

Middle Years Council

Handbook for Executive Members

2016/17



The Alberta
Teachers' Association

EXECUTIVE MEMBER'S HANDBOOK

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MIDDLE YEARS COUNCIL (MYC) EXECUTIVE MEMBERS HANDBOOK

Procedural Changes

The executive committee must review the handbook on an annual basis and may make changes to the procedures outlined in the handbook.

PART A STRUCTURE OF THE ORGANIZATION

Executive Committee

The executive committee is comprised of the table officers; President (who must have previously served on the executive), Past President, Vice President, Treasurer, Secretary, Staff Advisor (appointed by the Alberta Teachers' Association), Provincial Executive Council liaison, Conference Director (appointed by Executive) and Webmaster (appointed by Executive), Publications Director (appointed by Executive), Regional Representative, Chairs of Committees (non-voting), Department of Education Representative (non-voting), and University Representative (non-voting).

Duties of the Executive Committee:

- Act as the administrative body of the council between annual general meetings.
- Receive reports from conference director, treasurer and other executive committee members required to report.
- Encourage formation of regionals, recognize, govern and disband regionals.
- Form committees and receive committee reports.
- Appoint persons to non-elected or vacant positions.
- Meet at least twice per year.
- Identify representatives to MYABC and SMYA conferences.
- Resolve disputes regarding payment of expenses by majority vote.
- Assign individuals to receive quotes for purchases over \$1,000.00.
- Approve changes to conference guidelines.
- Approve award recipients.

The Past President shall:

- Maintain continuity of the organization.
- Organize nominations and election of officials.
- Assume other duties and responsibilities as assigned by the executive committee.
- Assist with liaison work with regional councils.

The President shall:

- Convene and preside at all meetings of the executive committee.
- Facilitate the development of yearly plans, and subsequent reviews and adjustments.
- Ensure that all decisions of the executive committee are carried out.
- Represent the MYC in dealing with the Association for Middle Level Education and other affiliate organizations.
- Prepare and submit an annual report to the Annual General Meeting.
- Ensure MYC annual report to the ATA is submitted by August 31.
- Designate, in his or her absence, the vice president or some other member of the executive committee to assume his or her responsibilities.
- Become the past president following his or her year(s) as president.
- Review and recommend revisions to the handbook
- Assume responsibility for the membership list.
- Attend Presidents' seminars and annual meeting arranged by Barnett House.

The Vice-President shall:

- Convene and preside at meetings of the executive committees in the absence of the president.
- Chair the Distinguished Service Award committee.
- Coordinate the membership recruitment program.
- Assist the president with any duties as needed.
- Attend role related seminars offered by Barnett House.

The Secretary shall:

- Record, keep and arrange for the distribution of the minutes of executive committee and annual general meetings.
- Maintain an inventory list of council assets, including technology assets and capital items.
- Assume responsibility for the archives of the MYC.
- Look after the correspondence as required by the executive committee.
- Attend role related seminars offered by Barnett House.
- Assume other duties and responsibilities as assigned by the executive committee.

The CASL Officer shall:

- Participate in training on the requirements of the role through training offered by Barnett House.
- Vet all emails sent on behalf of the council to see if they have any CEM elements.
- Ensure that the disclaimer provided is included on all emails with CEM content.
- Maintain a current list of individuals who contact the council requesting to not receive CEM emails from the council.

The Treasurer shall:

- Ensure that accurate accounts, receipts, and disbursements of the MYC finances are maintained.
- Prepare, in consultation with the executive committee, a proposed annual budget for presentation at the AGM.
- Prepare and submit an audited financial report to the Alberta Teachers' Association by August 31.
- Attend role related seminars offered by Barnett House.
- Present annual budget and past year audited statement at Annual General Meeting.
- Meet with current conference treasurer and the incoming conference treasurer during the annual conference.
- Assume other duties and responsibilities as assigned by the executive committee.

The ATA Staff Advisor shall:

- 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.
- 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.
- 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.
- Encourage and stimulate the Council executive to provide high quality service to the Council membership through continuous assessment of program and related activities.
- Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the Council.
- Keep informed about all aspects of the Council's operation and, when necessary, recommend to the Council on matters requiring attention.
- 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.
- Receive, review and submit with recommendations to the staff officer in charge of specialist councils any Council submission directed to Provincial Executive Council.

The Provincial Executive Council Liaison (*voting*) shall:

- 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.

The Conference Director shall:

- Make arrangements for the conference in the upcoming year, (ie facility bookings, keynote speaker, etc).
- Assume other duties and responsibilities as assigned by the executive committee.
- Report activities including a financial statement to each table officers meeting.
- Have the facility contract, speaker contract, and final list of speakers approved by the ATA staff advisor.
- Attend role related seminars offered by Barnett House.

The Publications Director shall:

- Promote and distribute middle years council information to members
- Edit and oversee the production and distribution of MYC publications.
- Liaise with webmanager to coordinate communication with members.
- Attend role related seminars offered by Barnett House.
- Propose amendments to MYC editorial policy as required.

The Regional Representatives/Regional Councils, if established, shall:

- Participate on subcommittees to work on special projects as decided upon by the executive committee.
- Promote middle years education and MYC membership within their region.
- Investigate professional development needs of members within region.
- Propose service for regional members and organization professional development activities for members that are approved and funded by the executive committees.
- Serves as a regional representative to the MYC Executive and to report on the MYC's activities to their region.
 - a) In the absence of a regional council table officers can appoint a regional representative.

The Webmaster shall:

- Be responsible for designing and editing the website.
- Update the site on at least a monthly basis.
- Coordinate with other council publications and regional information.
- Be responsible for publishing timely events from provincial and regional councils.
- Update skills, knowledge and equipment necessary to maintain site.
- Acquaint successor with information to maintain site.
- Collaborate with publications director and executive committee on MYC communications tasks.

The University Representative shall:

- Attend executive committee meetings
- Report on university activities concerning middle years instruction and teacher education.
- Undertake special projects as required.

The Alberta Education Representative shall:

- Attend executive committee meetings.
- Report on Alberta Education activities concerning middle years education program and evaluation.
- Undertake special projects as required.

PART B CONSTITUTION

1. **NAME:** The name of this not-for-profit organization shall be the Middle Years Council of the Alberta Teachers' Association.

2. **OBJECTS:** The objects of this council shall be to support the learning of middle level students in Alberta Schools by

Supporting middle level teachers and students

Providing quality professional development opportunities

Advocating middle level philosophy

Networking of middle level educators

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 vote and 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 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 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.

3.5 Membership in specialist councils is not available to those individuals, who, under the *Teaching Professional Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate on 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, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications 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. **TABLE OFFICERS:** The officers of this council, each to be elected for a term of one year at the annual general meeting of the council, shall consist of:
 - 6.1 President (who must have previously served on the executive of the council)
 - 6.2 Vice-president(co president-elect)
 - 6.3 Secretary
 - 6.4 Treasurer
 - 6.5 Past President
 - 6.6 a PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees
 - 6.7 a staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees
 - 6.8 Conference Director (appointed by the council executive)
 - 6.9 Communication Director (appointed by the council executive)

To be eligible to become a table officer of the Middle Years Council a candidate must be a regular member of the council.

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 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. **EXECUTIVE**: The executive of this council shall consist of all members of the table officers plus
 - 8.1 Regional representatives
 - 8.2 Chairs of committees (non-voting)
 - 8.3 Department of Education representative (non-voting), representation costs paid by the Department.
 - 8.4 University representative(s) (non-voting), representation costs paid by the universities.

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

10. **ADVOCACY**: Any representations, 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.

11. **REGIONAL COUNCILS**:
 - 11.1 The executive committee of this specialist council may encourage the formation of regionals and shall have authority to grant recognition to, and establish boundaries of such regionals,
 - 11.2 Regulations will be developed which are consistent with this constitution and the policies of the Alberta Teachers' Association for governing the organization and operation of such regional councils. (The executive shall have the authority to disband a regional.)

12. **NATIONAL/INTERNATIONAL ORGANIZATIONS**: After the same notice of motion that is required for amendments to this constitution, the Middle Years Council, by a majority vote of those present at a regular session of an annual general meeting, may subject to approval by Provincial Executive Council:
 - 12.1 join or affiliate with a national or international organization representing the same special interest;
 - 12.2 cancel its membership or affiliation with a national or international organization.

13. **REPORTING ACTIVITIES:** This council shall submit annually, 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 to the Alberta Teachers' Association.

14. **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 a 45 day notice will be provided and the agenda shall provide for the topics listed below:

- (i) Election of table officers.
- (ii) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
- (iii) The annual reports from this council's president and treasurer.
- (iv) Receiving of reports of committees.
- (v) An audited financial statement for the preceding fiscal year.
- (vi) An annual budget.
- (vii) Revisions to the fees for membership in this council for which the required notice of motion has been given.
- (viii) Amendments of this constitution for which the required notice of motion has been served.
- (ix) 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. **REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS:**

16.1 Any member of the executive who misses two meetings, without permission of the president, during their term of office shall be deemed to have abandoned their position. The member may appeal in person to the executive to seek reinstatement, should extenuating circumstances exist. If the member is not reinstated, the position may be filled by a member appointed by the executive to fill the vacancy for the remainder of the term.

16.2 Any member of the executive of the specialist council who has been deemed to be delinquent in fulfilling his/her responsibilities by a two-thirds vote of the executive, conducted by secret ballot, shall be removed from the executive.

The position may be filled by a member appointed by the executive to fill the vacancy or the remainder of the term.

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 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, 2005 04 29 AGM

Ratified by ATA Table Officers, 2005 06 01 (includes 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)

PART C OPERATIONAL REGULATIONS

1. Affiliate Organizations

The MYC maintains membership in the Association for Middle Level Education (AMLE). The executive is encouraged to maintain a positive relationship with the AMLE by attending conferences, affiliate meetings and workshops as both participants and presenters. With membership in the AMLE, the MYC is also affiliated with provincial and state middle years organizations.

2. Annual Conference

Executive members will receive free conference registration at the MYC conference. Executive members will have expenses paid as per MYC financial policies.

3. Regional Affiliate Conferences

The MYC currently has a reciprocal arrangement to cover the complimentary registrations for conferences with Middle Years Association of British Columbia (MYABC) and Saskatchewan Middle Years Association (SMYA). The executive committee will identify which executive members will represent the MYC at these conferences. Expenses will be paid as per the current MYC financial policies.

4. Assets

A notebook computer for the treasurer and web master has been purchased by MYC. This equipment will be kept with the individual who holds this position each term. Software will be maintained that is compatible with the ATA systems purchased for the conference treasurer's use.

5. Reimbursement Information

Current financial policies shall be used to determine types, and amount of reimbursement for expenses incurred on MYC business. Receipts or invoices will be required before any reimbursement is made. Request for reimbursement must be submitted using the MYC expense claim form.

6. Purchase of Supplies and Services

The executive committee members may keep a record of telephone and office expenses incurred on behalf of the organization and submit them before year-end to the treasurer for reimbursement. Secretarial services may be purchased for publication of the newsletter or the directory.

7. Financial Records

Financial records are kept by the current treasurer and passed on at the end of term to the next treasurer. Financial archives must be kept at the Alberta Teachers' Association in the specialist council archives room for 7 years.

8. Federal and Provincial Tax Reports

All financial reports shall be completed as required by the MYC treasurer under the regulations for specialist councils. Deadline for completion is August 31 of each year.

9. Budget Preparations

The treasurer in consultation with the executive committee prepares the annual budget for presentation at the AGM. Subcommittees and special projects committees must submit their budget requests to the executive committee in writing.

10. Memberships

The president maintains membership rolls and informs the executive. New members may join at any time, but the membership year shall be from the date of receipt issued by the Alberta Teachers' Association.

11. Audit Procedures

The treasurer reviews the subcommittee finances. An accountant will conduct an annual review of the MYC financial records as per ATA guidelines.

12. Business Office

The “business office” resides at the address chosen by the president.

13. Editorial Policies—Newsletter

13.1 Purpose

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

13.2 Editorial Policy

- a) Encourage middle years educators to publish teaching ideas and research.
- b) Solicit original articles; reprints to be secondary sources.
- c) Require letter of permission for all reprints.

- d) Changes in editorial policy to receive the sanction of the executive committee.

13.3 Format and Design

- a) Title consists of name
- b) Size – 8 ½” x 11”
- c) Approximately 10 pages per issue.
- d) Illustrated.

13.4 Frequency

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

13.5 Distribution

- a) Available by website posting to regular members.
- b) Two copies of each publication 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 \$2.50 each for 1-4 copies; \$2.00 each for 5-10 copies; and \$1.50 each for more than 10 copies.
- e) Editor receives 10 complimentary copies of each publication to be used at editor’s discretion.

13.6 Content

May include at the discretion of the editor:

- a) President’s message
- b) Editor’s message
- c) Regional council reports
- d) Professional development information: courses, seminars, conferences
- e) Current issues and concerns
- f) Articles on classroom practices in middle years teaching
- g) Publicity for annual conference
- h) Editorials
- i) Logo and masthead
- j) Graphics, pictures, cartoons
- k) AMLE and other material may be used through exchange agreement when proper credit is given.
- l) Current research/lesson plans/projects
- m) Reviews of resources or events as appropriate
- n) Executive photos and contact information

13.7 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.

14. Nominations and Election Procedures

- 14.1 The Nominations Committee consists of the past president, president and webmaster.
- 14.2 Nominations will be solicited from the membership at large through the Council website a minimum of 60 days prior to the annual general meeting
- 14.3 The Nominating Committee may also nominate persons. An individual may be nominated for more than one office on the executive (if conditions warrant). However, no persons can hold two table officer positions simultaneously.
- 14.4 The slate of all nominations will be posted on the 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.
- 14.5 In the event a position remains open and/or no nominations have been received, nominations will be requested from the floor at the AGM.
- 14.6 Elections will be conducted by the past president at the AGM
- 14.7 Only persons who hold regular membership in the council may hold an elected or appointed voting executive position. (Regular membership is not required of Department of Education or University Representatives.)

15. Distinguished Service Award

This award recognizes excellence in classroom teaching in Alberta, specifically contribution to middle years 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 readily available to the membership on the website.

- 15.1 In addition to the requirements listed above, the Committee will consider the extent to which the nominee(s):
 - 15.1.1 demonstrate a commitment to improving student learning;
 - 15.1.2 promote and work to improve the teaching of middle years students at the school, system, and/or provincial level and contributes to the professional development of teachers of middle years students;

- 15.1.3 contribute in some manner to Middle Years Council (MYC) at the local, provincial, national or international level as local presentations, publications in professional journals and/or conferences; and
- 15.1.4 be a current or past member of the Middle Years Council (MYC), ATA, but not currently on the provincial executive of the Middle Years Council.
- 15.2 The selection committee is chaired by the vice president.
- 15.3 The selection committee checks eligibility of proposed recipients.
- 15.4 The selection committee presents nominations to the executive committee by a fixed date.
- 15.5 The executive committee may propose additional candidates and shall make the final selection.
- 15.6 The past president shall contact the recipient in order to make arrangements for travel and accommodation for the recipient to attend the awards ceremony.
- 15.7 The webmaster and publications directors shall be responsible for the promotion of the award to the membership and the publishing of award recipient information to the membership

PART D BUSINESS MANAGEMENT OPERATIONS

Fiscal Year

The fiscal year end is June 30.

Handling of Income

General Account

Income is to be deposited in the MYC bank account. Both the president (or designate) and the treasurer must sign all cheques. Cheques are not to be signed in advance.

Conference Account

Both the conference director and conference treasurer must sign all cheques. The income from the conference account will be turned over to the treasurer when the conference financial report is complete. The conference account will be closed each year by June 30 of the year of the conference.

PART E FINANCIAL POLICIES

1. Reimbursement of Out-of-Pocket Expenses

- a) Travel on behalf of MYC shall be reimbursed according to the following schedule:
 - i. At the kilometrage rate established by the ATA Provincial Executive Council. If the distance travelled is 250 km or less (one way) or if a private motor vehicle is actually used for travel beyond 250 km. Distances shall be calculated using the “kilometrage chart” provided by the Alberta Motor Association.
 - ii. If travel is by scheduled carrier (air, rail or bus) the actual cost, or the cost of a regular economy ticket (whichever is less) will be paid. Receipts must be submitted.
 - iii. If a member travels by scheduled carrier he/she shall be entitled to reimbursement for taxi according to the following schedule:
 - 1. First and last day of activity and from / to airport, to / from hotel and/or location of activity.
 - 2. Each day of activity, except the first and last, the member shall be entitled to be reimbursed for miscellaneous taxi travel to a maximum of \$10.00 per day.
 - 3. Receipts shall be required.
 - iv. If a member travels by private motor vehicle, no reimbursement for taxis shall be made. If, however, the activity extends beyond two days, an additional reimbursement for 30 km of incidental travel shall be made for each day, except the first and last day of the event.
 - v. Should it be more economical to rent a vehicle at a cost equal to or less than the cost of taxis, the member may do so.

- b) Accommodation costs shall be reimbursed under the following conditions:
 - i. Other than as provided in (v) below, no accommodation shall be paid for an event of one day’s duration that required travel of less than 250 km.
 - ii. If an accommodation has been designated as the “host” location for an event, the actual cost of a standard room (single occupancy) at that facility shall be reimbursed. Receipts shall be required.
 - iii. If a member chooses to stay at an accommodation other than the designated “host” facility, the maximum reimbursement for accommodation shall be actual cost or the amount determined above, whichever is less. Receipts shall be required.
 - iv. If a member has travelled by private motor vehicle, an additional reimbursement for parking shall be paid, provided this amount is included in the accommodation charge and is identified as such on the receipt.
 - v. Reimbursement for accommodation on the day preceding an event shall be made if a member would have to leave home before 6:30 a.m. in order to arrive on time if travel is by private motor vehicle. Reimbursement for accommodation on the final day of an event shall be made if a member can not arrive home prior to 8:30 p.m.
 - vi. For overnight accommodation other than in a hotel/motel, an allowance of fifty (\$50.00) dollars per day shall be paid. No receipt shall be required.

- c) Where members must provide their own meals, a subsistence (meal) allowance shall be paid according to the following schedule:
 - i. Sixty dollars (\$60.00) per day, (breakfast @ \$15.00; lunch @ \$20.00; dinner @ \$25.00)
 - ii. Reimbursement for breakfast shall be paid if the member would have to leave home before 8:00 a.m. to arrive at the event.
 - iii. Reimbursement for dinner shall be paid if the member must leave home before 5:00 p.m. or must arrive home after 7:00 p.m.
 - iv. Alcohol will not be reimbursed.

- d) Substitute teacher costs will be paid as necessary to cover an individual's costs incurred in representing the MYC as approved by the executive. Individuals who have incurred a loss of income by attending an approved MYC activity or event will be reimbursed at the rate of a supply teacher from their home district, or, in the absence of a home district, from the district of the president.

2. Payment of Expenses

Prior to a member being reimbursed for any expense, the member shall prepare an expense reimbursement claim form, shall attach required receipts and shall sign the form, attesting to the accuracy of the information contained therein.

3. Dispute Resolution

In the event of a dispute regarding the payment of expense, the dispute shall be presented to the next meeting of the executive committee. The executive committee shall hear presentations from both parties to the dispute and shall, by majority vote, determine how the issue shall be settled. The decision of the executive shall be final and binding.

4. Investment Policy

The treasurer to the benefit of the council shall invest any council funds that may, from time to time, accumulate and that are not likely to be needed for current expenses. The treasurer is permitted, at his/her discretion, to invest these funds in guaranteed investment certificates issued by a Canadian Chartered Bank or in treasury bills offered by the Government of Canada through chartered banks, in such amounts and for such time period as may be deemed appropriate, not to exceed one year. Investments in other instruments such as mutual funds, mortgages, equities, etc are prohibited.

5. Major Purchases

When it is deemed necessary that the council make a major capital purchase (value over \$1,000.00), the cost of the purchase shall first be included as an estimated expenditure in the annual budget. After approval, the executive committee shall designate one member to solicit quotes on behalf of the council for the equipment. When quotes have been received, the member shall bring them to table officers, with a recommendation if appropriate, who shall make a final decision.

6. Signing Officers

Signing officers shall be the president, the treasurer, and one other table officer. The staff advisor shall be a signing officer. Any two of those three people may sign all cheques issued. Cheques issued to the president, vice-president or treasurer should be signed by the other two authorities.

7. Retention of Financial Records

The treasurer of the council shall retain all financial records for the current year and the previous year. All other records for the previous seven years are stored at Barnett House. Records older than seven years shall be shredded.

PART F ANNUAL CONFERENCE GUIDELINES

To remain a strong, viable organization, the MYC provides an annual conference for its members. A conference director shall be appointed by the executive

Note: The MYC executive must pass any changes to conference guidelines.

Conference committee subcommittee directors may include:

Conference	Exhibits	Registration	Tours	Publicity
Treasurer	Hospitality	Technical	Facilities	
Program	School Displays			

Treasurer:

The council treasurer will serve as the conference treasurer and must work closely with the conference director and the various subcommittees to plan and budget. The current ATA software is to be used.

Budgets:

Operating budgets should always reflect revenue generation. (See conference handbook for samples.) The conference budget is approved by the executive committee prior to incurring expenses. The executive committee also receives conference financial updates at its meeting. A concluding financial report will be presented to the executive committee following the closure of conference accounts for approval.

Start-up Monies:

Monies up to four thousand dollars (\$4,000.00) shall be made available for start-up requirements upon receipt of initial budget.

Financial Policies:

All finances of the conference shall be handled in accordance with the financial policies of the Middle Years Conference.

1. Time of Conference

The Annual Conference will be held on the weekend approved by the Alberta Teachers' Association.

2. Registration Fees

Includes Membership Fee and is set by conference committee and approved by table officers.

3. Membership Fee

\$30.00 (GST exempt) for regular members or subscribers.

4. Complimentary Registrations

- Each member of the MYC conference committee receives expenses to attend committee meetings and the conference in accordance with the MYC financial policies and registration for the conference.
- Up to two to executive committee members for British Columbia (MYABC), Saskatchewan (SMYA) and Manitoba (MMYA).
- Two conference committee members for the upcoming year's conference.

5. Speaker Reimbursement

A complimentary registration is to be provided for one presenter of each session. A small gift of appreciation may be in order. No other remuneration is offered, unless agreed to by the conference committee.

6. Keynote and Other Major Speakers

All travel accommodations and food costs are covered. The remuneration paid to these speakers is to be determined by the conference committees keeping in mind the overall budget limitations for such speakers.

7. Closing of Conference Books

All books and bank accounts must be closed by June 30th in order for the conference financial report to be made before the council year end of August 31st.



MIDDLE YEARS COUNCIL
OF THE ALBERTA TEACHERS' ASSOCIATION