

Ambrose University, Education Student Association, Student Local No 12

1. Name

The name of this student local shall be the Education Student Association of Ambrose University student local association of the Alberta Teachers' Association (the ATA and/or Association). Herein referred to by the letters ESA.

2. Boundaries

The area served by this student local association shall include students of the Faculty of Education of Ambrose University.

3. Membership

All after-degree education students registered at Ambrose University who have paid their student fees for the academic year and paid the corresponding ATA student membership fee as prescribed by the ATA are members of this student local. Full membership will be on an annual basis expiring August 31 of the academic year.

4. Objects

- 4.1 The objects of this student local association shall be to further the objects of the Alberta Teachers' Association as set out in section 4 of the *Teaching Profession Act* and the General Bylaws of the ATA.
- 4.2 To assist in acquainting the members of the ESA with the policies, objects, and activities of the ATA in an endeavour to prepare them to take an active part in the ATA as their professional association.
- 4.3 To foster professional attitudes among students and to provide a unified voice for the expression of the concerns and expectations of the education students to the faculty and the ATA.
- 4.4 To improve the teaching profession by
 - (a) promoting and supporting programs of preservice preparation and certification by providing meetings, publications, research and other activities designed to improve the preparation of teachers, and
 - (b) with the aid of the provincial ATA, advising, assisting, and protecting of student members.
- 4.5 To promote student participation and direction in the formation of academic objectives and policies in so far as they affect the students in the Faculty of Education at Ambrose University.
- 4.6 To act as the liaison between students and staff in the Faculty of Education and to promote and develop a community of learners through promotion and direction of extracurricular activities, both internal and external.

- 4.7 To ensure all activities are consistent with the objects and bylaws of the ATA, developed under direction by the student local, approved by a general meeting and subject to review from time to time.

5. Fees

This student local association shall have the power, subject to approval of the Provincial Executive Council of the ATA, to levy fees for membership in this student local association such as are determined from time to time in a general meeting of the student local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

- (1) There is no prescribed fee for this student local.

6. Rules of Procedure

The proceedings of all meetings—general, special, and executive committee—shall be regulated by the official rules of order and procedure as published in the *Members' Handbook*.

7. Organization

The governing body of this student local shall be a general meeting of its members, over 25 per cent of whom shall constitute a quorum. Number of students will change year to year.

- 7.1 In the event that quorum is not obtained at a duly called general meeting, the general meeting may be adjourned to a later date, or the business of the general meeting shall be conducted at the next meeting of the executive committee.
- 7.2 In the event that the business of the Annual General Meeting is referred to the next executive committee, that executive committee meeting shall have the authority to deal with such business as though it were a general meeting.
- 7.3 A general meeting of this student local shall be held at least once a year to hear/deal with reports including an annual audited financial statement and an annual budget, approve and set policy, and deal with such other matters as may arise.

8. Executive Committee

- 8.1 The executive committee of this student local shall consist of the president, vice-president, secretary-treasurer (or secretary and treasurer), professional development officer, social activities officer and such other officers as may be decided by a general meeting. All executive committee officers shall have voting privileges, with the exception of the meeting chairperson.
- 8.2 One-half plus one members of the executive committee shall constitute a quorum.
- 8.3 The duties of the executive committee shall be
- (a) to act as the administrative body of the student local;

- (b) to be responsible for managing administrative, financial and executive functions of the ESA including the establishment of necessary committees and the implementation of policy as passed by the general assembly and applicable to the ESA context;
- (c) a table officers subcommittee shall have the authority to act in the name of the ESA when time is of the essence. Such actions shall be reported at the next meeting of the executive council. Members of the subcommittee shall include the president, the vice-president and the treasurer;
- (d) to prepare the agenda of business for all meetings;
- (e) to prepare and transmit to head office of the ATA such reports and statements with reference to the affairs of the student local association as may be required by the Provincial Executive Council of the ATA;
- (f) to ensure that all ATA monies are used to further the objects of the ATA as set out in the *Teaching Profession Act*;
- (g) to ensure that there is liaison between the student local, the Faculty of Education and the ATA;
- (h) to elect such ad hoc committees as it deems necessary;
- (i) to prepare a frame of reference for all committees of the local subject to ratification at a general meeting; and
- (j) to act upon matters referred to it by an Annual General Meeting.

8.4 The executive committee shall meet two times per month or as often as student local business requires.

9. Notice of Meetings

9.1 Notices of intent to hold a general meeting shall be provided to members by the secretary at least 14 days before such 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 a meeting or of any motion brought before the meeting.

9.2 Notices of intent to hold a special or executive committee meeting shall be provided to an authorized representative by the secretary at least seven days before such 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 a meeting or of any motion brought before the meeting.

9.3 Meetings of this student local association shall be called by the president, or on the request of the executive committee, or on the written request of 10 members of the student local, or at the request of an ATA officer or of the district representative of whose district student local association forms a part.

9.4 A record shall be kept of all those attending general, special, and executive committee meetings of this student local.

- 9.5 An ATA officer or district representative of whose district this student local forms a part may attend and participate in any meeting (general, special or executive committee) of this student local association.

10. Duties of Officers

- 10.1 An ATA officer or district representative shall not vote.
- 10.2 **President**—The duties of the president shall be
- (a) to call and preside at all general, special, and executive committee meetings of this student local association;
 - (b) to exercise general supervision over the affairs of this student local association; and
 - (c) to serve as a student local representative to representative assemblies.
- 10.3 **Vice-president**—The duties of the vice-president shall be
- (a) to take charge of the affairs of this student local association in the absence of the president, and
 - (b) to assist the president in the discharge of duties.
- 10.4 **Secretary**—The duties of the secretary shall be
- (a) to keep accurate records of all proceedings of this student local association,
 - (b) to bring before the executive committee of this student local association all communications received by the student local,
 - (c) to prepare and send to the head office of the ATA such statements and reports as may be required from time to time, and
 - (d) to prepare and send notices calling all meetings, whether regular, special, or executive committee.
- 10.5 **Treasurer**—The duties of the treasurer shall be
- (a) to prepare, at the direction of the executive committee, an annual budget for the student local,
 - (b) to keep accurate records of all monies received and collected and to take charge of same,
 - (c) to prepare an annual financial statement for audit purposes, and
 - (d) to make the necessary disbursements of the funds of this student local association as authorized by the executive committee.
- 10.6 Other officers of this student local may include the professional development officer; social activities officer and spiritual life officer; research and resource officer and first-year representative; and fundraising director.
- 10.7 Eligibility criteria for the executive committee officers shall be proscribed in the *ESA Policy Handbook* as approved by the membership at a general assembly.

11. Committees

- 11.1 **Audit committee**—The duty of this committee shall be to present an audited annual financial statement to a meeting of the executive committee within three months of the end of the student local's fiscal year. *[This committee may be replaced by an independent auditor employed by the local].*

12. Human Rights Statement

- 12.1 The following human rights' statement is required to be read aloud and/or distributed electronically and/or provided in print at the outset of all Association meetings, events, and activities.

As an organization that promotes and is committed to respecting human rights and ensuring a safe, secure, and healthy environment for all, the ATA works to ensure that all present at or participating in ATA programs and events are protected from violence and harassment.

All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities, or other ATA work. ATA members are expected to treat one another with fairness, respect, and dignity and to uphold the highest standards of professionalism, accountability, competence, and integrity as representatives of the provincial Association as well as their respective locals and subgroups.

Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this statement that come to their attention.

- 12.2 An appropriate person at each subgroup meeting will be identified as an authority to receive complaints. Typically, this will be a district representative, executive staff officer or local official.
- 12.3 The Association president and the presidents of locals, specialist councils and convention associations or persons designated by the presidents, are authorized to warn, reprimand and/or remove from a meeting, event, activity, or representative role any participant whom they reasonably believe to be in breach of the statement.
- 12.4 Any further investigation or measures would be undertaken in accordance with other existing policies and procedures and processes.

13. Elections

- 13.1 Elections of the executive committee officers for the following academic year shall be held annually in March of the current academic year and one in October of the following academic year to fill any open positions determined by the executive

council. The general elections shall be conducted as described in the policy handbook.

- 13.2 The term of office shall run June 1 until May 31 of each year except as otherwise provided in the *ESA Policy Handbook* as approved at a general assembly. In no case shall a term of office extend beyond June 30, following the year of election.
- 13.3 Offices remaining vacant after the annual general elections shall be filled by election at the next executive committee meeting.

14. Provincial Association Intervention

- 14.1 In this section,
- (a) *investigated local officer* means a local officer whose conduct is under investigation pursuant to subsection 14.2;
 - (b) *investigator* is the individual appointed by the table officers pursuant to subsection 14.2;
 - (c) *local officer* means the president, vice-president, or secretary-treasurer (or secretary or treasurer) of a local association or any other officer appointed or elected by a local association;
 - (d) *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
 - (e) *table officers* mean the Association's officers as defined in Bylaw 35;
 - (f) *executive secretary* means the chief executive officer of the Association, or a person designated by the executive secretary; and
 - (g) *executive staff officer* means a member of executive staff designated by the executive secretary.

Suspension or Removal from Office of Local Officers

- 14.2 Where the table officers have or receive information which leads them to believe that a student local officer
- (a) has neglected his or her duties to the extent that the proper operation of the student local 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 student local 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.
- 14.3 In the course of the intervention under section 14 an investigated student local officer is entitled to have access to an executive staff officer for advice.

- 14.4 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 student local officer, suspend an investigated student local 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.
- 14.5 The table officers may appoint another individual to assume the duties of the investigated student local officer during the period of the suspension.
- 14.6 The investigated local officer may appeal a suspension from office under subsection 14.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 14.7 If an investigated student local officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated student local officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 14.8 During the investigation the investigated student local officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated student local officer's conduct.
- 14.9 An investigated student local officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 14.10 Where an investigated student local officer resigns in accordance with subsection 14.9 the investigation shall be continued with the cooperation of the investigated student local officer, and the resignation does not extinguish any liability that the investigated student local officer may have with respect to acts which occurred during the period the office was held.
- 14.11 The investigated student local officer has a duty to cooperate during the investigation and the investigator may direct the investigated student local 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 student local officer's possession or under his or her control that are or may be related in any way to the investigation,
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records, and
 - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.

- 14.12 In the event that the investigated student local officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 14.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated student local officer.
- 14.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) Remove the investigated student local officer from office
 - (b) Restrict the investigated student local officer's eligibility for office in the future
 - (c) If the investigated student local officer was suspended during the investigation, reinstate the investigated student local officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances
- and shall advise the investigated student local officer and Provincial Executive Council of their decision.
- 14.15 If the table officers remove the investigated student local officer from office, then the table officers may appoint another individual to assume the duties of the investigated student local officer until a new student local officer is elected or appointed to the position in accordance with this constitution.
- 14.16 The investigated student local officer may appeal the decision of the table officers under subsection 14.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 14.17 If an investigated student local 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 student local officer and shall determine if the decision of the table officers shall be confirmed, varied, or set aside.
- 14.18 In an appeal under subsection 14.7 or 14.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

Official Trustee

- 14.19 Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the student local, subject to any terms and conditions the Provincial Executive Council considers necessary
- (a) when the executive committee of a local fails to comply with the requirements of subsection 14.19, and
 - (b) when the Provincial Executive Council considers it in the interests of the Association to do so.

- 14.20 The student local may appeal the appointment of an official trustee to a representative assembly.
- 14.21 An official trustee appointed under subsection 14.19 has the powers and duties conferred by the general bylaws on a student local and conferred by this constitution.
- 14.22 On appointment of an official trustee to the student local association, the officers of the student local cease to hold office as officers of the local.
- 14.23 An official trustee continues in office until the Provincial Executive Council, or a representative assembly determines that the official trusteeship is no longer necessary.

15. General

- 15.1 The financial year of this student local shall be July 1 to June 30.
- 15.2 This student local association shall reimburse members acting on its behalf for all necessary out-of-pocket expenses.
- 15.3 This student local association shall pay all expenses as determined and authorized by the local executive committee.
- 15.4 Amendments to this constitution may be made after a two-month notice of motion by a two-thirds vote at a general meeting of this student local association, subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.

Revised as per 2023 09 14–15 PEC Requirements

Ratified by Table Officers on behalf of Provincial Executive Council 2013 08 12, 2021 05 27