



English Language Arts Council

of The Alberta
Teachers' Association

2017 Handbook for Executive Members

“The English Language Arts Council of the Alberta Teachers’ Association supports and promotes teachers’ professional development in English language arts and advocates promising practices and positive conditions to foster student learning.”

2017 01



The Alberta Teachers' Association

RELATIONSHIP OF COUNCILS TO PROVINCIAL EXECUTIVE COUNCIL

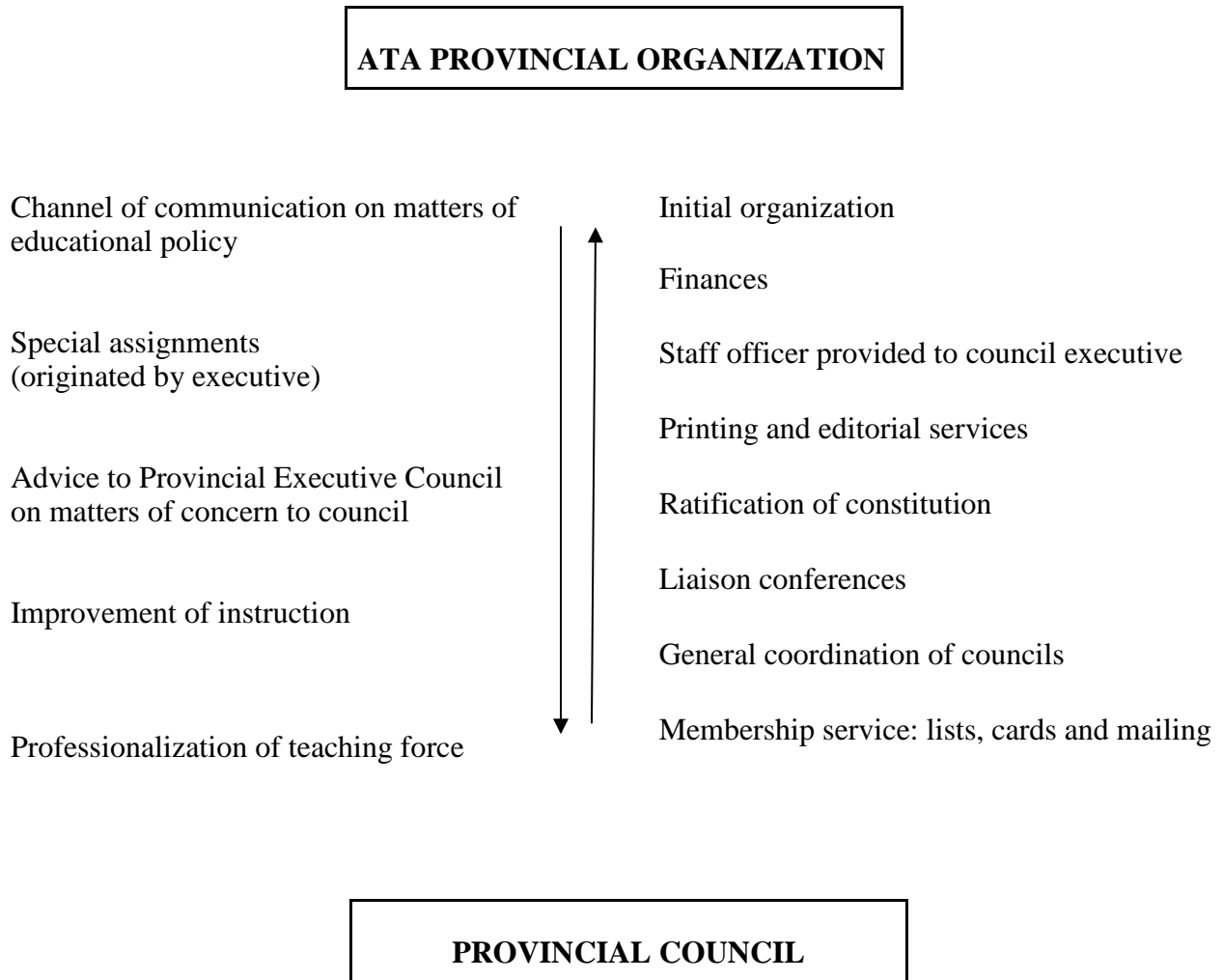


TABLE OF CONTENTS

	PAGE
SECTION I	
Constitution	1
SECTION II	
Duties and Responsibilities of the Executive Committee and its Members	
1. Executive Committee.....	11
2. President.....	11
3. President-Elect	12
4. Past President	13
5. Secretary	13
6. Treasurer	14
7. <i>Alberta Voices</i> Editor.....	15
8. Celebrating Words Writing Contest Coordinator	15
9. Website Coordinator	15
10. Communications Coordinator.....	16
11. New Teacher Liaison	16
12. Conference Director.....	17
13. Conference Director-Elect	17
14. ATA Staff Advisor	17
15. Provincial Executive Council Liaison Representative (voting).....	18
16. Regional President	19
17. Regional Representative	19
18. University Representative.....	20
19. Alberta Education Representative.....	20
SECTION III	
Operational Guidelines	
20. Nominations (of Executive Committee).....	21
21. Functions of the Executive Committee.....	21
22. Membership	22
23. Honorary Membership Award	22
24. ELAC Teacher Merit Award	23
25. Friends of ELAC Certificate of Recognition	24
26. Grants and Fees.....	24
27. Budgeting and Expenses	25
28. <i>Alberta Voices</i>	26
29. Funding for Classroom Research.....	28
30. Co-Sponsored Activities–Joint Conferences	29
31. First and Second Year Grants	30
32. ELAC Member-Hosted Professional Development Grants	30

SECTION IV

ELAC's Strategic Plan

33.	Mission Statement.....	31
34.	Strategic Plan	31

SECTION V

Guidelines for Forming a Regional Council

35.	Regional Council/Regional Affiliates.....	33
36.	Duties and Responsibilities of Regional Executive	35
37.	Regional Council Constitution Calgary and District	37
38.	Regional Council Constitution Edmonton	39
39.	Regional Council Constitution Central Alberta.....	41
40.	Regional Council Constitution North Western	43
41.	Regional Council Constitution South	45

SECTION I

CONSTITUTION OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

1. **NAME**: The name of this organization shall be the English Language Arts Council of the Alberta Teachers' Association.

2. **OBJECTS**: The object of the Council shall be to support and improve teaching practices in English language arts at all instructional levels. The goals of the Council shall be to:
 - 2.1 encourage communication by providing a forum for continuing dialogue among teachers of English language arts;
 - 2.2 inform its membership of communication and decision making between the Council and other professional and/or governmental bodies;
 - 2.3 monitor and contribute to the development of policies relating to the instruction, curricula and evaluation in English language arts;
 - 2.4 provide professional development opportunities for English language arts teachers;
 - 2.5 coordinate and provide publications designed to promote the aims and purposes of the Council;
 - 2.6 provide specific reaction and response through the Association to professional concerns of English language arts teachers;
 - 2.7 provide liaison with national and international bodies concerned with the teaching of English language arts and related specialties;
 - 2.8 provide resources and support for incoming members of the profession.

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

- 3.2 Life Membership—Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to hold office.
- 3.3 Student Membership—Student members of the ATA as specified in ATA bylaws may join this Council and shall be entitled to all benefits and services of Council membership except the right to hold office. There is no fee for student members of the Association to become student members of a specialist council.
- 3.4 Honorary Membership—The executive of the English Language Arts Council may from time to time grant an honorary membership to outstanding persons in the field of English language arts. All such members shall receive all benefits and services of Council membership.
- 3.5 Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.
4. **SUBSCRIPTION SERVICE**: Persons who are ineligible for active or associate membership in the ATA, such as school support staff and parents, as well as retired teachers and nonactive teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications and attendance at the annual conference at the member rate as well as other services determined by the Council, but does not provide membership in the council.
5. **FEES**: Membership fees shall be established and may be changed by resolution at an annual general meeting of this council provided notice has been given 45 days in advance.
6. **OFFICERS**: To be eligible to hold office on the executive of the English Language Arts Council, a candidate must be a regular member of ELAC. The executive body of the Council shall consist of:
 - 6.1 Table Officers Committee—This committee shall consist of:
 - 6.1.1 The president, president-elect (or vice-president), secretary, and treasurer (or a secretary-treasurer), all of whom are elected annually at the annual general meeting of the Council.
 - 6.1.2 The immediate past president.
 - 6.1.3 Staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees.
 - 6.1.4 PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.

- 6.2 Other officers elected annually at the annual general meeting:
 - 6.2.1 Editor(s) of *Alberta VOICES*
 - 6.2.2 Website Coordinator
 - 6.2.3 Conference Director
 - 6.2.4 Conference Director-Elect
 - 6.2.5 Writing Contest Coordinator
 - 6.2.6 New Teacher Liaison
 - 6.2.7 Communications Coordinator

- 6.3 Presidents of Regional Councils—Presidents of authorized regional Councils of the English Language Arts Council shall automatically be members of the executive body of the provincial English Language Arts Council.

- 6.4 Liaison Representatives—Non-voting representatives appointed annually to sit on the executive.
 - 6.4.1 A representative from the university faculties of education
 - 6.4.2 A representative from Alberta Education

7. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS:**

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

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

- 7.2 Where the table officers have or receive information which leads them to believe that a specialist council officer
- (a) has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
 - (b) is mentally incapacitated,
 - (c) is engaging in corrupt practices,
 - (d) is engaging in financial malpractice or
 - (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,
- the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.
- 7.3 In the course of the intervention under subsection 7.1, an investigated officer is entitled to have access to a staff officer for advice.
- 7.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 7.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 7.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 7.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 7.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 7.10 Where an investigated officer resigns in accordance with subsection 7.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated

local officer may have with respect to acts which occurred during the period the office was held.

- 7.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
- (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 7.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 7.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 7.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
 - (b) restrict the investigated officer's eligibility for office in the future;
 - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- 7.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.

- 7.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision if the decision of the table officers shall be confirmed, varied or set aside.
- 7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 7.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 6;
 - (b) when the specialist council fails to comply with the requirements of section 14;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

8. **ELECTION PROCEDURES:**

- 8.1 The slate of nominations for elected officers shall be prepared by a committee of three headed by the past president and shall be made available to the membership a minimum of two weeks in advance of the annual general meeting.
- 8.2 Vacancies occurring during the year may be filled by appointment by the Table Officers Committee.
- 8.3 Recommendations for candidates shall be sought from the membership through the Council website a minimum of two months prior to the annual general meeting.

8.4 Elections shall be held at the annual general meeting.

9. **ADVOCACY:**

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

10. **REGIONAL COUNCILS:**

10.1 The Executive Committee may encourage the formation of regionals and shall have authority to grant recognition to, establish boundaries of and develop regulations which are not inconsistent with this constitution or the policies of the Alberta Teachers' Association for governing the organization and operation of such regional Councils.

10.2 Regional Affiliates: The Executive Committee may encourage the formation of affiliates and shall have the authority to grant recognition to, establish boundaries of and develop regulations which are not inconsistent with this constitution or the policies of the Alberta Teachers' Association.

11. **REGIONAL GRANTS:**

11.1 **Pre-organizational and Organizational Activities:**

11.1.1 In order for an interested group to proceed with the establishment of a regional council or affiliate, the English Language Arts Council of the ATA will provide seed money from \$50-\$300 for organizational activities prior to constitutional or frame of reference formation. These funds will cover such costs as a preliminary mailing, a pre-organizational and/or organizational meeting and refreshments. Funds will be made available following approval by the president of ELAC of a well-planned proposal for the establishment of a regional council or affiliate. Following the meeting, which ratifies the constitution or the frame of reference, the regional president or chairperson, will submit within 60 days an itemized expense report for pre-organizational and organizational activities and a membership list. These documents should be forwarded to the treasurer of the English Language Arts Council.

11.1.2 Regional councils may not charge a membership fee in addition to the provincial English Language Arts Council.

11.1.3 Regional affiliates may not charge a membership fee in addition to the provincial English Language Arts Council.

11.2 Regional Grants:

11.2.1 Each regional council will receive on a yearly basis a per regional sum, plus any additional funds based on 11.2.2 and 11.2.3.

11.2.2 The regional council membership grant may be obtained upon submission to the executive council treasurer of the following (no later than December 31 of the current school year):

- a financial statement for the previous operating year
- a proposed budget for the coming year's expenditures

11.2.3 Provincial executive will fund regional affiliates from a budget line for special projects upon submission and approval of a detailed proposal. After the completion of the project, a complete financial report must be submitted within 120 days.

12. **NATIONAL/INTERNATIONAL ORGANIZATIONS:**

After the same notice of motion that is required for amendments to this constitution, the English Language Arts Council, by a majority vote of those present at a regular session of an annual general meeting, may: (1) subject to approval by Provincial Executive Council, join or affiliate with national or international organizations representing the same special interest; or (2) cancel its membership or affiliation with national or international organizations.

13. **REPORTING ACTIVITIES:**

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

14. **MEETINGS:**

14.1 Executive—The executive committee shall be the executive and administrative body of this Council. It shall meet at least three times per year and shall conduct the affairs of the Council between annual general meetings.

14.2 Annual General Meeting—This Council shall hold an annual general meeting for which a 45 day notice of meeting will be provided:

14.2.1 Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim,

14.2.2 The annual reports from this Council's president and treasurer,

14.2.3 Receiving of reports from committees,

- 14.2.4 An audited financial statement for the preceding fiscal year,
- 14.2.5 An annual budget,
- 14.2.6 Revision to the fees for membership for which the required notice of motion has been given,
- 14.2.7 Amendments of this constitution for which the required notice of motion has been served,
- 14.2.8 Elections of officers, and
- 14.2.9 Other business.

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

- 16. **AMENDMENTS:** After a 45 day notice of motion to amend the constitution has been provided, this constitution may be amended by a two-thirds vote of the members present at the annual general meeting of the council, subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.

Approved at ELAC AGM 1993 05 01
 Ratified by ATA TOC 1993 06 01
 Approved at ELAC AGM 2005 04 16
 Ratified by ATA TOC 2005 04 29 (includes legislated membership changes)
 Approved at ELAC AGM 2006 04 28
 Amended by Provincial Executive Council 2006 06 15–16 (membership changes)
 Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
 Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
 Amended at ELAC AGM 2011 05 07
 Amended by Provincial Executive Council 2011 06 16–17
 Amended at ELAC AGM 2012 05 05
 Ratified by ATA TOC 2012 06 07
 Amended by ATA Table Officers, 2014 09 09
 Amended by ATA Table Officers, 2015 05 25 (student membership fee change)

SECTION II

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND ITS MEMBERS

1. Executive Committee

- 1.1 It shall be the responsibility of the executive committee to promote the objectives of the Council as defined in the constitution.
- 1.2 It shall be the responsibility of the executive committee to meet as required, provided that there be at least three meetings per year.
- 1.3 It is the responsibility of the executive committee to delegate authority and identify responsibilities of the table officers' committee.
- 1.4 The table officers' committee shall take such actions as it deems necessary and expedient on behalf of the executive committee between executive meetings and will report upon such actions to the executive committee at its next meeting.
- 1.5 It shall be the responsibility of the executive members to attend executive meetings. Should a member be absent from more than two consecutive meetings that member shall be disqualified from the executive. Table officers may consider extenuating circumstances.

2. President

- 2.1 Maintain liaison with ATA head office and staff officer assigned to the English Language Arts Council as ATA representative.
- 2.2 Arrange for notification of meetings to all executive committee members.
- 2.3 Arrange for the former and incoming executive committee members to meet following the election to pass on information and receive files.
- 2.4 Plan for and facilitate an annual general meeting.
 - 2.4.1 Prepare and present a report of Council activities
 - 2.4.2 Serve as chair of the AGM
- 2.5 Be an ex-officio member of all Council committees, and receive minutes and reports.
- 2.6 When time is of the essence, appoint committees, representatives or act on behalf of the Council.
- 2.7 Complete and submit the ATA annual written report regarding Council activities (to Barnett House) for term of office by August 31.

- 2.8 Familiarize the president-elect with the duties to be assumed in the coming term of office.
- 2.9 Acquaint the executive committee with parliamentary procedures to be used at meetings.
- 2.10 Attend specialist council seminars as per eligibility, or appoint an alternate.
- 2.11 Attend other Association sponsored activities as requested.
- 2.12 Facilitate and organize the council's yearly retreat.
- 2.13 Serve as NCTE affiliate contact person.
- 2.14 Handle required correspondence and send copies to president-elect and to secretary.
- 2.15 In consultation with the ATA staff advisor identify issues of advocacy and assign for investigation and action.
- 2.16 Serve as a member of nominations committee.
- 2.17 Act as liaison to executive committee of regional councils.

3. President-Elect

- 3.1 Accept this position with the knowledge of proceeding to the position of president in the following year and past president in the year thereafter. [3-year commitment]
- 3.2 Assist the president as required and act on his/her behalf in his/her absence.
- 3.3 Arrange for a token of appreciation not to exceed \$150.00, to be given to the outgoing president.
- 3.4 Chair ad hoc committee assignments as required.
- 3.5 Promote and monitor membership through liaison with the ATA staff officer.
- 3.6 Act as ELAC representative to NCTE.
 - 3.6.1 Attend the Board of Directors' meeting at the NCTE Annual Conference. Council will pay reasonable travel, accommodation, meal expenses and conference fee.
- 3.7 Serve as member of nominations committee.
- 3.8 Attend the Specialist Council Presidents' Seminar at Summer Conference.
- 3.9 Advise the executive committee of departure from the Handbook policy statement and record possible policy changes for future Handbook revision.

- 3.10 Ensure that the Handbook (and Constitution) is up to date and available to all executive committee members.
- 3.11 Be responsible for the administration of the ELAC member-hosted professional development grants, including promotion and quarterly review of applications for these grants. Chair the application review committee.
- 3.12 Be responsible for the administration and promotion of the first and second year grant program.

4. Past President

- 4.1 Act as an advisor to the president and the executive committee in general.
- 4.2 Act as chair for Honorary Membership, Teacher Merit and Friends of ELAC selection committees.
- 4.3 Be responsible for arranging for the framing of a certificate and its presentation to the Honorary Member, Teacher Merit and Friends of ELAC recipients.
- 4.4 Be responsible for informing membership records at Barnett House immediately after an honorary membership has been awarded.
- 4.5 Communicate with the Honorary Member, Teacher Merit and Friends of ELAC recipients in writing to confirm acceptance and attendance at annual general meeting.
- 4.6 Keep a record of honorary members, such record to include the name of the recipient, current address and the year in which the award was made.
- 4.7 In consultation with the president, from time to time communicate with all honorary members to determine whether they wish to continue receiving council publications.
- 4.8 Act as chair of the nomination committee.
- 4.9 Maintain ELAC archives.
- 4.10 Prepare and present a report of activities for the annual general meeting.
- 4.11 In absence of president and president-elect, assume the duties of and act as the president.

5. Secretary

- 5.1 Take minutes of all annual and executive committee meetings.
- 5.2 Send a draft copy of minutes (including action items) to ATA staff advisor and to president within two weeks of annual general meeting and within two weeks of each executive council meeting.

- 5.2.1 Send minutes to executive members within four weeks of each executive meeting.
- 5.3 Handle required correspondence and maintain ELAC archives.
- 5.4 Keep an up-to-date copy on file of the names and addresses of members of the provincial as well as regional executives.
- 5.5 Keep a file of outgoing council correspondence.
- 5.6 Alert Table Officers regarding matters that need to be addressed before the next executive meeting.
- 5.7 Keep both a hard copy and an electronic copy of the ELAC membership list.
- 5.8 In consultation with the treasurer, submit annual statement to the NCTE confirming all executive members are current NCTE members.
- 5.9 Maintain a list of action items arising from ongoing work of the Council, including those introduced during the annual retreat.
- 5.10 Sit on the ELAC member-hosted professional development grant committee.
- 5.11 Attend to courtesies approved under 27.6.

6. Treasurer

*At the time of publication, ELAC is part of an agreement whereby the Alberta Teachers' Association provides a bookkeeping service for subgroups choosing to use it. The treasurer's roles and responsibilities are influenced by this service agreement and may or may not be reflected below.

- 6.1 Take charge of all money received by the Council.
- 6.2 Keep accurate record of the financial affairs of the Council, for both the account held at Barnett House and the current accounts.
- 6.3 Make the necessary disbursements of the funds as authorized by the Executive Committee.
- 6.4 Assume responsibility for having books audited at the end of the fiscal year, June 30.
- 6.5 Prepare audited financial statements for submission as part of annual report prior to August 31.
- 6.6 Present interim reports at executive meetings of the ELA Council.
- 6.7 Prepare a budget for approval of the executive and presentation to the Annual General Meeting.
- 6.8 Prepare and present an audited financial statement at the annual meeting.

- 6.9 Issue receipts for membership fees received directly by the Council and be responsible for forwarding membership registration information to Barnett House.
- 6.10 Attend the specialist council treasurers' seminar.
- 6.11 Offer advice to the conference treasurer on setting up the conference books and providing an audited statement of the conference accounts.
- 6.12 Support regional treasurers and receive regional year-end financial statements.
- 6.13 In consultation with the president, make meeting arrangements including reservation of rooms, catering etc.
- 6.14 Sit on the ELAC member-hosted professional development grant committee.

7. Alberta Voices Editor

- 7.1 Edit a minimum of two (*news*) journals to be published during the Council year.
- 7.2 Present reports at executive meetings of ELA Council.
- 7.3 Attend the specialist council editors' seminar.
- 7.4 Keep the editor's file up to date for the successor.
- 7.5 Acquaint the succeeding editor with duties and responsibilities which he/she will have as news journal editor the following term, and assist with the production of the first journal.
- 7.6 Become familiar with and adhere to the ATA and ELAC Editorial policies.

8. Celebrating Words Writing Contest Coordinator

- 8.1 Coordinate the contest: acquire judges, promote participation via application process, communicate with contestants, organize entries, facilitate the judging process, distribute prizes and maintain writing contest files.
- 8.2 Collaborate with Communications Coordinator to promote the ELAC writing contest with eg, articles, application forms, etc, for ATA publications such as *Alberta Voices*, *ATA Magazine* and newspapers, ELAC website and work with ATA staff to produce contest promotional documents and final publication.
- 8.3 Represent writing contest on ELAC executive.

9. Website Coordinator

- 9.1 Be responsible for designing and editing an ELAC Website.
- 9.2 Update the site on at least a monthly basis.
- 9.3 Coordinate with other publications and regionals.

- 9.4 Be responsible for publishing timely events from provincial and regional ELAC organizations.
- 9.5 Update skills, knowledge and equipment necessary to maintain site.
- 9.6 Assist in promotion of site through inservice and conference presentation.
- 9.7 Acquaint successor with information to maintain site.
- 9.8 Collaborate with Communications Coordinator on ELAC communications tasks.

10. Communications Coordinator

- 10.1 Assist with initiatives to gather member opinion.
- 10.2 Bring relevant member concerns to the attention of the executive committee.
- 10.3 Disseminate relevant research and professional literature to members.
- 10.4 Serve as an information resource for members about ELAC programs and services.
- 10.5 Assist the executive committee in developing opportunities for members to connect, share ideas and collaborate.
- 10.6 Assist with recruitment of new members.
- 10.7 Serve as the CASL officer for the executive.
- 10.8 Attend and report to ELAC provincial executive meetings.

11. New Teacher Liaison

- 11.1 Serve as contact for ATA Beginning Teachers' Conference to the English Language Arts Council (ELAC).
- 11.2 Coordinate ELAC Specialist Council booth at the Beginning Teachers' Conferences including staffing of the table, gifts and swag, present door prizes at the BTC lunch and coordinate the BTC ELAC speaker(s) for each division.
- 11.3 Maintain a list of members at large who will serve as mentors and connect ELAC mentors with beginning teachers who request support.
- 11.4 Promote ELAC and liaise with pre-service teacher education programs.
- 11.5 Supply and maintain resources, links and website content to support teachers new to the profession.
- 11.6 Attend executive meetings and report to the executive.

12. Conference Director

- 12.1 Attend the Conference Director's Seminar at Summer Conference.
- 12.2 In consultation with the conference director-elect, a conference committee, and the executive committee, plan and carry out an annual conference.
- 12.3 Present conference budget and reports at the executive meetings.
- 12.4 Maintain a conference planning file and pass such file on to the conference director-elect.
- 12.5 Advertise the conference in *The ATA News*.
- 12.6 Advertise the conference to all ELAC members and teachers of English in Alberta.
- 12.7 Provide an up to date financial report and written report of the conference for the executive prior to June 30.
- 12.8 Provide a final financial report to ELAC provincial executive in an expedient manner.
- 12.9 Become familiar with and adhere to the ATA handbook for Conference Directors.

13. Conference Director-Elect

- 13.1 Accept this position with the view of becoming conference director next term.
- 13.2 Sit on the existing conference committee.
- 13.3 Attend the Specialist Council Conference Directors' Seminar at Summer Conference.
- 13.4 Establish a conference committee for the coming year.
- 13.5 Work with the ATA staff advisor to choose a location and venue, as well as to sign any necessary contracts in preparation for the next year's conference.

14. ATA Staff Advisor

- 14.1 Liaise between the Council and Barnett House in matters involving the printing and distribution of Council materials including journals, newsletters, brochures, posters, etc, preparation of membership lists and financial arrangements. Facilitate copyright clearances. Vet publications with respect to policy, advertising.
- 14.2 Advise on policy matters related to
 - (a) council operation at the provincial and regional levels,
 - (b) regulations and guidelines,
 - (c) financial affairs,

- (d) recommendations and submissions to Provincial Executive Council and
 - (e) constitution.
- 14.3 Assist with the efficient, accurate and businesslike operation of the Council in the conduct of elections, maintenance of complete and orderly records, correspondence, audits and the sale of publications.
- 14.4 Encourage and stimulate the Council executive to provide high quality service to the Council membership through continuous assessment of program and related activities.
- 14.5 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the Council.
- 14.6 Keep informed about all aspects of the Council's operation and, when necessary, recommend to the Council on matters requiring attention.
- 14.7 Communicate to the Council executive on a regular basis pertinent information about Association sponsored activities, Curriculum and Teacher Education and Certification Committee activities and Alberta Education developments and decisions which may affect Council operation.
- 14.8 Receive, review and submit with recommendations to the staff officer in charge of specialist councils any Council submission directed to Provincial Executive Council.

15. Provincial Executive Council Liaison Representative (*voting*)

Each year, Provincial Executive Council names one of its members for each specialist council to function as liaison on the following matters:

- (a) Promotional: By becoming knowledgeable about the objectives, operation and program of the specialist council, the member is able to promote its activities to prospective members and enhance its status among Alberta educators.
- (b) Facilitative: The presence of a Provincial Executive Council liaison representative at executive meetings of the specialist council provides an opportunity for mutually beneficial exchanges on matters requiring action or decision by the provincial body. When necessary, the specialist council's concerns and requests can be presented to Provincial Executive Council more effectively with the support of a Provincial Executive Council liaison representative.

The Provincial Executive Council liaison representative is expected to attend the annual conference when possible and may attend executive meetings, if feasible. This member should be placed on the mailing list to receive the same notices and materials sent to members of the specialist council executive.

The Provincial Executive Council liaison representative is a voting member and attends meetings of the specialist council at no expense to the Council.

16. Regional President

- 16.1 Attend provincial executive meetings as provided for in the budget, and submit reports on regional activities.
- 16.2 Report each provincial executive committee meeting to the regional executive at the next regular meeting.
- 16.3 Arrange for a list of newly appointed regional executive members to be sent to the provincial secretary with copies to the ATA staff advisor.
- 16.4 Inform both the provincial executive and website coordinators about regional activities.
- 16.5 Review ELAC membership list quarterly; identify unclassified members who fall within the regional's boundaries and initiate contact with said members.
- 16.6 Maintain regular contact with regional membership.
- 16.7 Prepare and present a report of activities for the provincial annual general meeting.
- 16.8 Prepare and present a regional annual report (including a financial report) to the provincial executive past president by June 30.
- 16.9 Coordinate professional development activities for region.
- 16.10 Plan and facilitate a regional annual general meeting.
- 16.11 Submit a regional budget and financial statement to provincial executive council each Fall.

17. Regional Representative

Where no regional exists, or where a regional has been declared inactive by the ELAC executive committee, the executive committee may name a regional representative whose duties are the following:

- 17.1 Attend provincial executive meetings as provided for in the budget, and submit reports on regional activities.
- 17.2 Inform both the provincial executive and website coordinators about regional activities.
- 17.3 Review ELAC membership list quarterly; identify unclassified members who fall within the regional's boundaries and initiate contact with said members.
- 17.4 Maintain regular contact with regional membership.
- 17.5 Prepare and present a report of activities for the provincial annual general meeting.

17.6 Prepare and present a regional annual report (including a financial report) to the provincial executive past president by June 30.

17.7 Coordinate professional development activities for region.

18. University Representative

18.1 Attend executive committee meetings.

18.2 Report on University activities concerning English language arts instruction and teacher education.

18.3 Undertake special projects as required.

19. Alberta Education Representative

19.1 Attend executive committee meetings.

19.2 Report on Alberta Education activities concerning English language arts program and evaluation.

19.3 Undertake special projects as required.

SECTION III

OPERATIONAL GUIDELINES

20. Nominations (of Executive Committee)

- 20.1 The Nominations Committee consists of the past president, president and president-elect.
- 20.2 Nominations will be solicited from the membership at large through the Council website a minimum of two months prior to the annual general meeting, or as stipulated in the constitution.
- 20.3 The Nominating Committee may nominate an individual for more than one office on the executive (if conditions warrant). However, no persons can hold two table officer positions simultaneously.
- 20.4 The resulting slate will be posted on Council website a minimum of two weeks prior to the annual general meeting and then presented at the annual general meeting, or as stipulated in the constitution.
- 20.5 In the event a position remains open and/or no nominations have been received, nominations will be requested from the floor at the AGM.
- 20.6 An election will be conducted when necessary.
- 20.7 Only persons who are current members of the ATA as stated in the ATA bylaws may hold an elected position.

21. Functions of the Executive Committee

- 21.1 The term of office for executive committee members is one year from the annual general meeting.
- 21.2 The executive committee shall meet at the call of the president with the last meeting of the term being held at the annual conference.
- 21.3 Appointing and discharging committees are responsibilities of the executive committee.
- 21.4 The executive committee shall receive reports from committees and regionals so that there is coordination of work in the Council.

22. Membership

- 22.1 Membership is in effect 12 months from date of issue, or as indicated by ATA specialist council guidelines in effect.
- 22.2 ELAC members automatically become members of the regional council when one exists in their area, or an area selected by that member.

23. Honorary Membership Award

- 23.1 The selection committee is chaired by the past president.
- 23.2 The selection committee checks eligibility of proposed recipients.
- 23.3 The selection committee presents nominations to the executive committee by a fixed date.
- 23.4 The executive committee may propose additional candidates and shall make the final selection.
- 23.5 The past president shall contact the recipient in order to make arrangements for travel and accommodation for the recipient to attend the awards ceremony.
- 23.6 After presentations, the past president is responsible for advising the ATA of changes in membership listing and for advising recipients of their privileges as follows:

Entitlement to continuous membership in the Council without further payment of annual dues, to receipt of Council publications and to the same rights of membership as Regular council members; the right to attend the annual conference for the same fee that regular members pay; and the right to participate in all other activities of the Council on the same basis as regular members.

- 23.7 This award recognizes commitment to excellence in classroom teaching in Alberta, specifically contributions to English language arts teaching. Nominations for this award may come from executive or the membership through a designated nomination form available to the membership.

Those eligible for nominations must:

- 23.7.1 have served on either regional or provincial executive of the Council
- 23.7.2 have maintained continuous involvement in professional activities
- 23.7.3 have been an active teacher of English language arts for the major portion of his/her career.
- 23.7.4 have contributed to professional publications.

These guidelines are intended to aid the selection committee in its consideration of nominees for honorary membership.

24. ELAC Teacher Merit Award

This award recognizes excellence in classroom teaching in Alberta, specifically contribution to English language arts teaching. Those eligible for nomination must be teaching, or supporting teaching and learning, at least half time, and have displayed excellence as a classroom teacher in the Alberta school system for a minimum of five years. Nominations for this award may come from executive or the membership through a designated nomination form available to the membership.

- 24.1 In addition to the requirements listed above, the ELAC Teacher Merit Award Committee will consider the extent to which the nominee:
 - 24.1.1 demonstrate a commitment to improving student learning;
 - 24.1.2 promote and work to improve the teaching of English language arts at the school, system, and/or provincial level and contributes to the professional development of teachers of English language arts;
 - 24.1.3 contribute in some manner to English Language Arts Council (ELAC) at the local, provincial, national or international level on behalf of English language arts such as local presentations, *Alberta Voices*, *Celebrating Words* and/or conferences; and
 - 24.1.4 be a current member of the English Language Arts Council (ELAC), ATA, but not currently on the provincial executive of the English Language Arts Council.
- 24.2 The selection committee is chaired by the past president.
- 24.3 The selection committee checks eligibility of proposed recipients.
- 24.4 The selection committee presents nominations to the executive committee by a fixed date.
- 24.5 The executive committee may propose additional candidates and shall make the final selection.
- 24.6 The past president shall contact the recipient in order to make arrangements for travel and accommodation for the recipient to attend the awards ceremony.

25. Friends of ELAC Certificate of Recognition

25.1 Nominations for this certificate may come from executive or the membership through a designated nomination form available to the membership. This certificate recognizes those from the education community who support classroom teaching in Alberta, specifically to English language arts teaching in one or more of the following areas:

- professional development
- professional publications
- leadership
- political activism
- service/volunteering

25.2 The selection committee is chaired by the past president.

25.3 The selection committee checks eligibility of proposed recipients.

25.4 The selection committee presents nominations to the executive committee by a fixed date.

25.5 The executive committee may propose additional candidates and shall make the final selection.

25.6 The past president shall contact the recipient in order to make arrangements for travel and accommodation for the recipient to attend the awards ceremony.

26. Grants and Fees

26.1 Fees for membership of the Council are (as of 2011 09 01):

regular members	-	\$ 35.00	student members	-	nil
honorary members	-	nil	subscription	-	\$ 40.00

26.2 If changes are made in the fee structure they will become effective the following September 1.

26.3 Unless there is a reason to do otherwise, each specialist council should maintain an unencumbered accumulated surplus that does not exceed 50 per cent of annual expenditures from the previous year.

26.4 The Association provides an annual grant to ELAC to support its general operations. The grant provides a flat base amount and an additional amount for each member of the Council. The Council membership number used for this purpose is the highest membership in the Association's previous fiscal year.

27. Budgeting and Expenses

- 27.1 The treasurer, in consultation with the president, will prepare and present a proposed yearly budget for the executive committee and for approval by members at the annual general meeting.
- 27.2 In budgeting for annual meetings, allowances should be made for an executive committee meeting in which members are entitled to regular expenses. Provincial executive committee should approve and fund, whenever possible, the proposed budgets of regional councils if financial aid is requested.
- 27.3 All bills must be paid by cheque. This facilitates auditing of provincial ELA Council records.
- 27.4 (a) Any money remaining in the petty cash funds of the treasurer or of any other executive committee members shall be returned to the treasurer and entered as credit in the ledger.
- (b) These funds shall not be transferred directly from the past executive committee member to the new executive committee member.
- 27.5 Expenses incurred by members traveling to executive committee meetings shall be paid from Council funds upon submission of a signed and dated expense form.

Expenses are to be paid according to the following scale:

- (a) Travel
- i) Air/bus/train—receipts (including cancellation insurance, if applicable)
 - ii) Car—(the currently approved ATA rate.)
 - iii) Taxi—with receipt for any fee over \$5.00 (includes to and from one's hotel and the meeting site, to and from one's residence and the meeting site)

Advances can be made for travel to a major conference if the advance is less than the total sum.

- (b) Meals
- i) Breakfast—\$15.00
 - ii) Lunch—\$20.00
 - iii) Dinner—\$30.00

The above noted amounts are allowed for meal expenditures without receipt for attending approved meetings. Should your meal(s) be more than the approved amount, a receipt must accompany the expense claim, otherwise only the approved rate will be paid.

Departure time: If any scheduled meeting requires that you leave home/departure location before 4:00 pm on the meeting date, you may

claim your dinner expense in addition to the meals bought during the extent of the meeting time that are not already provided.

Arrival: If you will be arriving home after 7:00 pm of a meeting date, you may claim your dinner expense for that date.

- (c) **Hotel**
One night's accommodation not to exceed \$140.00 plus tax unless arranged by the executive. The government/corporate rate should be requested whenever possible. Special allowances will exist for executive members traveling to and from remote regions of the province. Executive members are requested to share rooms whenever possible.

Receipts are required for all hotel expenses.

- (d) **Parking**
Requires a receipt.
- (e) **Telephone/postage/hospitality/gifts/stationery/printing/misc/other (specify)**
These expenses will be paid upon the submission of a receipt and a brief explanatory statement signed by the executive member incurring the expense.
- (f) **If an executive member requires babysitting services in order to attend an executive meeting or provide representation on behalf of ELAC, expenses for services will be reimbursed given prior approval has been obtained.**

27.6 Courtesies

Council will arrange for a gift, flowers, or contribution to recognize the convocation, retirement, bereavement, death, significant illness, marriage or other milestone event of a current or recently serving executive member to a maximum of \$150. Additional courtesies or over-expenditures will be considered for approval by executive committee or table officers.

28. *Alberta Voices*

28.1 Purpose

- (a) To improve the teaching of English language arts by assisting members in becoming aware of and in critically assessing trends, issues and developments in English language arts education,
- (b) To keep ELA teachers updated on curriculum change and innovation,
- (c) To provide an opportunity to share teaching ideas, research results, professional perspectives and creative writing.

28.2 Editorial Policy

- (a) Peer review current articles relevant to the profession.

- (b) Encourage English language arts educators to publish teaching ideas and research.
- (c) Solicit original articles; reprints to be secondary sources.
- (d) Require letter of permission for all reprints.
- (e) Changes in editorial policy to receive the sanction of the executive committee.

28.3 Format and Design

- (a) Title consists of name
- (b) Size – 8 ½” x 11”
- (c) Approximately 48 pages per issue.
- (d) Illustrated.

28.4 Frequency

- (a) A minimum of two issues per year plus the writing contest.
- (b) Publication schedule is devised in the summer in consultation with the editor and with the ATA’s publications supervisor.

28.5 Distribution

- (a) Available by website posting to regular members.
- (b) Two copies of each journal are sent to teachers’ associations in western Canada and to the Canadian Teachers’ Federation by Barnett House.
- (c) The editor receives complimentary copies from Barnett House, of which two should be sent to each contributor accompanied by a thank-you note.
- (d) Back issues can be ordered from ATA at a cost of \$7.50 each for 1-4 copies; \$5.00 each for 5-10 copies; and \$3.50 each for more than 10 copies.
- (e) Editor receives 10 complimentary copies of each journal to be used at editor’s discretion.

28.6 Content

May include at the discretion of the editor:

- (a) President’s message
- (b) Regional council reports
- (c) Professional development information: courses, seminars, conferences
- (d) Current issues and concerns
- (e) Articles on classroom practices in English language arts teaching
- (f) Short fiction and poetry
- (g) Publicity for annual conference
- (h) Editorials
- (i) Logo and masthead
- (j) Graphics, pictures, cartoons
- (k) NCTE and other material may be used through exchange agreement when proper credit is given.
- (l) Current research/lesson plans/projects

28.7 Process

- (a) Edit solicited and unsolicited manuscripts.
- (b) Submit electronic copies of all articles and a table of contents.
- (c) Keep a copy of all articles sent to Barnett House for a minimum of two years.

29. Funding For Classroom Research

29.1 Each year during budget preparation the ELAC executive may suggest an amount not exceeding \$4,000.00 to be approved at the annual general meeting and set aside from ELAC reserves for up to two grants (not exceeding \$2,000.00 each) for funding teacher-conducted classroom research.

29.2 Subject to approval of the budgeted amount at the annual general meeting, the availability of these grants will be published on the website and in the next issue of *Alberta Voices*.

29.3 Conditions for the awarding of a research grant shall be as follows:

- (a) Eligible Costs
 - i) Cost of supply teacher for up to five days per participant as needed to support the conduct of research
 - ii) Purchase of reference resources and materials
 - iii) Clerical support, editorial support
 - iv) Printing and associated expensesNOTE: Capital costs are not included.
- (b) Conditions of Award
 - i) Applicant(s) must be a practicing teacher, and a member of ELAC prior to, and for, the duration of the research project . (This award is not available to full-time graduate students or teachers on leave of absence, sabbatical or maternity leave).
 - ii) Proposals must be submitted in the format outlined in the information package as advertised in *Alberta Voices* or on the ELAC website.
 - iii) A written report of the research must be submitted to the ELAC executive within 180 days of project completion.
 - iv) Grant recipients should be prepared to present their project at the annual ELAC Conference.
- (c) Proposal Requirements
Each proposal must contain information under the following section headings:
 - i) Title of project
 - ii) Brief description of your project
 - iii) Research questions
 - iv) Rationale for your inquiry
 - v) Procedure and methods of data collection
 - vi) Interpretation of data
 - vii) Sharing your observations, hypotheses and findings

viii) Budget

NOTE: Collaborative research that is done in conjunction with a university faculty member will be allowed as long as the research question belongs to the classroom teacher.

- (d) Deadline for the receipt of proposals is November 30.

29.4 Administrative Procedures

- (a) Advertise availability of awards on the website and in the appropriate issue of *Alberta Voices*.
- (b) Submit research proposals to ATA staff advisor by November 30.
- (c) Ratify recipient(s) at the first meeting of the calendar year with the executive committee.
- (d) Advance one-half of proposed costs to grant recipient with the remainder of costs to be paid by treasurer upon receipt of required documentation for all costs.
- (e) Ensure research project is published in *Alberta Voices* upon completion.
- (f) Pay remainder of all costs (up to \$2000) upon receipt of the required documentation.
- (g) Require recipient conduct arrangements for supply teachers directly with their employer.
- (h) Require recipient provide verification of their out of pocket costs to receive reimbursement from ELAC.
- (i) Require recipient communicate research findings with ELAC up to, and including, completion of project.

29.5 Grant recipients shall have the remainder of the current and the next school year in which to complete funded research.

29.6 The executive shall name one of its members as a contact person for the research project.

29.7 In the event that the award recipient is not able to meet its completion deadline, or wishes to substantively change the project focus, an application will be received by Table Officers for adjudication.

29.8 ELAC executive committee reserves the right to demand repayment of advance upon rejection of applications under 29.7 or when a project is deemed to be incomplete, unsuitable for publication by the Council or is deemed to have varied substantively from the proposal.

30. Co-Sponsored Activities—Joint Conferences

In addition to the *ATA Guidelines for Co-Sponsorship of Conferences Among Subgroups and with Outside Organizations*, the English Language Arts Council shall undertake such ventures only on an equally shared basis for the appointment of the co-convenors, committee members, and profits or losses.

31. First and Second Year Conference Grants

- 31.1 English Language arts teachers in either their first or second years of teaching may apply for grants to assist with attendance at the annual ELAC conference.
- 31.2 Applicants must be members of ELAC to be eligible for the grant.
- 31.3 The executive will finalize the selection of recipients.
- 31.4 Recipients must attend the annual ELAC conference, the AGM and must provide a written reflection of the conference for inclusion in ELAC publications and/or on its website.

32. ELAC Member-Hosted Professional Development Grants

Each fiscal year, ELAC budgets money to support ELAC Member-Hosted Professional Development Grants. Each grant has a maximum value of \$200.

The purposes of the grant are:

- 32.1 To support site-based professional development in English Language Arts.
- 32.2 To support the development of site-based communities of practice and teacher collaboration.
- 32.3 To enable ELAC members to host professional development in a local setting to address local teacher learning goals.
- 32.4 Procedures
 - (a) A committee of three, composed of the president-elect, secretary, and treasurer will review and approve applications on a quarterly basis.
 - (b) No applicant shall receive more than one award per school year.
 - (c) Successful applicants are not eligible to apply for two school years following their award.
 - (d) Applicants must be ELAC members in order to be eligible for the grant.
 - (e) Claims against the grant must be in accordance with ELAC financial procedures and be accompanied by original receipts no later than June 1 of the school year in which the award is granted.
 - (f) Costs for the professional development event should be confined to those items that support hosting of the professional development event. Capital items, mileage, and substitute teacher costs are not eligible for reimbursement.

SECTION IV

ELAC'S STRATEGIC PLAN

33. English Language Arts Council Mission Statement

“The English Language Arts Council of the Alberta Teachers’ Association supports and promotes teachers’ professional development in English language arts and advocates promising practices and positive conditions to foster student learning.”

34. Strategic Plan

For current information about the ELAC strategic plan please visit our website (www.elacata.ca) for the most up-to-date document or contact the ELAC’s Communications Coordinator for further information.

SECTION V

GUIDELINES FOR FORMING A REGIONAL COUNCIL/REGIONAL AFFILIATE OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ATA

35. Regional Council/Regional Affiliates

35.1 Definition

A regional council shall be defined as a semi-autonomous body with at least 10 members, all of whom are also members of the provincial English Language Arts Council of the ATA. The boundaries of a regional council will coincide with the boundaries of existing ATA locals. More than one local may be incorporated within the boundaries of a regional council.

35.2 Membership

All members or associate members of the English Language Arts Council of the ATA are eligible to become members of a regional council.

Interested students in colleges and universities are encouraged to participate as members of a local regional council. In order to do this they must be members of the student locals of the ATA (Education Students' Association).

35.3 Purpose

The purposes of the regional council shall be the same as those of the provincial English Language Arts Council (see the Constitution of the English Language Arts Council of the ATA). Programs of the regional council shall be designed to meet the specific needs of the teachers within the boundaries of the regional council. Some major purposes are:

- (a) to provide interaction for teachers who share a common philosophy and who wish to communicate with colleagues,
- (b) to provide opportunities for sharing ideas and concerns,
- (c) to celebrate teacher successes, and
- (d) to provide opportunities for and to foster professional growth of ELAC members.

35.4 Formation Process

- (a) Regional Council: The formation process includes a pre-organizational meeting followed by a general meeting to ratify the constitution and to elect an executive committee to manage and maintain the regional activities. The regional council president/director will submit a copy of the regional council's constitution within 30 days of its ratification. Financial

support for pre-organizational activities is available from the English Language Arts Council.

- (b) Regional Affiliate: Formation occurs through an organizational meeting in which a statement of the affiliate's frame of reference is drafted and an affiliate committee chairperson is appointed. The regional affiliate chairperson will submit a copy of the frame of reference to the provincial executive of ELAC. A new frame of reference must be submitted each year. Financial support for organizational activities is available from the English Language Arts Council.

35.5 Finances

- (a) Pre-organizational and Organizational Activities
In order for an interested group to proceed with the establishment of a regional council, the English Language Arts Council of the ATA will provide seed money from \$50.00 to \$300.00 for organizational activities prior to constitutional formation. These funds will cover such costs as a preliminary mailing, a pre-organizational meeting and refreshments. Funds will be made available following approval by the president and treasurer of ELAC of a well-planned proposal for the establishment of a regional council or affiliate. Following the general meeting which ratifies the constitution, the regional council president or chairperson will submit, within 60 days, an itemized expense report for pre-organizational and organizational activities and a membership list. These documents should be forwarded to the treasurer of the English Language Arts Council.
- (b) Signing Authority
Signing authority for regional councils will be both the regional council president/director and treasurer.
- (c) Financial Reports
 - i) The fiscal year of a regional council shall be July 1 to June 30.
 - ii) The treasurer of the regional council will submit an audited financial statement to the treasurer of the English Language Arts Council by June 30.
- (d) Termination of Regional Councils

If, for any reason, a regional council ceases to exist, it shall be the regional council treasurer's responsibility to transfer any remaining monies to the provincial body within six months of dissolution.

The treasurer of ELAC shall have final responsibility for terminating and balancing the financial affairs of a regional council which ceases to exist.

35.6 Officers

A regional council executive must consist of a president/director and a secretary/treasurer. Other directors and executive members may be elected as membership sees fit. (For example, offices such as "program director" and "publicity director" may be useful to the regional.)

35.7 Liaison

- (a) Presidents of regional councils sit as members of the ELAC Executive Committee, thereby providing direct liaison.
- (b) The past president of the provincial Executive Committee shall act as liaison to regional councils.

36. Duties And Responsibilities of Regional Executive

36.1 Regional Past President

- (a) Act on behalf of president when president is unavailable.
- (b) Contact members and prepare a list of regional members.

36.2 Regional President

- (a) Plan yearly program.
- (b) Present a proposed annual budget to Executive Committee if provincial funding is required.
- (c) Conduct general and executive meetings.
- (d) Act as official representative of the English Language Arts Council to outside committees requiring representation.
- (e) Attend executive committee meetings when necessary (president or regional representative only).
- (f) Arrange for transfer of records and ideas from former to incoming executive.
- (g) Prepare an annual report for the Annual general meeting.
- (h) Prepare an annual report and financial records for June 30.

Refer to Section 14 for additional activities.

36.3 Regional President-Elect

- (a) Accept this position with the knowledge of proceeding to the position of president in the following year.
- (b) Arrange for token of appreciation to be given to the outgoing president and for other courtesies as deemed necessary.

36.4 Regional Secretary

- (a) Small regionals may combine the duties of secretary and treasurer.
- (b) Record minutes of general and executive meetings.
- (c) Handle all correspondence of the regional executive.
- (d) Send notices of forthcoming meetings to regional council members.
- (e) Keep a copy on file of names and addresses for all members.

36.5 Regional Treasurer

- (a) Take charge of all monies received by Regional Council.
- (b) Make necessary disbursements of funds as authorized by executive. Send names of new members together with fees collected to Barnett House, cheque payable to ATA.
- (c) Prepare and present an annual financial report at general meeting. Submit regional budget/financial statement to ELAC treasurer.
- (d) Arrange for an audit of the financial record by June 30.

37. CONSTITUTION OF THE CALGARY AND DISTRICT REGIONAL OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

NAME: The name of this regional council shall be the Calgary and District Regional of the English Language Arts Council, the Alberta Teachers' Association.

BOUNDARIES: The area served by this regional shall include the area within the boundaries of the following ATA locals:

Calgary Public Teachers No 38
Calgary Separate School No 55
Canadian Rockies No 59
Foothills No 16
Rocky View No 35
Three Drums of Wheat No 20
University of Calgary EUS, Student No 2

OBJECTIVES: The objectives of this regional shall be to further the objects of the English Language Arts Council and the Alberta Teachers' Association.

MEMBERSHIP: All members of the provincial English Language Arts Council currently working or residing within the boundaries of this regional are automatically members of the Calgary and District Regional English Language Arts Council. Categories of membership are established by the provincial English Language Arts Council of the Alberta Teachers' Association.

FEES: Fee for membership in the provincial English Language Arts Council includes membership in this regional. In addition, members may be charged to attend sponsored Regional English Language Arts Council events.

EXECUTIVE COMMITTEE: The executive of the Calgary and District Regional of the English Language Arts Council, ATA shall consist of a president, the past president, a president-elect, a secretary-liaison, a treasurer, a program/social director and executive members-at-large. Elections for all positions, except that of immediate past president, shall be for a term of two years and shall be conducted by ballot at the annual meeting of this regional council.

To be eligible for election to the Executive Committee of this regional a candidate must currently be a member of:

- (a) The Alberta Teachers' Association
- (b) The English Language Arts Council, ATA

OTHER COMMITTEES: The executive committee may appoint from time to time such committees as it deems necessary to carry on the program of activities of this regional council.

ADVOCACY: Any representations, action or communication which this regional of the English Language Arts Council, ATA, wishes to make to officials of colleges, institutions or universities, or to the government, its members or officials must first be submitted to the executive of the English Language Arts Council, ATA, and approved by the Provincial Executive Council of the Alberta Teachers' Association.

REPORTING ACTIVITIES: This regional shall submit annually a written report of its activities and a financial statement to the secretary of the English Language Arts Council, in such form and at such time as specified from time to time by the Council's provincial executive.

MEETINGS: This regional shall hold at least one general meeting each year and all of its members shall be notified in writing of the date, time and place of the annual meeting at least 45 days prior to the holding of such meeting.

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

AMENDMENTS: After 45 days' notice of motion to amend this constitution given in writing to each member, the constitution of this regional may be amended by a two-thirds vote of the members present at any regular meeting of this regional council, subject to ratification by the Executive Committee of the English Language Arts Council, ATA.

38. CONSTITUTION OF THE EDMONTON REGIONAL OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

NAME: The name of this regional council shall be the Edmonton Regional of the English Language Arts Council, the Alberta Teachers' Association.

BOUNDARIES: The area served by this regional shall include the area within the boundaries of the following ATA locals:

Edmonton Public Teachers No 37
Edmonton Separate School No 54
Elk Island No 28
Elk Island Catholic Teachers No 21
Greater Black Gold Teachers' No 8
Greater St Albert Catholic No 23
Northern Gateway No 43
Parkland No 10
Pembina Hills No 22
St Albert Protestant Separate No 73
Sturgeon No 27
Woodland Rivers No 40
University of Alberta ESA, Student No 1
Concordia College ESA, Student No 6

OBJECTIVES: The objectives of this regional shall be to further the objects of the English Language Arts Council and the Alberta Teachers' Association.

MEMBERSHIP: Membership in this regional is available to those members of the provincial English Language Arts Council currently working or residing within the boundaries of this regional. Categories of membership are those established by the provincial English Language Arts Council of the Alberta Teachers' Association.

FEES: In addition to the fee charged for membership by the provincial English Language Arts Council, this regional may establish a membership fee by resolution at the annual meeting of the regional subject to approval of the Executive Committee of the English Language Arts Council of the Alberta Teachers' Association.

EXECUTIVE COMMITTEE:

- (a) Executive Committee Members - The executive of the Edmonton Regional of the English Language Arts Council, ATA shall consist of a president, the past president, a president-elect, a secretary and a treasurer. Elections for all positions, except that of the immediate past president, shall be for a term of one year and shall be conducted by ballot at the annual meeting of this regional.
- (b) Membership Eligibility - To be eligible for election to the Executive Committee of this regional a candidate must currently be a member of:
 - (i) The Alberta Teachers' Association and
 - (ii) The English Language Arts Council, ATA

- (c) Executive Committee Quorum - A quorum of the executive committee shall consist of three members.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- (a) It shall be the responsibility of the executive committee to promote the objects of the English Language Arts Council.
- (b) It shall be the responsibility of the executive committee to meet provided that there be at least three meetings per year.
- (c) The responsibilities of the executive committee shall be those established by the provincial English Language Arts Council of the Alberta Teachers' Association.
- (d) The executive committee shall take such actions as it deems necessary and expedient on behalf of the membership between general meetings and will report on such actions to the membership at its next general meeting.
- (e) It shall be the responsibility of the executive committee members to attend executive meetings. Should a committee member be absent from more than two consecutive meetings that member shall be disqualified from the executive committee except where the committee considers extenuating circumstances.

OTHER COMMITTEES: The executive committee may appoint from time to time such committees as it deems necessary to carry on the program activities of this regional.

ADVOCACY: Any representations, action or communication which this regional of the English Language Arts Council, ATA, wishes to make to officials of colleges, institutions or universities, or to the government, its members or officials must first be submitted to the executive of the English Language Arts Council, ATA, and approved by the Provincial Executive Council of the Alberta Teachers' Association.

REPORTING ACTIVITIES: This regional shall submit annually a written report of its activities and a financial statement to the secretary of the English Language Arts Council, in such form and at such a time as specified from time to time by the Council's provincial executive.

MEETINGS:

This regional shall hold at least one general meeting each year and all of its members shall be notified in writing of the date, time and place of the annual meeting at least 45 days prior to the holding of such meeting.

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

AMENDMENTS: After 45 days' notice of motion to amend this constitution given in writing to each member, the constitution of this regional may be amended by a two-thirds vote of the members present at any regular meeting of this regional, subject to ratification by the Executive Committee of the English Language Arts Council, ATA.

39. CONSTITUTION OF THE CENTRAL ALBERTA REGIONAL OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

NAME: The name of this regional council shall be the Central Alberta Regional of the English Language Arts Council, the Alberta Teachers' Association.

BOUNDARIES: The area served by this regional shall include the area within the boundaries of the following ATA locals:

Chinook's Edge No 17
Red Deer City No 60
Red Deer Separate School No 80
Timberline No 9
Wolf Creek No 3
Red Deer College EUS, Student No 3

OBJECTIVES: The objectives of this regional shall be to further the objects of the English Language Arts Council and the Alberta Teachers' Association.

MEMBERSHIP: All members of the provincial English Language Arts Council currently working or residing within the boundaries of this regional are automatically members of the Central Alberta Regional English Language Arts Council. Categories of membership are established by the provincial English Language Arts Council of the Alberta Teachers' Association.

FEES: Fee for membership in the provincial English Language Arts Council includes membership in this regional. In addition, members may be charged to attend sponsored Regional English Language Arts Council events.

EXECUTIVE COMMITTEE:

Executive Committee Members - The executive of the Central Alberta Regional of the English Language Arts Council, ATA, shall consist of a president, the past president, a president-elect, a secretary-liaison, a treasurer, a program coordinator, and two members at large. Elections for all positions, except that of the immediate past president, shall be for a term of two years and shall be conducted by ballot at the annual meeting of this regional council.

To be eligible for election to the Executive Committee of this regional a candidate must currently be a member of:

- (a) The Alberta Teachers' Association; and
- (b) The English Language Arts Council, ATA.

OTHER COMMITTEES The Executive Committee may appoint from time to time such committees as it deems necessary to carry on the program of activities of this regional council.

ADVOCACY: Any representations, action or communication which this regional of the English Language Arts Council, ATA, wishes to make to officials of colleges, institutions or universities, or to government, its members or officials must first be submitted to the executive of the English Language Arts Council, ATA, and approved by the Provincial Executive Council of the Alberta Teachers' Association.

REPORTING ACTIVITIES: This regional shall submit annually a written report of its activities and a financial statement to the secretary of the English Language Arts Council, in such form and at such a time as specified from time to time by the Council's provincial executive.

MEETINGS: This regional shall hold at least one general meeting each year and all of its members shall be notified in writing of the date, time and place of the annual meeting at least 45 days prior to the holding of such meeting.

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

AMENDMENTS: After 45 days notice of motion to amend this constitution given in writing to each member, the constitution of this regional may be amended by a two-thirds vote of the members present at any regular meeting of this regional, subject to ratification by the Executive Committee of the English Language Arts Council, ATA.

40. CONSTITUTION OF THE NORTH WESTERN REGIONAL OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

NAME: The name of this regional council shall be the North Western Regional of the English Language Arts Council, the Alberta Teachers' Association.

BOUNDARIES: The area served by this regional shall include the area within the boundaries of the following ATA locals:

Fort Vermilion No 77
Greater Peace No 13
High Prairie No 62
Northland No 69
Peace Wapiti No 6
Trumpeter No 26

OBJECTIVES: The objectives of this regional shall be to further the objects of the English Language Arts Council and the Alberta Teachers' Association.

MEMBERSHIP: Membership in this regional is available to those members of the provincial English Language Arts Council currently working or residing within the boundaries of this regional. Categories of membership are those established by the provincial English Language Arts Council of the Alberta Teachers' Association.

FEES: In addition to the fee charged for membership by the provincial English Language Arts Council, this regional may establish a membership fee by resolution at the annual meeting of the regional, subject to approval of the Executive Committee of the English Language Arts Council of the Alberta Teachers' Association.

EXECUTIVE COMMITTEE:

- (a) Executive Committee Members - The executive of the North Western Regional of the English Language Arts Council, ATA shall consist of a president, the past president, a president-elect, secretary/treasurer, and up to five directors-at-large. Elections for all positions, except that of the immediate past president, shall be for the term of one year and shall be conducted by ballot at the meeting of this regional.
- (b) Membership Eligibility - To be eligible for election to the Executive Committee of this regional a candidate must currently be a member of:
 - (i) The Alberta Teachers' Association; and
 - (ii) The English Language Arts Council, ATA.
- (c) Executive Committee Quorum - A quorum of the executive committee shall consist of four members, two of whom must be table officers.

OTHER COMMITTEES: The executive committee may appoint from time to time such committees as it deems necessary to carry on the program activities of the regional.

ADVOCACY: Any representations, action or communication which this regional of the English Language Arts Council, ATA, wishes to make to officials of colleges, institutions or universities, or the government, its members or officials must first be submitted to the executive of the English Language Arts Council, ATA, and approved by the Provincial Executive Council of the Alberta Teachers' Association.

REPORTING ACTIVITIES: This regional shall submit annually a written report of its activities and a financial statement to the secretary of the English Language Arts Council, in such form and at such a time as specified from time to time by the Council's provincial executive.

MEETINGS:

- (a) This regional shall hold at least one general meeting each year and all members shall be notified in writing of the date, time and place of the annual meeting at least 45 days prior to the holding of such meeting.
- (b) A quorum for the business portion of any meeting shall be ten members.

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

AMENDMENTS: After 45 days notice of motion to amend this constitution given in writing to each member the constitution of this region may be amended by a two-thirds vote of the members present at any regular meeting of this region, subject to ratification by the Executive Committee of the English Language Arts Council, ATA.

41. CONSTITUTION OF THE GREATER SOUTH REGIONAL OF THE ENGLISH LANGUAGE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

NAME: The name of this regional council shall be the Greater South Regional of the English Language Arts Council, the Alberta Teachers' Association.

BOUNDARIES: The area served by this regional shall include the area within the boundaries of the following ATA locals:

Holy Spirit Catholic No 5
Horizon No 4
Lethbridge Public School No 41
Livingstone Range No 14
Palliser No 19
Westwind No 12
University of Lethbridge EUS, Student No 4
Grasslands No 34
Medicine Hat No 1
Medicine Hat Catholic Teachers No 39
Prairieland No 36
Prairie Rose No 2

OBJECTIVES: The objectives of this regional shall be to further the objects of the English Language Arts Council and the Alberta Teachers' Association.

MEMBERSHIP: Membership in this regional is available to those members of the provincial English Language Arts Council currently working or residing within the boundaries of this regional. Categories of membership are those established by the provincial English Language Arts Council of the Alberta Teachers' Association.

FEES: In addition to the fee charged for membership by the provincial English Language Arts Council, this regional may establish a membership fee by resolution at the annual meeting of the regional, subject to approval of the Executive Committee of the English Language Arts Council of the Alberta Teachers' Association.

EXECUTIVE COMMITTEE: The executive of the Greater South Regional of the English Language Arts Council, ATA, shall consist of a president, the past president, a president-elect, a secretary/treasurer, and up to six directors-at-large. Elections for all positions, except that of the immediate past president, shall be for the term of one year and shall be conducted by ballot at the meeting of this regional. To be eligible for election to the Executive Committee of this regional a candidate must currently be a member of:

- (a) The Alberta Teachers' Association; and
- (b) The English Language Arts Council, ATA.

OTHER COMMITTEES: The executive committee may appoint from time to time such committees as it deems necessary to carry on the program of activities of this regional council.

ADVOCACY: Any representations, action or communication which this regional of the English Language Arts Council, ATA, wishes to make to officials of colleges, institutions or universities, or to the government, its members or officials must first be submitted to the executive of the English Language Arts Council, ATA, and approved by the Provincial Executive Council of the Alberta Teachers' Association.

- i) Convention Liaison – this individual will be invited to meetings to provide the executive information about speakers or other professional development opportunities in the region.

REPORTING ACTIVITIES: This regional shall submit annually a written report of its activities and a financial statement to the secretary of the English Language Arts Council, in such form and at such a time as specified from time to time by the Council's provincial executive.

MEETINGS: This regional shall hold at least one general meeting each year and all of its members shall be notified in writing of the date, time and place of the annual meeting at least 45 days prior to the holding of such meeting.

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

AMENDMENTS: After 45 days notice of motion to amend this constitution given in writing to each member, the constitution of this regional may be amended by a two-thirds vote of the members present at any regular meeting of this regional council, subject to ratification by the Executive Committee of the English Language Arts Council, ATA.

