

BYLAWS OF THE SECOND LANGUAGES AND INTERCULTURAL COUNCIL (SLIC)

(Adopted at the inaugural meeting of the SLIC, 2007 10 27, subsequently renumbered.)

ARTICLE 1. TABLE OFFICERS' COMMITTEE

- 1.1 The Table Officers' Committee shall be empowered to manage the ongoing operation of the Council and exercise the authority of the Executive Committee regarding matters of an emergent nature.
- 1.2 The Table Officers' Committee shall render a report to the Executive Committee of its decisions.
- 1.3 The Table Officers' Committee shall prepare material and recommendations for the meetings of the Executive Committee.

ARTICLE 2. EXECUTIVE COMMITTEE

The Executive Committee shall:

- 2.1 supervise the affairs of the Council;
- 2.2 establish administrative guidelines to govern the activities of the Council;
- 2.3 review and, if necessary, ratify decisions made by the Table Officers Committee;
- 2.4 make recommendations concerning the activities and policies of the council to the Annual General Meeting;
- 2.5 consider and approve the annual budget for presentation to the Annual General Meeting;
- 2.6 provide for the organization of an annual conference and such other professional development activities as will further the objectives of the Council;
- 2.7 authorize expenditures, including grants to Special Interest Groups;
- 2.8 designate signing authority to persons other than the President and Treasurer as required;
- 2.9 establish annually the amount of regular grants, expense allowances, and honoraria;
- 2.10 ratify membership on the Executive Committee of a representative of each Special Interest Group;
- 2.11 appoint the editors of the Council's Journal (Notos) and the newsletter (Zephyr) and the manager(s) of the Association's website;
- 2.12 ratify the appointment of representatives from the university faculties of education and the government of Alberta to the Executive Committee;
- 2.13 appoint replacements for Table Officer's Committee, Executive Committee and Special Interest Group offices that become vacant;

- 2.14 appoint a nominating committee for the election and appointment of officers which shall consist of the president and two other elected members of the Executive Committee;
- 2.15 in general, undertake such activities that will advance the mission and objects of the Council.

ARTICLE 3. EXECUTIVE COMMITTEE MEMBERS' DUTIES

3.1 In particular, the **president shall:**

- 3.1.1 be responsible for the general functioning of the Table Officers' Committee, the Executive Committee, and other Ad Hoc or Standing Committees;
- 3.1.2 be a member, ex-officio or otherwise, of all Council committees and Special Interest Groups;
- 3.1.3 be a signing officer of the Council;
- 3.1.4 call and chair, or delegate a table officer to chair, all Table Officers' Committee, Executive Committee, Emergent General and Annual General Meetings, and shall, together with the assistance of such other officers as may be appropriate, prepare agendas, notices of motion, and addenda for such meetings;
- 3.1.5 chair the committee responsible for the administration of awards and be responsible for the preparation and presentation of all awards;
- 3.1.6 prepare and submit a written report of the affairs of the Council to the Annual General Meeting;
- 3.1.7 prepare and submit such reports to The Alberta Teachers' Association as required by the Provincial Executive Council or Table Officers of the Alberta Teachers' Association;
- 3.1.8 act as an official representative of the Council as directed by the Executive Committee;
- 3.1.9 attend the annual Alberta Teachers' Association Conference for Specialist Council presidents or, if unable to attend, appoint an alternative to represent the Council;
- 3.1.10 prepare and submit resolutions for consideration by the Annual Representative Assembly of the Alberta Teachers' Association;
- 3.1.11 attend the Annual Representative Assembly of the Alberta Teachers' Association or delegate another active member of the council to do so;
- 3.1.12 arrange for the transition of governance and transfer of records as soon as possible following, and in any event within 90 days of, the Annual General Meeting.

3.2 In particular the vice-president shall:

- 3.2.1 succeed to the office of president in the event that the president is unable to complete a term of office;
- 3.2.2 assume the duties of the president if the president is absent;
- 3.2.3 oversee the professional development programs and activities undertaken by the council;

- 3.2.4 oversee communications with members of the council and public relations;
 - 3.2.5 oversee activities relating to the establishment of special interest groups and the expansion of the membership of the council;
 - 3.2.6 provide regular information on the Council's activities to the Alberta Teachers' Association for publication in the ATA News, and to the external news media as directed;
 - 3.2.7 chair a committee to periodically review the Constitution, Bylaws, Administrative Guidelines and Policies of the Council and make appropriate recommendations to the Executive Committee.
- 3.3 In particular the **secretary** shall:
- 3.3.1 keep minutes of each meeting of the Table Officers' Committee, the Executive Committee, and the Annual General Meeting;
 - 3.3.2 distribute promptly a copy of minutes of the Table Officers' Committee and Executive Committee meetings to each committee member and to individuals named by the Executive Committee;
 - 3.3.3 Secure meeting space and make all arrangements to facilitate the meetings of Table Officers and of the Executive Committee;
 - 3.3.4 keep an official dated copy of the SLIC Handbook and each Special Interest Group's constitution and bylaws;
 - 3.3.5 maintain a file of all incoming and outgoing correspondence;
 - 3.3.6 deal with correspondence and reports to the Alberta Teachers' Association which do not require decision by the Table Officers' Committee or Executive Committee and report thereon to the Executive Committee;
 - 3.3.7 on the instruction of the Table Officers' Committee or the Executive Committee, conduct the correspondence and submission of reports of the council;
 - 3.3.8 maintain and supply to the Executive Committee a list of the names, addresses, e-mails and phone numbers of members of the Executive Committee;
 - 3.3.9 attend Alberta Teachers' Association professional development opportunities provided for specialist council secretaries;
 - 3.3.10 maintain a list of Special Interest Groups, and report changes to the Executive Council as needed; and
 - 3.3.11 in conjunction with the Alberta Teachers' Association, maintain the archives of the Council and ensure compliance with relevant privacy and access to information legislation.
- 3.4 In particular the **treasurer** shall:
- 3.4.1 administer the financial affairs of the Council in accordance with the bylaws and administrative guidelines and any requirements set out by the Alberta Teachers' Association;
 - 3.4.2 be a signing officer of the Council;

- 3.4.3 on the approval of the Executive Committee and Table Officers Committee, receive and pay out money on behalf of the Council and maintain an accurate record thereof;
 - 3.4.4 maintain a file of receipts issued for all money received and of vouchers, bills, claims and so forth, for all money paid out;
 - 3.4.5 in consultation with the president and vice-president prepare an annual budget for approval by the Executive Committee prior to the Annual General Meeting;
 - 3.4.6 advise the Executive Committee on the rates to be established for grants, expense allowances, honoraria and the like;
 - 3.4.7 prepare such financial statements and reports as may be required by The Alberta Teachers' Association;
 - 3.4.8 arrange, with the approval of the Executive Committee, for an annual audit of the financial records of the Council for the fiscal year;
 - 3.4.9 prepare an annual audited statement and budget and present this statement to the annual meeting of the Council; and,
 - 3.4.10 obtain, verify and maintain the list of members and report thereon to the Executive Committee;
 - 3.4.11 attend Alberta Teachers' Association professional development opportunities provided for specialist council treasurers; and,
 - 3.4.12 supervise and assist the conference directors to maintain the accounts of the Council's annual conference.
- 3.5 In particular the **editor of "NOTOS"** (the journal of the Second Languages and Intercultural Council) shall:
- 3.5.1 be responsible for the regular publication of the Journal (in hard copy and/or in an electronic format) with such frequency as the Executive Committee shall determine;
 - 3.5.2 advise the Executive Committee on policy for the publication of the Journal;
 - 3.5.3 act in accordance with the guidelines set down by The Alberta Teachers' Association for all specialist council publications;
 - 3.5.4 attend the annual Alberta Teachers' Association Conference for editors of specialist council publications;
 - 3.5.5 advise the Executive Committee on, and prepare, special publications as deemed necessary from time to time;
 - 3.5.6 with the approval of the Executive Committee, appoint assistant editors to represent various languages as needed;
 - 3.5.7 prepare and present a written report to the Annual General Meeting;
 - 3.5.8 prepare and submit to Executive Committee an annual list for the mailing of complimentary copies of Council publications; and,

- 3.5.9 attend Alberta Teachers' Association professional development opportunities provided for specialist council editors.
- 3.6 In particular the **editor of "ZEPHYR"** (the Second Languages and Intercultural Council Newsletter) shall:
- 3.6.1 be responsible for the regular publication (in hard copy and/or in an electronic format) of the Zephyr with such frequency as the Executive Committee shall determine;
- 3.6.2 advise the Executive Committee on policy for the publication of the Zephyr;
- 3.6.3 act in accordance with the guidelines set down by The Alberta Teachers' Association for all specialist council publications; and,
- 3.6.4 attend Alberta Teachers' Association professional development opportunities provided for specialist council editors.
- 3.7 In particular the **Provincial Executive Council representative of the Alberta Teachers' Association** shall:
- 3.7.1 attend Executive Committee, emergent and annual general meetings of the Council;
- 3.7.2 convey recommendations to the Alberta Teachers' Association Provincial Executive Council from the Second Languages and Intercultural Council;
- 3.7.3 inform the Executive Committee of Alberta Teachers' Association activities and policies that may bear upon the activities, mission or objects of the Council; and
- 3.7.4 perform such other duties relating to the Council as may be assigned from time to time by The Alberta Teachers' Association.
- 3.8 In particular the **executive staff advisor of the Alberta Teachers' Association** shall:
- 3.8.1 attend all meetings of the Table Officers and Executive Committee and general meeting of the Council and, as required, conference, ad hoc committee, subgroup, and special interest group meetings;
- 3.8.2 advise the Executive Committee on all matters pertaining to the operation and governance of specialist councils;
- 3.8.3 ensure that Council decisions, messaging and practices are consistent with Alberta Teacher Association policy;
- 3.8.4 approve, or facilitate the approval of, arrangements for the annual conference;
- 3.8.5 facilitate the Council's access and utilization of support, funding and services provided by the Alberta Teachers' Association; and
- 3.8.6 Act as the Council's parliamentarian and returning officer.
- 3.9 In particular the **representative of the Government of Alberta** shall:
- 3.9.1 advise the Executive Committee, as appropriate, of relevant policy, program and professional development initiatives being undertaken by the government of Alberta relating to second languages and intercultural education;

- 3.9.2 communicate to government the views of the Council concerning second language and intercultural education; and,
 - 3.9.3 facilitate the participation of Council representatives in consultations and joint stakeholder activities led by government.
- 3.10 In particular the **representative of a special interest group** shall:
- 3.10.1 report on the activities of the special interest group at each Executive Committee meeting;
 - 3.10.2 provide the secretary of the Council with the current list of names, addresses, and phone numbers of executive officers of the Special Interest Groups immediately following the election of officers;
 - 3.10.3 prepare a written proposal outlining the Special Interest Groups' projected activities and anticipated budget prior to first Executive Committee meeting of the year;
 - 3.10.4 prepare applications for grants in support of special interest group activities;
 - 3.10.5 prepare and submit a written report of the special interest group's activities to the president of the Council prior to the Annual General Meeting;
 - 3.10.6 prepare and submit financial reports and documentation of expenditures and revenues as and when required by the treasurer of the Council; and,
 - 3.10.7 assist the editors of NOTOS and the ZEPHYR and the website manager by soliciting articles from members and submitting them together with announcements or reports of activities for publication.
- 3.10 In particular the **representatives of university faculties of education** shall:
- 3.10.1 advise the Executive Committee on policies and programs of their institutions affecting second language teaching and intercultural education programs;
 - 3.10.2 assist the Executive Committee in devising and executing activities designed to further the objectives of the Council; and,
 - 3.10.3 represent the Council, as appropriate, within the university community.
- 3.11 In particular the **Conference Director(s)** shall:
- 3.11.1 act as chairperson(s) of the planning committee for the Annual Conference. The committee shall be established by the Executive Committee of the Council and consist of the conference director, the conference treasurer and any other members as the director or executive council deems necessary;
 - 3.11.2 report on conference planning at each Executive Committee meeting;
 - 3.11.3 with the conference treasurer, submit a proposed budget and recommended registration fees;
 - 3.11.4 observe the guidelines for expenses and honoraria as set by the Council;

- 3.11.5 with the conference treasurer, maintain the accounts of the conference and promptly submit a financial statement of the Annual Conference to the treasurer of the council in accordance with requirements set out by the Alberta Teachers Association;
- 3.11.6 make all necessary arrangements to host the annual general meeting at the annual conference;
- 3.11.7 attend Alberta Teachers' Association professional development opportunities provided for conference directors.

ARTICLE 4. PRINCIPLES OF GOVERNANCE

- 4.1 Where ever possible, the members of Table Officers and Executive Committees of the Council shall endeavour to reach decisions by consensus so as to reflect the intentions of the majority while respecting and reasonably accommodating minority opinions;
- 4.2 While respecting roles and specific allocations of duties, the members of Table Officers and Executive Committees of the Council shall endeavour to work cooperatively to achieve the objectives and mission of the Council;
- 4.3 At all times, the members of Table Officers and Executive Committees of the Council shall endeavour to manifest the highest standards of professionalism, transparency and good governance;
- 4.4 Except where the Executive Committee explicitly authorizes a variance, the business of the Council shall be conducted in accordance with administrative guidelines established by the Executive Committee.

ARTICLE 5. RULES OF PROCEDURE

- 5.1 The proceedings of all meetings, annual, special and of the Table Officers' Committee and the Executive Committee, shall be regulated by the official Rules of Order and Procedure for The Alberta Teachers' Association as set out and published in the Alberta Teachers' Association *Members' Handbook*.

ARTICLE 6. ABSENCES

- 6.1 Members of the Executive Committee shall attend all meetings. In the event that an elected table officer or a member the Executive Committee is absent from more than two successive meetings, without good cause, the Executive Committee may, by a simple majority vote, declare the office held by that member to be vacant.

ARTICLE 7. SIGNING OFFICERS

- 7.1 The signing officers of the Council shall be the president, and the treasurer.
- 7.2 The executive committee may, by motion, designate other table officers as signing officers.

ARTICLE 8. NOMINATIONS AND ELECTIONS

- 8.1 The nomination committee shall consist of the president and two other elected members of the Executive Committee, appointed by the Executive Committee.
- 8.2 The nomination committee shall publicize and promote among the membership opportunities for service on the table officers and executive committees with the objective of ensuring that at least one qualified candidate is available and willing to serve in each elected and appointed position.
 - 8.2.1 The nomination committee shall submit to the Executive Committee recommendations to fill the positions of the editor of NOTOS, the editor of the ZEPHYR, the representative of the Government of Alberta, the representatives of universities, and the conference director(s) and other appointments provided for in the constitution.
 - 8.2.1 The nomination committee shall recommend a conference director(s) two years in advance of the planned conference, when possible.
- 8.3 The nomination committee shall provide members of the Council with notice of any vacancies on the executive committee at least 30 days before a meeting where such vacancies are to be filled.
 - 8.3.1 Inclusion of a notice of vacancy in a newsletter or journal of the council or publication on an official website maintained by the Council shall be deemed to satisfy the requirement for the provision of notice to each regular member as set out in 7.3.
 - 8.3.2 Regular members of the Council who wish to seek appointment to a non-elected position on the executive committee shall advise the chair of the nomination committee of their intention in writing at least 5 days before a meeting where the vacancy is to be filled.
 - 8.3.3 In the event that only one nomination is received for a position on the executive committee, then that office will be declared filled by acclamation.
 - 8.3.4 In the event that no nominations are received for a position on the executive committee, then the nominating committee may itself name an individual to serve in the position, subject to ratification by the Executive Committee.
- 8.4 Elected table officer positions shall be filled by a vote of all regular members present at the annual general meeting:
 - 8.4.1 Nominations shall be accepted in writing at least five days before the annual general meeting and from the floor of the meeting;

- 8.4.2 Nominations shall be accepted from the floor of the Annual General Meeting at the time provided for nominations;
- 8.4.3 A regular member seeking elected office must be nominated by one other regular member;
- 8.4.4 A regular member seeking elected office need not be present at the annual general meeting if the member has provided notice of their nomination in writing
- 8.4.5 In the event that only one nomination is received for a position on the executive committee, then that office will be declared filled by acclamation.
- 8.4.6 In the event of an election, the candidates will be given the opportunity to address the General Assembly prior to the vote being taken for a maximum of five minutes.
- 8.4.7 In the event that there is more than one nomination for any one office, then an election by secret ballot will be held at the Annual General Meeting.
- 8.4.8 The nomination committee or its designate shall declare the results of any election at the Annual General Meeting.

ARTICLE 9. AWARDS AND SCHOLARSHIPS

- 9.1 The Executive committee shall establish administrative guidelines governing awards and scholarships.

ARTICLE 10. FREQUENCY OF MEETINGS

- 10.1 The Table Officers’ Committee shall meet at the call of the president.
- 10.2 The Executive Committee shall meet at the call of the president at least twice during the course of the year.
- 10.3 There shall at least one Annual General Meeting of members each year concurrent with the annual conference of the Council.

ARTICLE 11. GRANTS AND FEES

- 11.1 Fees of membership for persons who are not eligible for membership in the Council as a benefit of active membership in the Alberta Teachers’ Association are defined as follows
 - 11.1.1 Regular members \$30.00
 - 11.1.2 Student members \$10.00 Maximum
 - 11.1.3 Life members \$30.00
 - 11.1.4 Subscription service \$50.00
- 11.3 The Executive committee may reduce or eliminate membership fees for student members.

ARTICLE 12. BUDGETING AND EXPENSES

- 12.1 The Executive committee shall establish administrative guidelines governing the financial practices of the Council

12.2 The Executive committee shall establish administrative guidelines governing the allocation of funds to special interest groups to support activities and undertakings of the special interest groups.

12.3 All bills and expenses shall be paid by cheque issued by the treasurer and signed by an authorized table officer.

12.4 Expenses incurred by members traveling to executive or table officers meetings shall be paid from Council funds upon submission of a signed and dated expense account and supporting receipts in accordance with relevant administrative guidelines or, absent relevant guidelines, as follows;

12.4.1 travel expenses will be reimbursed at \$0.45 per kilometre return if traveling by car;

12.4.2 total amount of return fare at best possible rate when using public transportation;

12.4.3 meals, actual cost, including a 15% gratuity, but not including alcoholic beverages up to a total set out in guidelines;

12.4.4 overnight accommodation at Association rates, if necessary; and,

12.4.5 any exceptions to the above must be approved by table officers.

Unless otherwise specified in Council bylaws or administrative guidelines, reimbursement of expenses shall be administered in accordance with the practices of the Alberta Teachers' Association.

12.5 The Conference Director has the responsibility for approving the travel arrangements for all speakers requiring air travel insuring such travel is at the best possible rate.

ARTICLE 13. ACTIVITIES OF THE SECOND LANGUAGES AND INTERCULTURAL COUNCIL

13.1 The Council and its Special Interest Groups shall undertake such activities as will further the mission and objects of the Council.

13.2 Activities may include conferences, workshops, demonstrations, discussions, the development of resource, promotion and support materials or any other form of professional development.

13.3 The Executive Committee shall maintain and promote a roster of members who have particular expertise in second language and intercultural education and who are able to facilitate professional development activities.

13.4 The Council shall produce and distribute in printed and/or in electronic format a journal, a newsletter and maintain a website.

ARTICLE 14. HONORARIUM POLICY

14.1 The Executive committee shall establish administrative guidelines governing honoraria for presenters at the annual conference and at other professional development events.

14.1.1 Honorariums may be granted to members of the Council for special contributions as approved by the Executive Committee.

14.1.2 Honorariums paid to table officers and to members of the executive committee for the performance of their duties shall be established in the bylaws of the Council.

14.1.3 Upon the completion of a full two year term, a president shall be provided up to \$1,500 to be applied toward a professional development activity of the president's choice, such funds to be used within the current fiscal year of the Council.

ARTICLE 15. POLICY FOR SPECIAL INTEREST GROUPS

15.1 The Executive committee shall establish administrative guidelines governing the formation, funding and approved activities of special interest groups.

ARTICLE 16. POLICY REGARDING CONFERENCE FEES AND FUNDS

16.1 The Executive Committee may establish a conference fund to support the planning and delivery of the annual conference of the council and establish administrative guidelines governing the utilization of the fund.

16.1.1 A conference surplus, and as far as possible, conference debit is to be credited or charged to this fund and are then the assets or liability of the Council.

16.1.2 Membership fees received at the Annual Conference are to be excluded from the conference fund.

16.1.3 The executive committee may authorize the payment of expenses (excluding membership fees) incurred by members of the Executive Committee attending the Annual Conference from the conference fund.

16.1.4 The conference treasurer shall administer the conference fund in accordance with administrative guidelines and in accordance with direction provided by the treasurer of the Council.

SECTION IV TEMPLATES

Model Special Interest Group Constitution

CONSTITUTION OF THE _____ (A) SPECIAL INTEREST GROUP OF THE INTERCULTURAL AND SECOND LANGUAGES COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

1. NAME: The name of this Special Interest Group shall be the _____ (a) Special Interest Group (SIG) of the Intercultural and Second Languages Council of the Alberta Teachers' Association.
2. BOUNDARIES: The area served by this Special Interest Group shall include _____ within the boundaries of the province.
3. OBJECTS: The objects of this Special Interest Group shall be to further the objects of the Second Languages and Intercultural Council and the Alberta Teachers' Association and, further, to: _____.
4. MEMBERSHIP: Membership in this Special Interest Group is available to members of the Second Languages and Intercultural Council only. Categories of membership are those established by the Second Languages and Intercultural Council of the Alberta Teachers' Association.
5. FEES: The annual fee(s) for membership in the Special Interest Group for each category of membership are:
(In addition to the fee charged for membership by the SLIC, each SIG may establish a Group Fee by resolution at the annual meeting of the SIG, subject to the approval of the Executive Committee of the SLIC.)
6. EXECUTIVE COMMITTEE: The executive of the _____ SIG of the SLIC shall consist of a president, a past president, a vice-president, secretary-treasurer and members-at-large. Elections for all positions, except that of the past president, shall be for a term of one year and shall be conducted by ballot at the annual meeting of this SIG. To be eligible for election to the Executive Committee of this SIG, a candidate must currently be a member of: (a) the Alberta Teachers' Association; and (b) the Second Languages and Intercultural Council of the Alberta Teachers' Association.
7. 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 SIG.
8. LIAISON: Any representations which this Special Interest Group 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 Second Languages and Intercultural Council and approved by the Provincial Executive Council of the Alberta Teachers' Association.

9. **REPORTING ACTIVITIES:** This Special Interest Group shall submit annually a written report of its activities and a financial statement to the Secretary of the Second Languages and Intercultural Council in such form and at such time as specified from time to time by the Council's provincial executive.
10. **MEETINGS:** This Special Interest Group 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 thirty (30) days prior to the holding of such meeting.
11. **AMENDMENTS:** After sixty (60) days notice of motion to amend this constitution being given in writing to each member, the constitution of this SIG may be amended by a 2/3 vote of the members present at the annual meeting of this SIG, subject to ratification by the Executive Committee of the Second Languages and Intercultural Council of the Alberta Teachers' Association.

Attachment 2 – SIG Formation Agreement and Checklist

SECOND LANGUAGES AND INTERCULTURAL COUNCIL
SPECIAL INTEREST GROUP FORMATION

A. This document is submitted in application for the formation of a Special Interest Group of the Second Languages and Intercultural Council of the Alberta Teachers' Association on behalf of the undersigned:

B. Members' Names, Addresses & Phone Numbers

SLIC Member (?)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

C. Constitution submitted (attached)

D. Fees established (attached)

E. Number of members at Inaugural Meeting

F. Executive Committee Established:

President:

Vice-President:

Secretary:

Treasurer:

G. Ratification

H. Establishment Grant Received

