

Constitution of the Council for School Leadership

1. **NAME:** The name of this organization shall be the Council for School Leadership of the Alberta Teachers' Association (ATA).
2. **OBJECTS:** The objects of this council shall be:
 - (a) to strive for the betterment of education in Alberta by promoting, organizing and conducting activities designed to increase the knowledge, understandings and skills of its members in the practice of educational leadership,
 - (b) to improve leadership practice by increasing members' knowledge and understanding in this specialty,
 - (c) to foster the professional development of members through membership activities and services,
 - (d) to provide advice and expertise to the Association on learning and working conditions, curriculum and preparation as related to the specialty, and
 - (e) to act through the Association as an advocate for the advancement and promotion of the specialty.
3. **MEMBERSHIP:**
 - (a) **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 hold office.
 - (b) **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 vote and hold office.
 - (c) **Student Membership**—Student members of the ATA may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.
 - (d) **Honorary Membership**—Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of council membership except the right to vote and hold office.

- (e) 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 SERVICES:** 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 and subscription 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:**
 - 6.1 **Table Officers**—The table officers of the Council for School Leadership shall consist of a president, secretary, professional development coordinator, social media/website coordinator and treasurer (elected for two-year terms), a past president (serving for a one-year term) and a president-elect (elected biennially and serving for a one-year term).
 - (a) A Provincial Executive Council (PEC) liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association.
 - (b) A staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association.
 - (c) In the event elected positions are not filled through the electoral process, table officers will appoint for the term of office.
 - (d) In the event an elected position is vacated mid-term, table officers will appoint for the term of office.
 - 6.2 **Executive Committee**—the executive committee shall consist of all table officers plus up to four members at large.

A maximum of four members at large may be elected to a two-year term at the Annual General Meeting of the Council for School Leadership.

The Executive Committee of the Council for School Leadership shall be the executive and administrative body of the Council for School Leadership and shall be responsible for conducting the affairs of the council between general meetings. Decisions and actions taken by the Executive Committee of the Council for School Leadership shall comply with directives of general meetings of the council and may not conflict with either its' constitution or the policies and positions of the Alberta Teachers' Association. It shall meet in accordance with the provisions of Section 14 of this Constitution.

- 6.3 **Terms of Office/Nominations Procedures**—The term of office for elected table officers will be for two years, except for the offices of the past president and the president-elect, which shall be one-year terms of office, held in alternating years. President-elect positions shall commence in 2016 and be elected in even numbered years. Past president terms shall begin immediately at the end of the individual's term as president.

Terms of office shall commence on August 1 following the election of officers.

Nomination information for members at large will be sent to the membership through usual communication channels no later than 45 days prior to an annual general meeting (AGM). A slate of candidates will be presented at the AGM and an open call for nominations from the floor will occur. Elections will be held at the annual general meeting. Newly elected Members at Large shall be announced at the annual general meeting with correspondence going to all members within 30 days of the elections taking place.

Nominations information for Table Officers will be sent to the membership through usual communication channels no later than 45 days prior to an annual general meeting. Elections will be held at the annual general meeting. Nominations will close 25 days prior to the annual general meeting. Newly elected Table Officers shall be announced at the annual general meeting with correspondence going to all members within 30 days of the elections taking place.

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, (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 35;
- (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 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 7.11;
 - (b) when the specialist council fails to comply with the requirements of section 7.12;

(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. **MATERNITY, PARENTAL AND ADOPTION LEAVE:**

8.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one year or the end of their term, whichever occurs first.

8.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.

8.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.

8.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

9. **COMMITTEES:** The Executive Committee shall appoint from time to time such committees as are necessary to carry on the work of the council.

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

11. **NATIONAL/INTERNATIONAL ORGANIZATIONS:** After the same notice of motion that is required for amendments to this constitution, the Council for School Leadership, by a majority vote of those present at a regular session of an annual general meeting, may:
 - (a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or,
 - (b) cancel its membership or affiliation with a national or international organization.
12. **REPORTING ACTIVITIES:** This council shall submit annually a written report of its activities to the Alberta Teachers' Association on the basis of requests from that body.
13. **MEETINGS:**
 - (a) **Executive**—The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.
 - (b) **Annual General Meeting**—This council shall hold an annual general meeting for which the agenda shall provide for the topics listed below:
 - (i) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
 - (ii) The annual reports from this council's president and treasurer.
 - (iii) Receiving of reports of committees.
 - (iv) An audited financial statement for the preceding fiscal year.
 - (v) An annual budget.
 - (vi) Revisions to the fees for membership in this council for which the required notice of motion has been given.
 - (vii) Amendments of this constitution for which the required notice of motion has been served.
 - (viii) Announcement of election results.
 - (xi) Other business.
14. **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.

- (c) Notwithstanding the above, an ATA staff officer must be present at all table officers committee meetings, executive committee meetings, and annual general meetings for quorum to be met.
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- 15. **EMERGENCY GOVERNANCE:** In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.
 - 16. **CONTRACTS:** Effective 2021 09 30 and notwithstanding any other provision in this constitution or in related policies or frames of reference, the Specialist Council shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Executive Secretary of the Alberta Teachers' Association or an Association official designated by the Executive Secretary for review and approval prior to its execution; and The Executive Secretary or other signing officer of the Alberta Teachers' Association shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the Specialist Council; and The most recent, fully executed copy of contract of employment or contract for the provision of personal services and or related collective agreement shall be filed with the Alberta Teachers' Association and shall be deemed to be the authoritative copy of the contract or collective agreement.
 - 17. **AMENDMENTS:** After a 45-day notice of motion to amend the constitution has been provided, this constitution may be amended by a two-thirds majority vote of the members present at any regular session of the annual general meeting of the council, subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.

October 1986

October 26, 1990

October 2000

Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)

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 by Provincial Executive Council 2011 06 16–17

Amended by ATA Table Officers 2014 09 09

Amended by ATA Table Officers 2015 05 25 (student membership fee change)

Amended by Annual General Meeting 2016 04 26

Approved by ATA Table Officers 2016 05 26

Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)

Amended by Provincial Executive Council 2020 04 29 (emergency governance)

Amended by Provincial Executive Council 2021 09 16 (contract signatory change)

Amended by Staff/Council Executive 2021 12 06

Approved by ATA Table Officers 2022 01 06

Amended by ATA Table Officers, 2023 06 02 (quorum clause)

Amended by Annual General Meeting 2024 04 15

Approved by ATA Table Officers 2024 05 30

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