



Social Studies Council

**Handbook for
Executive Members**

2022/23



The Alberta
Teachers' Association



Executive Member’s Handbook

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INTRODUCTION

The purpose of this handbook is to outline the Social Studies Council's goals, activities, organization and policies in order to assist executive members in fulfilling their responsibilities.

Comments regarding the use, organization and contents of this handbook are welcome and should be directed to the Council's resolutions chairperson, who is to review and update the handbook on an annual basis.

Changes to this executive handbook are approved at executive meetings of the council. Changes to the constitution, however, require ratification by the members present at the Annual General Meeting of the council and by Provincial Executive Council of The Alberta Teachers' Association.

February 2019

PART A | SSC CONSTITUTION

Constitution of the Social Studies Council of the Alberta Teachers' Association

1. **NAME:** The name of this organization shall be the Social Studies Council of the Alberta Teachers' Association (ATA).
2. **OBJECTS:** The objects of this council shall be to improve professional practice in the teaching of social studies by providing and facilitating professional learning opportunities
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 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 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**—The council will consider honorary memberships for individuals who have made outstanding contributions to social studies. 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.

4. **SUBSCRIPTION SERVICE:** Persons who are ineligible for active or associate membership in the ATA, such as school support staff and parents, as well as retired teachers and nonactive teachers, may be connected with the council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the council, but does not provide membership in the council.

5. **FEES:** Membership and subscription fees shall be established by resolution at the annual general meeting of this council provided notice has been given 45 days in advance.

6. **OFFICERS:**
 - 6.1 **Table Officers Committee**
 - 6.1.1 **Membership**—The table officers of the council executive committee shall consist of a president, president-elect, secretary, treasurer, past president, a PEC liaison member to be appointed by the Provincial Executive Council of the Alberta Teachers' Association, and an ATA staff officer appointed by the Executive Secretary of the Alberta Teachers' Association.
 - 6.1.2 **Voting Rights**—All table officers shall have voting rights.
 - 6.1.3 **Term Lengths**—The president shall serve a two-year term. The president-elect shall serve a one-year term, being elected to coincide with the beginning of the president's second year of office. The secretary and treasurer shall serve one-year terms. The Provincial Executive Council liaison and staff advisor, being appointed by Provincial Executive Council and the Executive Secretary of the Alberta Teachers' Association, shall serve in their roles until new appointments by their respective bodies are made.
 - 6.1.4 **Eligibility**—To be eligible to become an officer of the Social Studies Council, a candidate must be a regular member of the council.

 - 6.2 **Executive Committee**
 - 6.2.1 **Membership**—The executive committee shall consist of members of the table officers, the regional presidents (or designates), the editor of *Focus*, the editor of *One World*, the communications manager, one representative from Alberta Education, one representative from Alberta's universities, the conference director, and the chairs of ad hoc committees.
 - 6.2.2 **Voting Rights**—Members of the executive committee who have voting rights are: the table officers, the regional presidents (or designates), the editor of *Focus*, the editor of *One World*, the communications manager, and the conference director.

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 7.11;
 - (b) when the specialist council fails to comply with the requirements of section 7.12;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

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

- 8.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one-year or the end of their term, whichever occurs first.
- 8.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.
- 8.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.
- 8.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

9. **COMMITTEES:** This council shall maintain standing committees as outlined in council guidelines. The executive committee or the council board may appoint such additional committees as are necessary to carry on the work of the council.

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

11. **REGIONAL COUNCIL:** The executive committee of this council shall encourage and shall have authority to grant recognition to regional councils, to establish the boundary of regions, and to establish regulations governing the organization of regional councils not inconsistent with this constitution or guidelines of the Alberta Teachers' Association.

12. **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 current constitution to the Alberta Teachers' Association.

13. **MEETINGS:**

Executive Committee—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.

Table Officers—The table officers may meet separately in order to deal with the affairs of the council as delegated by the executive committee.

Annual General Meeting—This council shall hold an annual general meeting for which a 45-day notice will be provided and the agenda of which shall provide for the topics listed below:

- 13.1 Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
- 13.2 Annual reports from the president and the treasurer.
- 13.3 Reports of committees.
- 13.4 A financial statement for the preceding fiscal year.
- 13.5 A proposed budget.

- 13.6 Revisions to the fees for membership.
 - 13.7 Amendments of this constitution for which the required notice of motion has been served.
 - 13.8 Election of officers.
 - 13.9 Other business.
14. **QUORUM:**
- 14.1 **Annual General Meeting:** The quorum for the annual general meeting shall be the members in attendance.
 - 14.2 **All Other Meetings:** Quorum shall consist of a majority of voting members of executive or committee.
15. **REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS:**
- 15.1 Any member of the executive who misses two meetings, without permission of the executive, during their term of office shall be deemed to have abandoned their position. The member may appeal in person to the executive committee to seek reinstatement should extenuating circumstances exist. If the member is not reinstated, the position may be filled by a member appointed by executive to fill the vacancy for the remainder of the term.
 - 15.2 Any member of the executive of the council or regional 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 committee.
- The position may be filled by a member appointed by executive to fill the vacancy for the remainder of the term.
16. **AMENDMENTS:** After a 45-day notice of motion to amend the constitution has been provided, this constitution may be amended by an affirmative vote of two-thirds 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.

17. **EMERGENCY GOVERNANCE:** In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.

18. **CONTRACTS:** Effective 2021 09 30 and notwithstanding any other provision in this constitution or in related policies or frames of reference, the Specialist Council shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Executive Secretary of the Alberta Teachers' Association or an Association official designated by the Executive Secretary for review and approval prior to its execution; and The Executive Secretary or other signing officer of the Alberta Teachers' Association shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the Specialist Council; and The most recent, fully executed copy of contract of employment or contract for the provision of personal services and or related collective agreement shall be filed with the Alberta Teachers' Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

19. **NATIONAL/INTERNATIONAL ORGANIZATIONS:** After the same notice of motion that is required for amendments to this constitution, the Social Studies Council, by majority vote of those present at the annual general meeting may, subject to approval by Provincial Executive Council, join or affiliate with national or international organizations representing the same special interests or cancel its membership or affiliation with national or international organizations.

PEC approval: 1986 11 24

TOC approval: 2001 01 05

Revised 1997 11 27, 2001 01 11

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

Amended by Provincial Executive Council 2006 06 15–16 (membership changes)

Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)

Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)

Amended by Provincial Executive Council 2011 06 16–17

Amended by ATA Table Officers Committee, 2014 09 09

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

Amended at SSC AGM 2016 10 15

Approved by ATA Table Officers 2016 11 28

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

Amended at SSC AGM 2018 10 12

Approved by ATA Table Officers 2018 11 15

Approved by ATA Table Officers 2019 03 22

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

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

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PART B | SSC POLICY REGULATION

1.0 RULES OF PROCEDURE

The proceedings of all meetings of the council shall be regulated by the Official Rules of Order and Procedures for The Alberta Teachers' Association as set out and published in the current edition of the Members' Handbook

2.0 NOMINATIONS

2.1 Nominations for elected members of the executive committee shall be prepared by the Nominations Committee, chaired by the past-president, and shall be in the hands of the members in advance of the annual general meeting. Nominations for these positions shall also be accepted from the floor of the annual general meeting.

2.2 To be eligible for an elected position on the executive committee, an individual must be a regular member of the Alberta Teachers' Association Social Studies Council (and, in accordance with the Membership section of the SSC Constitution, an active or associate member of the Alberta Teachers' Association).

3.0 MEETINGS

3.1 Fall Executive Committee Meeting

- Presentation of budget for following year.
- Review executive committee guidelines and ATA policy.
- Review conference planning.
- Confirm appointments of the editor of *In Focus*, the editor of *One World In Dialogue*, and the Communications Manager.
- Approve resolutions for the ATA's Annual Representative Assembly (ARA) to be forwarded via Provincial Executive Council.
- This meeting shall be an in-person meeting.

3.2 Annual General Meeting

- To be held at a convenient time in the year, preferably attached to an existing professional development event of the SSC.
- Will follow the agenda as laid out in the SSC Constitution.

3.3 Spring Executive Committee Meeting

- Presentation of conference program and budget.
- Presentation of regional council financial statements.
- Presentation of regional council rebates based on memberships provided by the staff officer.
- Confirm winners of council awards.
- Conference director confirmed for the SSC conference 1.5 years away.
- Set agenda for the Annual General Meeting.
- This meeting shall be an in-person meeting.

3.4 Table Officers' Meeting

- Arranged by the executive committee to address emergent issues on an as-needed basis.
- Will report decisions back to the executive committee.

4.0 AWARDS

Awards may be awarded on an annual basis by the executive committee, and shall be presented at the SSC conference every second year.

4.1 Nomination Process

- 4.1.1 By March 1 of each calendar year, the chair of the awards committee (past-president) shall solicit from the membership nominations for the SSC awards listed below.
- 4.1.2 Individuals who wish to nominate an individual for SSC awards shall use the appropriate form to be posted on the SSC's website.
- 4.1.3 The chair of the nominations committee shall bring the nominees to the spring executive committee meeting for consideration of executive committee members. A majority vote is required in order to select a nominee for an award.

4.2 Life Membership

- 4.2.1 This award may be granted each year to one individual who has, over an extended period of time, made exceptional contributions to the Social Studies Council and to the practice of social studies in Alberta.
- 4.2.2 The life membership shall be a framed certificate and shall be accompanied by a gift of Canadian art having a maximum value of \$300.
- 4.2.3 The life membership recipient shall be entitled to one evening of accommodation and two complimentary banquet tickets at the annual conference.

4.3 Certificate of Excellence

- 4.3.1 This award may be granted each year to one or more council members who have performed distinguished, meritorious and special service as leaders in the ATA Social Studies Council and who have contributed significantly to social studies education in Alberta.
- 4.3.2 Certificates of excellence will be in the form of a framed certificate.
- 4.3.3 Certificates of excellence shall be announced at the annual conference and presented if the recipients are in attendance.

4.4 Certificate of Outstanding Service

- 4.4.1 This award may be granted each year to one or more council members who have made significant contributions to a regional council and who have contributed significantly to social studies education in a regional council.
- 4.4.2 This award shall be in the form of a framed certificate presented at the SSC conference or at a meeting of the regional concerned.

4.5 Executive Service Award

- 4.5.1 This award may be granted each year to one or more council members, and recognizes service provided by office holders of the executive committee and is awarded on the member leaving the executive committee after having served at least three years.
- 4.5.2 The award is in the form of an engraved plaque.
- 4.5.3 These awards will be announced at the annual conference and presented if the recipients are present.

5.0 AFFILIATION

The Social Studies Council received Provincial Executive Council approval to affiliate with the Canadian Association for Social Studies, 1948 10 20.

The Social Studies Council received Provincial Executive Council approval to affiliate with the Alberta Museums Association (now Historica) for the planning and operation of local, provincial, and national Heritage Fairs, 1998 12 04.

PART C | DUTIES OF SSC OFFICERS AND EXECUTIVE

1.0 GENERAL DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

The executive committee forms the executive and administrative body of the Social Studies Council. The table officers committee shall meet separately from the executive committee in order to deal with the affairs of the council as delegated by the executive committee. Together, these groups are responsible for the following:

- 1.1 Exercising general supervision of the affairs of the council.
- 1.2 Reviewing goals and objectives of the council and setting priorities.
- 1.3 Generating and presenting policy for the approval of the membership.
- 1.4 Carrying out policies adopted by the membership.
- 1.5 Compiling and approving the annual budget.
- 1.6 Authorizing the collection and distribution of money.
- 1.7 Ensuring the solvency of the council.
- 1.8 Ensuring that executive positions that become vacant throughout the year are filled by appointment.
- 1.9 Informing members of professional development matters through appropriate activities.
- 1.10 Monitoring developments in social studies curriculum and assessment.
- 1.11 Providing opportunities for members to develop positions on issues and developments in social studies curriculum and assessment.

2.0 SPECIFIC DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

2.1 PRESIDENT

The duties of the president shall include:

- 2.1.1 Responsibility for the effective functioning of all committees.
- 2.1.2 Membership, ex officio or otherwise, on all committees.
- 2.1.3 Calling and chairing all executive committee and table officers' meetings and the preparation of agendas for each.
- 2.1.4 Presiding over the annual general meeting and presenting the annual report at that time.
- 2.1.5 Being the official representative of the council to the ATA and to other agencies, subject to prior approval by the executive committee and other normal approval procedures.
- 2.1.6 Attending conferences and meetings for the purpose of liaison, subject to guidelines or prior executive committee approval.
- 2.1.7 Act as signing authority for the council's expense claims.
- 2.1.8 Preparing and submitting the annual report of the council to the ATA.
- 2.1.9 Preparing messages for *One World In Dialogue*, *In Focus* and the website.
- 2.1.10 Actively liaising with the conference director and meeting with the current and incoming conference director as soon after the fall executive committee meeting as possible.
- 2.1.11 Informing superintendents and principals by letter of council award winners.
- 2.1.12 In consultation with the secretary, ensuring that decisions of the table officers are included on the agenda of executive committee meetings.

2.2 PRESIDENT-ELECT

The duties of the president-elect shall include:

- 2.2.1 Assuming such duties as may be delegated by the president.
- 2.2.2 Arranging appropriate gestures of appreciation to outgoing executive committee members.
- 2.2.3 Reviewing relevant policies of the Alberta Teachers' Association and reporting on these with recommendations.
- 2.2.4 Attending the ATA Specialist Council Seminar.
(President/Editors/Treasurers)
- 2.2.5 Chairing meetings in the absence of the president.
- 2.2.6 Attend Specialist Council Presidents' session at Summer Conference.

2.3 PAST-PRESIDENT

The duties of the past-president shall include:

- 2.3.1 Advising council members.
- 2.3.2 Acting as the nominating officer and supervising elections.
- 2.3.3 Chairing the awards committee and providing a suitable gift for the life member.
- 2.3.4 Serving as a member of the ad hoc committee charged with reviewing the council guidelines.
- 2.3.5 Encouraging the formation of regional councils.
- 2.3.6 Arranging for executive committee representation at inaugural meetings of regional councils.
- 2.3.7 Assisting and advising regional councils in providing programs.
- 2.3.8 Acting as liaison between members in unorganized areas and the executive committee.
- 2.3.9 Obtaining annual reports from regional presidents prior to the end of June.

2.4 SECRETARY

The duties of the secretary shall include:

- 2.4.1 Responsibility for recording and maintaining minutes of executive committee meetings, table officers' meetings and the annual general meeting.
- 2.4.2 Distributing copies of such minutes to executive committee members within two weeks of each meeting.
- 2.4.3 Receiving correspondence for the council and ensuring that it is promptly brought to the attention of the executive member(s) concerned.
- 2.4.4 Circulating, during meetings of the executive committee and table officers, all correspondence received.
- 2.4.5 Responding to correspondence as directed.
- 2.4.6 Maintaining up-to-date information on members of the executive committee and providing such information to Barnett House after the annual general meeting.
- 2.4.7 Sending updated membership lists to regional councils each year based on information provided by the ATA staff officer.
- 2.4.8 Flagging items in council meeting minutes that are to be included in council guidelines. Decisions made at council meetings that change or amend part of the council's guidelines shall be indicated as such in the minutes by the secretary and shall be entered into the guideline database by the ATA staff officer. Updated copies of guidelines will be e-mailed to executive committee members.
- 2.4.9 Advising the president of decisions made by the table officers committee for the inclusion for ratification on the agenda of executive meetings.

2.5 TREASURER

The duties of the treasurer shall include:

- 2.5.1 Drafting the proposed budget for the operating year.
- 2.5.2 Handling of and accounting for all funds of the council, its committees and its regional councils in coordination with the finance department of the Alberta Teachers' Association.
- 2.5.3 Preparing a printed financial report for each executive committee meeting.
- 2.5.4 Arranging for an annual audit of council financial records by the accounting staff at Barnett House.
- 2.5.5 Presenting the audited financial statement at the fall executive committee meeting following the conclusion of the fiscal year, July 1 to June 30.
- 2.5.6 Presenting the audited financial statement for the information of those members in attendance at the Annual General Meeting.
- 2.5.7 Submitting the audited financial statement for publication in *In Focus*.
- 2.5.8 Submitting the audited financial statement to the finance department of the Alberta Teachers' Association.
- 2.5.9 Facilitating the reimbursement of executive committee members for expenses incurred while working on authorized council activities.
- 2.5.10 Making other disbursements of the funds of the council as approved by the executive committee.
- 2.5.11 Receiving financial statements from the treasurers of each conference or committee operation which receives or disburses funds on behalf of the council.
- 2.5.12 Receiving, recording and reporting on membership fees.
- 2.5.13 Ensuring that income tax and GST requirements are met in coordination with the finance department of the Alberta Teachers' Association.
- 2.5.14 Ensuring that regional council treasurers are aware of council accounting procedures and that financial statements from regional councils are received prior to the end of June.
- 2.5.15 Forwarding grants to regional councils based on the membership lists and regional funding formula (see Regional Councils).
- 2.5.16 Act as the signing officer of the council.
- 2.5.17 Providing financial advice to the conference committee.
- 2.5.18 Attending the session for specialist council treasurers provided by the ATA.

2.6 CONFERENCE DIRECTOR

The conference director nominated either by the regional council hosting the conference or by the executive committee, shall be confirmed by the executive committee at the spring meeting that occurs approximately 18 months before the conference for which the conference director is responsible (see Conference Committee).

The duties of the conference director shall include:

- 2.6.1 Attending the ATA Specialist Council Seminar for Conference Directors during the ATA's Summer Conference following appointment.
- 2.6.2 Establishing and acting as chair of the conference committee.
- 2.6.3 Presenting the proposed conference program to the spring executive committee meeting in the school year before the conference is held.
- 2.6.4 Presenting the proposed conference budget to the fall executive committee meeting one year prior to the conference.
- 2.6.5 Being responsible, subject to executive committee approval, for the planning and execution of the annual conference.
- 2.6.6 Presenting budget and planning updates at executive committee and table officers' meetings.
- 2.6.7 Actively liaising with the council president concerning conference matters.
- 2.6.8 Forwarding the list of members subscribed at the annual conference and a cheque for such memberships to the staff officer within four weeks following the conference.
- 2.6.9 Presenting at the spring executive committee meeting a final post-conference report and financial statement.
- 2.6.10 Reviewing the *Conference Handbook* and suggesting changes, deletions additions.
- 2.6.11 Directing the conference treasurer to attend ATA Specialist Council (president/treasurer/editors) Seminar.

2.7 ATA STAFF ADVISOR

The duties of the ATA Staff Advisor shall include:

- 2.7.1 Providing such assistance and advice as may be required on behalf of the ATA.
- 2.7.2 Arranging for such services as the ATA can provide to the council.
- 2.7.3 Advising the council on methods of obtaining its objectives.
- 2.7.4 Attending executive committee meetings, table officers' meetings, the annual general meeting and the annual conference at no expense to the council.
- 2.7.5 Providing membership numbers for each regional to the president in March.
- 2.7.6 Reviewing all council publications prior to production.
- 2.7.7 Monitoring the sharing of conference membership list and fees generated at the annual conference to data processing and accounting at Barnett House.
- 2.7.8 Procuring certificate plaques for award winners.
- 2.7.9 Maintaining the record of council award winners.
- 2.7.10 Providing executive committee members with updated copies of the constitution and guidelines.
- 2.7.11 Ensuring that hotel accommodation for conference two years in advance is reserved.
- 2.7.12 Maintaining and logging council archives.
- 2.7.13 Advising the executive committee of current kilometerage rate as of September.

2.8 PROVINCIAL EXECUTIVE COUNCIL LIAISON

The responsibilities of the PEC liaison member shall include:

- 2.8.1 Promoting the Social Studies Council and its activities through publicity and interaction with groups and individuals inside and outside the council.
- 2.8.2 Facilitating actions of the Social Studies Council requiring approval by Provincial Executive Council.
- 2.8.3 Informing members of the executive committee of the pertinent decisions taken by Provincial Executive Council that have a bearing on the operations and programs of the Social Studies Council.
- 2.8.4 Attending council meetings and the annual conference at no expense to the council.

2.9 REGIONAL PRESIDENTS

The duties of a regional president shall include:

- 2.9.1 Provide a financial statement for the regional and present it to the spring executive committee meeting.
- 2.9.2 Report plans and concerns of the regional to the executive committee.
- 2.9.3 Inform regional members of decisions of the executive committee.
- 2.9.4 Assist with the development of council policy by contributing to executive committee discussions and decisions.
- 2.9.5 Submit an annual report on regional activities to the council president prior to the end of June of each school year.
- 2.9.6 Encourage the expansion of the membership.
- 2.9.7 Maintain liaison with the council past-president regarding regional issues.
- 2.9.8 Submit to the past-president information regarding council award nominees in a manner consistent with the SSC Guidelines regarding nominations for awards.

2.10 IN FOCUS EDITOR

The editor of *In Focus*, shall be appointed by the executive committee annually at its fall meeting and shall be responsible for:

- 2.10.1 Soliciting articles and information suitable for publication in a maximum of four issues annually.
- 2.10.2 Working with Barnett House editorial staff concerning content, editing, layout and printing. The ATA staff officer approves all content during this process.
- 2.10.3 Publishing specific information at the direction of the executive committee.
- 2.10.4 Publishing information concerning the annual conference.
- 2.10.5 Attending meetings of the executive committee.
- 2.10.6 Attending the ATA session for specialist council editors.
- 2.10.7 Exchanging material with the editor of *One World In Dialogue* and the manager of the website.

2.11 ONE WORLD IN DIALOGUE EDITOR

The editor of *One World in Dialogue*, shall be appointed by the executive committee annually at its fall meeting and shall be responsible for:

- 2.11.1 Soliciting articles suitable for publication.
- 2.11.2 Editing the content and making arrangements for publication.
- 2.11.3 Maintaining liaison with specialist council publications staff at Barnett House. The ATA staff officer approves all content during this process.
- 2.11.4 Attending executive committee meetings.
- 2.11.5 Attending the ATA session for specialist council editors.
- 2.11.6 Exchanging material with the editor of *In Focus* and the Communications Manager.
- 2.11.7 Maintaining adjudication of the publication.

2.12 COMMUNICATIONS MANAGER

The communications manager, shall be appointed by the executive committee annually at its fall meeting and shall be responsible for:

- 2.12.1 Developing, editing, publishing, and maintaining the council's digital communications.
- 2.12.2 Attending executive committee meetings.
- 2.12.3 Maintaining liaison with the editors of *In Focus* and *One World In Dialogue*.
- 2.12.4 Reviewing the contents and operation of the digital communications with the ATA staff officer and the executive committee when requested.
- 2.12.5 Ensuring the SSC's adherence to Canadian Anti-Spam Legislation.

2.13 ALBERTA EDUCATION LIAISON

This person shall be responsible for bringing to the council advice and information pertaining to social studies education with which the department is involved and to contribute to council activities as appropriate. This member shall be confirmed annually by the executive committee.

2.14 UNIVERSITY LIAISON

This person, representing Alberta's universities, shall contribute to the development of the council by providing a scholarly perspective on research in social studies education. This member shall be confirmed annually by the executive committee.

2.15 AD HOC COMMITTEE CHAIRS

These members shall see that the mandates of ad hoc committees are fulfilled and shall contribute to the discussions of council concerns.

All members of the executive committee are responsible for maintaining Regular Membership (as defined in the SSC Constitution) in the Social Studies Council and membership in the Alberta Teachers' Association.

3.0 EXECUTIVE ALLOWANCES

- 3.1** The council will provide a professional development grant of \$750 per year of service as president to help defray costs incurred by the president while attending the president's option professional development activity approved by the executive committee. This amount may accumulate while holding office to a maximum of \$1500 in a two-year term. The president shall use his or her professional development grant before the AGM one year after the closure of their presidency or those funds will be forfeited.
- 3.2** Expense limits for executive committee members attending council meetings, except for meetings held at the annual conference, shall be the Alberta Teachers' Association posted hotel reimbursement rate per evening for hotel (receipt required), a per meal maximum of \$30 for each of breakfast, lunch, and supper (only for meals not already provided at a council activity—itemized receipts required) with a daily meal total not to exceed \$70, and the current Association rate per kilometer or actual airfare and taxi costs for travel to and from the meetings.
- 3.3** Executive committee members (other than the PEC liaison member, ATA staff advisor, University Liaison, and the Alberta Education Liaison) shall have the below expenses reimbursed for one ATA Social Studies Council conference per year:
- complimentary conference registration
 - accommodation for the duration of the conference at the regular hotel conference rate
 - kilometrage at the current Association rate to the conference venue and home
 - parking at the regular rate posted by the hotel
 - \$30 per day for meals (itemized receipts required)
 - Supply teacher costs, if required
- 3.4** The Communication Manager will be reimbursed for 50 per cent of expenses for his/her home high-speed internet service upon submission of receipts.

- 3.5 The conference director shall, in addition to those allowances provided for in section 3.3 above for the conference of which he/she is the director, be provided with the same for the next SSC conference.
- 3.6 At the discretion of the executive committee and based on the recommendation of the conference director, conference committee members shall, in addition to those allowances provided for in section 3.3 above for the conference of which he/she is a conference committee member, be provided with complimentary conference registration at the next SSC conference.

These expenses will be paid for out of provincial SSC funds by the council treasurer.

4.0 COMMITTEES

The executive committee shall appoint from time-to-time such committees as are necessary to carry on the work of the council.

The executive committee shall establish terms of reference for all committees.

4.1 Conference Committee

The objectives of the conference committee shall be to:

- 4.1.1 Provide a professional development activity for members of the council.
 - 4.1.2 Operate the conference in a fiscally responsible manner.
- 4.2 Council shall provide an advance to the conference committee to assist with initial organization (\$10,000 approved 2005).
 - 4.3 The conference committee shall refer to the records of previous conferences and shall provide the records of their event at the conclusion of the conference.
 - 4.4 The conference director shall present the conference budget at the fall executive committee meeting one year before the conference. The conference director shall present the proposed conference program at the spring executive committee meeting immediately preceding the conference.
 - 4.5 The conference committee may enlist the services of an organizer, provided that approval is granted by the executive committee.
 - 4.6 All information collected by the conference will be done in accordance with the PIPA regulations that the ATA follows. All forms the conference committee uses will be in accordance with the ATA's Specialist Council Handbook.

- 4.7 The conference committee shall arrange for the payment of accommodation for keynote speakers (if required) directly with the hotel and shall notify the hotel that the council will only be responsible for the cost of the room and taxes. The hotel will collect additional charges to the room such as meals, telephone charges and movies, directly from the occupant.
- 4.8 Teachers who teach social studies in French and who are members of Le Conseil français may attend the Social Studies Council conference without paying a Council membership fee, providing they furnish proof that they are members of Le Conseil français.
- 4.9 The conference committee is responsible for organizing the president's reception. Costs for the reception, to a maximum amount specified by the executive committee, will be paid for by the provincial council.

5.0 REGIONAL COUNCILS

- 5.1 There shall be five regional councils within the Social Studies Council, namely, Edmonton and District, Red Deer and District, Calgary and District, and Southern Alberta, and Northern Alberta. This division of regional councils shall remain in effect until such time as new regional councils may be formed.
- 5.2 Procedures for establishing new regional councils are attached as Appendix I.
- 5.3 Grants to regional councils will be paid under the following conditions:
 - 5.3.1 The executive of the regional council has fulfilled its responsibilities as required by the executive committee.
 - 5.3.2 Each active regional shall receive a flat grant in September of \$1000.
- 5.4 Regional councils shall be eligible for special project grants made available by the executive committee as follows:
 - 5.4.1 Projects considered will be outside the normal range of services and activities usually provided by a regional for its membership
 - 5.4.2 Council may provide a grant of up to half the project cost at the discretion of the executive committee. A budget for the project and a balance sheet showing the financial standing of the regional council must accompany the request for funding.
 - 5.4.3 The financial circumstances of the requesting regional council will be considered by the executive committee as part of its decision concerning the grant.

- 5.4.4 An accounting of the costs of the project must be submitted to the council treasurer within 60 days of the completion of the project. Accounts not provided within this time frame will result in the withholding of normal regional funding in the amount of the grant.
 - 5.4.5 Special project requests will be considered only at meetings of the executive committee.
- 5.5** The executive of regional councils shall work actively with teachers' convention associations to arrange sessions at conventions for social studies teachers.

PART D | APPENDIX

APPENDIX I—FORMATION OF A SOCIAL STUDIES REGIONAL COUNCIL

Any member or group of members of the Social Studies council may initiate the establishment of a regional council. All members of the proposed regional must be members of the Social Studies Council.

An application from at least 15 interested members in the area should be completed and forwarded to the secretary of the Provincial Council requesting permission to call an inaugural meeting for the purpose of establishing a regional council.

After permission to call an inaugural meeting is obtained, an announcement of the meeting must be given to all interested persons within the suggested boundaries at least one month in advance of the date set for the meeting.

The agenda for the inaugural meeting shall include:

- Greetings from the Council President or designate
- Adoption of the regional constitution (based on the ATA model)
- Election of an executive
- Discussion of objectives
- Organization of activities

Following the inaugural meeting, the following information must be sent to the council secretary:

- Names, addresses and telephone numbers of executive members
- A copy of the regional constitution for approval by the SSC provincial executive committee
- Minutes of the inaugural meeting, including a list of those attending

APPENDIX II—EXPENSE CLAIM FORM



Social Studies Council Expense Claim

Please complete and submit this expense statement to the SSC president via email (atasscpresident@gmail.com) for approval. The president will forward the approved claim to the treasurer for reimbursement. Receipts are required unless otherwise stated (below) and they should be attached to the email to the president along with your completed claim form.

Event/Budget Line: _____ Date _____

Name: _____

Address: _____
(please include postal code)

Meals not provided by Council activity to a maximum of \$70/day (receipts required):

Breakfast (\$30) _____ + Lunch (\$30) _____ + Supper (\$30) _____ = _____

Total Meal claim: _____

Hotel (maximum per day @ ATA rate) _____

Travel (air, bus, rail) _____

Travel (car) _____ km @ \$0.58/km = _____

Parking _____

Other \$ _____ Description: _____

Other \$ _____ Description: _____

Total _____

Claimant Signature: _____

President Approval: _____

Approval Date: _____

Cheque Number: _____

Date Paid: _____

Treas. Initials

Revised September, 2022



