary, at all general, local council and executive committee meetings of this local association,
  - c) to exercise general supervision over the affairs of this local association,
  - d) to serve as a local representative at representative assemblies,
  - e) may be one of the signing authorities on all cheques drawn on the local's bank account, and
  - f) to attend or appoint a member to attend monthly board meetings.
  
- 2) Vice- President – The duties of the vice-president shall be
  - a) to assist the president in the discharge of his duties,
  - b) assume the duties of the president in the president's absence,
  - c) establish a slate of officers for the annual local election,
  - d) review of school board policies,
  - e) local representative alternate delegate,
  - f) coordinate induction activities and oversee the recognition of retirees, and
  - g) may be one of the signing authorities on all cheques drawn on the local's bank account.
  
- 3) Past President - The duties of the past president shall be
  - a) local historian,
  - b) to review and update of local constitution and policy handbook,
  - c) to serve as elections officer, duties to include the conducting of annual elections and serve as the returning officer,
  - d) act as parliamentarian at all meetings, and
  - g) may be one of the signing authorities on all cheques drawn on the local's bank account.
  
- 4) Secretary – The duties of the secretary shall be
  - a) to keep accurate records of all proceedings of this local association
  - b) to bring before the executive committee of this local association all communications received by the local association.
  - c) to prepare and send to head office of The Alberta Teachers; Association such statements and reports as may be required from time to time,
  - d) to prepare and send notices calling all meetings, whether regular, special, general, local council or executive committee,
  - e) to prepare and send minutes of all meetings to all executive members within a timely manner,
  - f) to carry on official correspondence of the local association, and
  - g) may be one of the signing authorities on all cheques drawn on the local's bank account.

- 5) Treasurer – The duties of the treasurer shall be
  - a) to keep accurate records of all moneys received and collected and to take charge of same,
  - b) to make necessary disbursements of the funds of this local association as authorized by general assembly, the local council or the executive committee,
  - c) to prepare and present to the executive committee an annual budget,
  - d) to prepare an annual financial statement for audit purpose,
  - e) to put forward for approval by the local council the name of an individual to audit the association's books,
  - f) to prepare financial statements as they are required by the local council, and
  - g) shall be one of the signing authorities on all cheques drawn on the local's bank account.
  
- 6) Local Representatives – The duties of the local representatives to the Annual Representative Assembly shall be
  - a) to represent this local association at all representative assemblies of The Alberta Teachers' Association,
  - b) to report the proceeding of all representative assemblies of The Alberta Teachers' Association, and
  - c) to attend general and local council meetings of this local association.
  
- 7) Local Communications Officer – It shall be the duty of the local communications officer to
  - a) assume general supervision of all publicity and public relations authorized by the local council, and
  - b) carry out a communications program with the teachers in the local and between the local and its various publics
  
- 8) Economic Policy Committee (EPC) Chair – It shall be the duty of the economic policy committee chair to
  - a) chair all EPC meetings, represent the EPC in its relationship with the general membership and attend local council meetings as required by the local constitution.
  
- 9) Professional Growth Chair – It shall be the duty of the professional growth chair to
  - a) maintain liaison between their committee and the local executive,
  - b) attend PG meetings as required,
  - c) co-chair PG committee meetings with central office personnel,
  - d) attend or appoint someone to attend PD Area Conferences twice yearly, and
  - e) may sit as a member of the Institute Committee.

- 10) Convention Representatives – It shall be the duty of the convention representatives to
- a) represent the members of this local association on the convention board of which this local is a member. One person will be designated to serve on the local council.
- 11) School Representatives – It shall be the duty of school representatives to
- a) report on the activities of the local council to their school staff,
  - b) provide information and feedback from staff t local council, and
  - c) undertake such activities as might be requested by the local or provincial association from time to time
- 12) Substitute Teachers Committee Chair – It shall be the duty of the substitute teachers committee chair to
- a) arrange and notify members of meetings,
  - b) prepare and circulate an agenda for the meeting,
  - c) preside over substitute committee meetings,
  - d) attend local council meetings as required,
  - e) gather and disperse information to substitute teachers, and provides feedback to the local council, and
  - f) report on the activities of the committee to the local.
- 13) Teacher Board Advisory Committee Chair – It shall be the duty of the teacher board advisory committee chair to
- a) notify TBAC members of meetings,
  - b) book reservations for all meetings in conjunction with board rep,
  - c) gather ideas, issues, concerns and other feedback from members,
  - d) prepare in collaboration with the board’s TBAC chair, an agenda,
  - e) take thorough and accurate notes of discussions occurring at meetings, and
  - f) prepare with input from the board’s TBAC chair, a summary report of all items discussed and sends it to all local council members.
- 14) Political Engagement Officer – It shall be the duty of the political engagement officer to
- a) enhance teachers’ political involvement,
  - b) serve as liaison between the local and provincial association,
  - c) ensure support for political action at the local level,
  - d) clarify roles and responsibilities of the provincial association, local political action committees, district representatives and local councils, and
  - e) attend or appoint someone to attend provincially called meetings.

### **Committees**

21. (1) At the first local council meeting each September, local association members shall be named to standing committees, except for the audit committee, in accordance with the provisions of local association policy.

(2) Ad Hoc Committees – From time to time special committees may be created by a resolution of the local council or as a result of a motion at a general or special meeting of the local association.

(3) Substitute Teachers' Committee –

- a) At the request of 10 or more teachers annually, this local shall develop a substitute teachers committee
- b) Those eligible for participation in this group shall be members who substituted for GYPSD for at least one day during the previous 12-month period.
- c) A frame of reference is found in local policy.

(4) Professional Growth Committee – a frame of reference is found in local policy.

(5) Community Relations Committee - a frame of reference is found in local policy.

(6) Teacher Board Advisory Committee - a frame of reference is found in local policy.

### **Elections**

22. (1) The president, vice-president, secretary, local communications officer, Annual Representative Assembly representatives, Economic Policy Committee, Professional Growth chair, convention representatives, TBAC chair, political engagement officer, community relations chair and substitute chair shall be elected annually by a vote of the members of this local association not later than June 15 of each year. The position of treasurer shall be elected bi-annually. The incoming executive shall take office as of July 1 of each year. Notwithstanding this procedure, an EPC shall be elected and the term of office shall be determined according to the provisions of the EPC frames of reference listed in local policy.
- (2) If the president resigns or is unable to complete the term, or becomes ineligible for membership in this local association the vice-president shall succeed to the office of president and shall complete the term of office. If the vice-president is unwilling to assume the office of president the local council shall elect or appoint a member to complete the term.
- (3) Should the office of the chair or any committee other than those stated in clause 22.1 become vacant during the term of office, a chair shall be appointed from within the committee.
- (4) Vacancies occurring in the position of vice-president, secretary, treasurer, local communications officer, or convention board representative, past president, professional growth chair, TBAC chair shall be filled for the balance of the term through appointment from within the local membership.
- (5) The procedure of elections shall be detailed in the policy of this local association.

### **General Provisions**

23. The financial year of this local association shall be from July 1 to June 30.
24. (1) This local association shall reimburse members acting on its behalf for out-of-pocket expenses at the rate prescribed in policy.  
  
(2) This local association shall pay all expenses as approved by the local council.
25. There shall be enacted by the local council of this association, policy governing the general operation of the affairs of this local association. Such policy shall not infringe upon, nor be inconsistent with the provisions of this constitution. Additions or amendments to policy shall, after passage by the executive committee, be presented for ratification to a general meeting of the local association.
26. There shall be a constitutional committee consisting of the past president and at least one other local council member whose duty it shall be to review the points of this constitution and report annually in writing to the membership.
27. Amendments to the constitution shall first be presented to the constitutional committee who shall cause them to be drafted and circulated to the membership not later than 30 days prior to the general meeting in each year. Such amendments shall require the consent of two-thirds of those present at a general meeting of this local association and shall come into force when ratified by the Provincial Executive Council of the Alberta Teachers' Association

Ratified by Provincial Executive Council 1994 12 03

Amendments ratified by Table Officers Committee (TOC) on behalf of PEC 1999 02 10, 2006 03 20, 2006 09 11