

Constitution of the Second Languages and Intercultural Council of the Alberta Teachers' Association

ARTICLE 1. - NAME

The name of this not-for-profit organization shall be the Second Languages and Intercultural Council (SLIC) of the Alberta Teachers' Association.

ARTICLE 2. – MISSION AND OBJECTS

- 2.1 The mission of the Second Languages and Intercultural Council (SLIC) shall be:
To promote, support and celebrate linguistic and cultural diversity in Alberta's public education system.
- 2.2 The objects of this council shall be:
- 2.2.1 to enable Alberta teachers to become more aware of the issues relating to second languages, and intercultural education,
 - 2.2.2 to enhance the knowledge, skills and understanding of teachers in the areas of second languages and cultural studies through both inservice and preservice education,
 - 2.2.3 to disseminate information about existing practices, programs and resources in second languages and intercultural education,
 - 2.2.4 to encourage research that will result in the development and dissemination of innovative practices, programs and resources in second languages and intercultural education,
 - 2.2.5 to provide advice and expertise to the Association on learning and working conditions, curricula and teacher professional formation as related to second languages and intercultural education,
 - 2.2.6 to act through the Association as an advocate for the advancement and promotion of second languages and intercultural education; and,
 - 2.2.7 to encourage fellowship among teachers with an interest in second languages and intercultural education.

ARTICLE 3. - MEMBERSHIP

- 3.1 Regular:
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 right to vote and to hold office.
- 3.2 Life:
Retired 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.
- 3.3 Student:
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 vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.
- 3.4 Honorary or Complimentary:
The council may bestow upon any individual a membership on an honorary or complimentary basis for a period of time determined by the council. 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.
- 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.

ARTICLE 4. - SUBSCRIPTION SERVICE

- 4.1 Persons who are ineligible for active or associate membership in the ATA, including school support staff, parents and uncertificated language and culture instructors, as well as retired teachers who are not life members of the Association and non-active teachers, may receive services and benefits as determined by the Council by paying a subscription fee.
- 4.2 Libraries, organizations, businesses and corporate entities may, with the approval of table officers of the council, receive services and benefits as determined by the Council by paying a subscription fee.

- 4.3 Payment of the subscription fee entitles the payee to such council services as determined by the Council, but does not provide membership in the council or in the Alberta Teachers' Association.
- 4.4 The Executive Committee of the Council may authorize individuals, businesses and corporations to reserve space at the annual conference, workshops or similar activities of the council or to distribute selected materials to the membership of the Council. The Executive Committee or its designate may establish a fee for such access.

ARTICLE 5. - FEES

- 5.1 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.
- 5.2 The fees of regular members may be paid to the council by the Alberta Teachers' Association as a benefit of active membership in the Association in accordance with guidelines established by Provincial Executive Council.

ARTICLE 6. - GOVERNANCE

- 6.1 The Second Languages and Intercultural Council of the ATA shall be governed by a Table Officers' Committee and an Executive Committee whose duties are outlined in the By-laws. (Section 11)
- 6.2 The Table Officers' Committee shall consist of the following:
 - 6.2.1 President
 - 6.2.2 Vice President (or president-elect)
 - 6.2.3 Secretary
 - 6.2.4 Treasurer
 - 6.2.5 PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees
 - 6.2.6 Staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees
- 6.3 The Executive Committee shall consist of the Table Officers' Committee and the following appointed members:
 - 6.3.1 Conference Director(s)
 - 6.3.2 Publications editors
 - 6.3.2.1 Journal editor(s)
 - 6.3.2.2 Newsletter editor(s)
 - 6.3.2.3 Website manager(s)

- 6.3.3 a representative of each Special Interest Group (SIG)
 - 6.3.4 a representative from the following national organization
 - 6.3.4.1 Canadian Association of Second Language Teachers (CASLT)
 - 6.3.5 Members-at-Large from the Alberta Universities involved in teacher education and professional formation
 - 6.3.6 a Member of the Provincial Executive Council as appointed by the ATA as a voting member
 - 6.3.7 a Member-at-Large from the provincial government department responsible for second language and cultural education
 - 6.3.8 the immediate past-president of the Council
 - 6.3.9 such other observers as might be authorized to attend by a motion of the Table Officers Committee.
- 6.4 Conditions for service in governance are as follows:
- 6.4.1 To be eligible to serve as a Table Officer, a candidate must be a regular member of the Council.
 - 6.4.2 Table Officers, with the exception of the staff advisor, are to be elected at the annual general meeting for a nominal term of two years.
 - 6.4.2.1 Elections for table officers' positions shall be held in alternate (ie, odd-numbered) years at the annual general meeting of the Council
 - 6.4.3 The term of office of the table officers shall extend from the date of the annual general meeting at which they were elected to the date of the annual general meeting occurring in the second year following their election.
 - 6.4.4 Where a table officer's position becomes vacant during the two year term of office, the Executive Committee may appoint any regular member of the Council to occupy that office until the next Annual General Meeting of the Council at which time the position shall be filled by by-election for the remainder of the two year term.
 - 6.4.5 A member with the exception of treasurer shall not serve in the same elected office for more than two complete consecutive terms.
 - 6.4.5.1 Where, as a result of the term limit defined in 6.4.5, an elected office is vacated and remains vacant for more than two months, the person who held the office previously may be appointed to that same office by a vote of the executive committee, in which case, their tenure in that office shall be deemed to have been interrupted.
 - 6.4.6 An appointed Executive Committee member who is not a regular member of the SLIC of the ATA shall be a non-voting member of the committee.
 - 6.4.7 Excepting conference directors, appointed members of the Executive Committee shall serve a renewable one-year term and shall normally be confirmed in their position at the first meeting of the Executive Committee following the Annual General Meeting.

- 6.4.7.1 Conference directors are appointed for a two-year renewable term spanning the year prior to the conference and the year in which the conference is held.
 - 6.4.7.2 Where two or more eligible regular members of the council seek appointment to a position on the executive council, the position shall be awarded by a majority vote of the members of executive council, excluding any members whose position is in contention.
- 6.5 When the Executive Committee is not meeting, the Table Officers Committee shall exercise the authority accorded to the Executive Committee on behalf of the Council.
- 6.6 The Executive Committee may delegate its authority relating to any matter to table officers, to an ad hoc committee, to a standing committee, or to a member of the Executive Committee.

ARTICLE 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/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/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/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/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/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 article 6;
 - (b) when the specialist council fails to comply with the requirements of article 13;
 - (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.

ARTICLE 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.

ARTICLE 9. – COMMITTEES

The Executive Committee may appoint from time to time such ad hoc and standing committees as are necessary to carry out the work of the council associated with identified advocacy issues.

ARTICLE 10. – ADVOCACY

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

ARTICLE 11. - SPECIAL INTEREST GROUPS

- 11.1 The Executive Committee of the Second Languages and Intercultural Council of the ATA may authorize the establishment of Special Interest Groups.
- 11.2 A Special Interest Group (SIG) shall be established on the basis of language or cultural interests or on any other basis deemed relevant by the Executive Committee.
- 11.3 The Executive Committee may establish policy and administrative guidelines concerning the governance and activities of Special Interest Groups.
- 11.4 The Executive Committee may appoint an active member of the council to the presidency, chair or any executive office of a Special Interest Group in the event that such office is vacant.

ARTICLE 12. – AFFILIATION WITH OTHER ORGANIZATIONS

- 12.1 After the same notice of motion that is required for amendments to this constitution, the Second Languages and Intercultural Council of the ATA, by a majority vote of those present at a regular session of an annual general meeting, may: (a) subject to approval by the Provincial Executive Council, join or affiliate with a national or international organization concerned with language and intercultural education; or, (b) cancel its membership or affiliation with a national and/or international organization.
- 12.2 A Special Interest Group of the Second Languages and Intercultural Council may, by a majority vote of those present at a regular meeting of the special interest group and subject to approval by both the Table Officer's Committee of the Second Languages and Intercultural Council and the Provincial Executive Council of the Alberta Teachers' Association, join or affiliate with a local, national or international organization concerned with language and intercultural education; or, cancel its membership or affiliation with a local national and/or intercultural organization.

ARTICLE 13. - REPORTING ACTIVITIES

This council shall submit annually, to the Provincial Executive Council of the ATA, an audited financial statement of assets and liabilities, an annual report of program and activities and a copy of the council's current constitution in accordance with timelines specified by the Provincial Executive Council.

ARTICLE 14. - MEETINGS

- 14.1 Notice of a meeting may be provided to participants by motion at a previous meeting, by telephone, letter, facsimile, e-mail or electronic communication, publication in a newsletter or journal of the council or publication on an official website maintained by the Council.
- 14.2 Table Officers Committee, Executive Committee and Annual or Emergent General Meetings of the Council shall be conducted in accordance with the rule of order and procedures adopted by the Alberta Teachers' Association except where otherwise provided for in the constitution or bylaws of the Council.
- 14.3 Table Officers Committee, Executive Committee and Annual or Emergent General Meetings of the Council may be conducted at a set place and time or, when authorized by the table officers committee, in a virtual setting facilitated by electronic communication technology.
- 14.4 The Table Officers Committee shall meet as often as required to conduct the ongoing affairs of the council.
 - 14.4.1 The presence of a majority of the members of the Table Officers' Committee including the Alberta Teachers' Association staff advisor shall constitute quorum.
- 14.5 The Executive Committee shall be the executive and administrative body of the council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.
 - 14.5.1 The Executive Committee shall establish the policies and administrative guidelines of the Second Languages and Intercultural Council.
 - 14.5.2 The presence of at least one quarter of the voting members of the Executive Committee, including a majority of the members of the Table Officers' Committee and the Alberta Teachers' Association staff advisor, shall constitute quorum.

14.6 Annual and Emergent General Meetings:

- 14.6.1 A General Meeting of the membership of the Council shall be held once during the course of the regular school year for which a 45 day notice will be provided extending from September 1 to August 31.
- 14.6.2 An Emergent General Meeting may be held at the call of the Executive Committee at a time other than the Annual General Meeting.
 - 14.6.2.1 The motion to call an Emergent General Meeting shall be approved by a two-thirds majority of the Executive Committee.
 - 14.6.2.2 An Emergent General Meeting shall have the same authority as an Annual General Meeting and may consider any matter that is within the purview of an Annual General Meeting.
 - 14.6.2.3 Notice of an Emergent General Meeting shall be provided to the members of the council at least 30 days in advance and shall include a statement as to the emergent nature of the meeting and its purpose.
 - 14.6.2.4 The secretary shall make copies of resolutions available to the members, along with the Executive Committee's recommendations, if any, no later than the time of registration at an Emergent General Meeting.
- 14.6.3 The present of three members of the Table Officer's Committee and at least 15 regular voting members of the Council shall constitute quorum at an Annual or Emergent General Meeting.
- 14.6.4 The bylaws of the Council shall be set by the Annual General Meeting.
- 14.6.5 The policies of the Second Languages and Intercultural Council of the ATA shall be determined by the Annual General Meeting.
- 14.6.6 Only regular members in good standing shall have the right to vote and subject to the bylaws, have the right to hold office in the Second Languages and Intercultural Council of the ATA.
- 14.6.7 All resolutions to the Annual General Meeting shall be delivered or posted to the secretary at least sixty (60) days prior to the date of the meeting.
- 14.6.8 The secretary shall make copies of the resolutions available to the members, along with the Executive Committee's recommendations, if any, no later than the time of registration at the Annual General Meeting.
- 14.6.9 All resolutions presented to the Annual General Meeting shall require a simple majority vote of regular members present to be adopted, with the exception of amendments to the Constitution.
- 14.6.10 The agenda for the Annual General Meeting shall provide for:
 - 14.6.10.1 adoption of minutes from the preceding Annual General Meeting and any special general meetings held in the interim;
 - 14.6.10.2 the annual reports from the Council's president and treasurer;
 - 14.6.10.3 receiving of reports of committees;
 - 14.6.10.4 an audited financial statement for the preceding year;

- 14.6.10.5 a budget;
- 14.6.10.6 revisions to fees for membership for which the required notice of motion has been served;
- 14.6.10.7 amendments to this Constitution for which the required notice of motion has been served;
- 14.6.10.8 a report from any liaison with national associations;
- 14.6.10.9 election of officers; and
- 14.6.10.10 other business.

ARTICLE 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.

ARTICLE 16. - AMENDMENTS

After a 45 day notice of motion to amend the Constitution being has been provided, this Constitution may be amended by a two-thirds majority vote of the regular members present at the Annual General Meeting of the Council. Such amendments shall be subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Adopted 1998 05 01

Revised 2000 03 18, Approved ATA TOC 2000 11 17

Revised 2003 10 25, Approved by ATA TOC 2003 11 20

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)

Revised 2007 10 31, Approved by ATA TOC 2007 11 26

Amended by Provincial Executive Council 2011 06 16–17

Revised 2012 10 27, Approved ATA TOC 2012 11 26

Amended by ATA Table Officers 2014 09 09

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

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