

The Constitution of the High School Council of the New Brunswick Teachers' Association

Article I -- Name

The name of the Council shall be the High School Council of the New Brunswick Teachers' Association.

Article II -- Definitions

- A. "Association" shall mean the New Brunswick Teachers' Association.
- B. "Member" shall mean a member of the High School Council as established in Article V.
- C. "Council" shall mean that body of members duly constituted by the Association.
- D. "Executive" shall be the Executive Committee of the High School Council.
- E. "Officers" shall mean the positions of President, Vice President, Past President, Treasurer and Secretary.
- F. "Board of Directors" shall mean the Board of Directors of the New Brunswick Teachers' Association.

Article III -- Council Authority and Responsibility

- A. In carrying out its objectives, any measures or action taken by the Council must be consistent with this Constitution, the NBTA ACT OF INCORPORATION, NBTA By-Laws or Policies, or any ACT or Regulation of the Province of New Brunswick.
- B. All representations which the Council wishes to make outside the Association shall be conducted through the regular channels of the Association.
- C. The Constitution takes effect upon ratification by the Council Membership and the Board of Directors of the Association.

Article IV -- Objects

The **objects** of the Council are:

- A. To act in cooperation with the Association in seeking and providing Professional Learning opportunities for its membership.
- B. To provide channels of communication for its membership with the Association, the Department of Education and the educational community in general.
- C. To seek a voice in matters concerning high school curriculum development and implementation.
- D. To provide opportunities for its membership to network in the teaching profession.

Article V - Membership

Those eligible for council membership are:

- A. All teachers in New Brunswick who are members of the NBTA;
- B. Those persons who are conferred Honorary Membership status by the Council.

Article VI -- By-Laws and Policies

- A. The Executive Committee, by a 50% +1 majority vote of the members in attendance may pass By-Laws and **policies** respecting:
 - 1. The duties of the Executive Committee of the council;
 - 2. The acquisition and management of property;
 - 3. The establishment and regulation of standing committees;
 - 4. Affairs of the Council, including its own internal organization and administration;
- B. The Executive may adopt and enact policy, being consistent with this Constitution, which may advance the objectives of the Council or affecting the operation of the Council.

Article VII -- Meetings

- A. There shall be an Annual General Meeting of the Council.
- B. All other meetings shall be held in accordance to the By-Laws and Policies of the Council.
- C. The Executive Committee shall meet at least three times per year.
- D. Quorum for a meeting of the Executive Committee shall be 50% plus one of the members of the Executive Committee.

Article VIII – Executive Committee

- A. The Executive Committee shall consist of 12 members.
- B. Any voting member of the High School Council may seek nomination to the Executive Committee.
- C. Members may be nominated by the Nominating Committee or by motion from the floor at the Annual General Meeting.
- D. Nominees for membership on the Executive Committee shall be elected by majority vote of those assembled at the Annual General Meeting when the vote is called.

- E. The term of office for Executive Committee members is a two (2) year term, for a maximum of three consecutive terms, with the exception of the president and past president who may serve an additional term. The Executive Committee shall:
1. Meet at the call of the President;
 2. Direct and supervise the business of the Council between Annual Meetings of the Council;
 3. Report to the Council membership on all actions taken and decisions made;
 4. Under the direction of the President, submit to the Association, on or before June 30 each year, a report of the past year's activities, including a financial statement.

All decisions made and actions taken by the Executive Committee, if in conformity with this Constitution, shall be effective and stand unless and until they are revoked, annulled, or overruled by the membership at a Council AGM or by the NBTA Board of Directors.

Article IX -- Standing Committees

- A. The President, with the advice of the Executive Committee, may appoint Standing or Advisory Committees as deemed necessary. A report from each Standing or Advisory Committee shall be submitted to the President or Executive Committee.
- B. At least one member of the Executive Committee shall sit on each Standing or Advisory Committee.
- C. The Council President shall be an ex-officio member of all committees, except the Nominating Committee.

Article X -- Amendments

- A. Notice of motion to amend the Constitution of the Council must be published to all active members of the Council at least thirty (30) days prior to the Annual General Meeting of the Council. All amendments to the Constitution shall be adopted only by at least a two-thirds majority vote of the active members attending the Annual General Meeting.
- B. Notice of motion to amend the By-laws of the Council must be given to the members of the Executive Committee of the Council, at least one meeting (30 days) prior to the meeting of the Executive Committee that will consider such amendment(s). All amendments to the By-Laws shall be adopted by a 50% + 1 majority vote of the members of the Executive Committee in attendance at such Executive Meeting.
- C. All amendments to the Constitution and/or By-laws of the Council shall be reported to the Board of Directors of the New Brunswick Teachers' Association.

By-Laws of the High School Council of the New Brunswick Teachers' Association

By-Law #1: Membership

1. Membership

A. Statutory Members

Refers to a member as defined by the New Brunswick Teacher's Associations Act of Incorporation "All persons who, while holding a license or permit to teach issued by the Minister of Education for the Province of New Brunswick, is employed by written contract, either full-time or part-time, in any school in New Brunswick under the jurisdiction of the Department of Education, and includes a principal and the President of the Association, except members of the A.E.F.N.B, shall be members of the Association."

B. Casual Members (Certified)

Refers to member as defined by the New Brunswick Teacher's Associations as "All persons who hold a certificate to teach, issued by the Minister of Education for the Province of New Brunswick, or who are on a Letter of Standing and have a valid teacher's license/certificate from another province in Canada; who are employed as supply teachers in any school in New Brunswick under the jurisdiction of the Department of Education; and while so employed, are not teachers under Section 16 of the Act of Incorporation"

C. Associate Members

Refers to associate members as defined by the New Brunswick Teacher's Associations as " All persons who are not members of A.E.F.N.B but hold a license or permit to teach issued by the Minister of Education for the Province of New Brunswick who are:

- (1) employed in full-time service in any educational institution;
- (2) employed by any organization with educational objectives acceptable to the Executive of the Association
- (3) on an authorized leave of absence from an educational institution or organization as defined in a) and b) above or from the Board of School Trustees;
- (4) registered as supply teachers with a Board of School Trustees of a public school;
- (5) holding a valid teacher's license and employed in private schools or kindergartens in the Province of New Brunswick;

(6) deemed acceptable by the NBTA Executive may, upon application, become Associate Members (regular)”

D. Honorary Members

Refers to associate members as defined by the New Brunswick Teacher’s Associations as:

- (1) Honorary membership for one year shall be conferred on all teachers retiring on pension. Such membership may be renewed from year to year at the request of the member;
- (2) Honorary membership may be conferred on any person deemed acceptable by the NBTA Executive;
- (3) Honorary membership for one year shall be conferred on student teachers in their final year of teacher training at the University of New Brunswick, St. Thomas University and Mount Allison University;
- (4) Honorary members shall have the same rights and privileges as Associate Members.

E. Honorary Life Members

- (1) Honorary life membership shall be conferred on all past presidents of the Association retiring on pension;
- (2) Honorary life membership may be conferred on any person deemed acceptable by the NBTA Board of Directors.
- (3) Honorary life members shall have the same rights and privileges as Honorary Members.

As taken from the NBTA Members Handbook 2018-2019 edition.

2. Membership Rights

- A. All persons who are members within clause (1) of section (A) of this By-Law shall enjoy full and equal membership;
- B. All persons who are members within clauses (2) and (3) of section (A) of this By-Law shall enjoy full membership rights except the right to hold office.

By-Law #2: Elections and Terms of Office

1. Nominating Committee

- A. The Nominating Committee is a Standing Committee of the Executive Committee of the Council;
- B. The Nominating Committee shall be composed of three members;
- C. The Nominating Committee will nominate members for election to the Executive Committee;
- D. The Nominating Committee shall make every effort to ensure regional representation when nominating members.
- E. Only members of the Executive Committee are eligible to stand for election as an Officer.
- F. The Chair of the Nominating Committee shall destroy the ballots following the elections.

2. Voting Procedures

- A. All members of the Council may vote at an Annual General Meeting;
- B. Elections shall be determined by a secret ballot vote if more than one member stands.
- C. Elections shall occur in the following order:
 - (1) Vacancies on the Executive Committee
 - (2) Officers
 - (I) President
 - (II) Vice-President
 - (III) Secretary
 - (IV) Treasurer

3. Notice of Meeting

The President shall ensure that adequate notice of an Annual General Meeting is made available to members of the High School Council noting the location, date and time of the meeting, as well as to provide notice of election of members of the Executive Committee.

- A. Notice of the AGM and election shall be published in the NBTA News, on the NBTA Website, and published in the Council Day Program. The President shall also notify those members of the same in the opening remarks to the membership on Council Day.

By-Law #3: Resolutions and Motions

1. AGM Resolutions can be brought forward to the Executive Committee by any member of the Council.
2. AGM Resolutions must be received in writing by the Executive Committee at least eight weeks prior to the Annual General Meeting.
3. Motions arising from the business of any Annual General Meeting may be presented from the floor with the consent of at least two-thirds of the members present.
4. Filling of Vacancies between Annual General Meetings
 - A. When a vacancy on the Executive Committee occurs between Annual General Meetings of the High School Council, the Executive Committee may appoint a council member to fill the position until the next Annual General Meeting when a new election must be held.

By-Law #4: Duties of Officers

1. The President shall preside over all meetings of the Council, the Executive Committee, and the Officers. The President shall appoint all committees and call meetings of the Executive Committee and the Officers. The President shall perform all duties pertaining to the office and shall be an ex-officio member of all committees except the Nominating Committee.
2. In the absence of the President of the Council, the Vice-President shall assume the duties of the President. In the case of vacancy in the office of the President, the Vice-President shall become Acting President until the next Annual General Meeting.
3. The Secretary shall record and distribute minutes of all meetings.
4. The Treasurer shall maintain an accurate financial statement of the Council's revenues and expenditures and cosign all cheques. At the end of each fiscal term, the Treasurer will secure an independent audit.
5. The Past-President, when possible, shall serve in an advisory capacity to the President, act as parliamentarian at meetings and serve on committees as designated by the President.

By-Law #5: Expenses

Any member travelling on business duly authorized by the President or the Officers shall be paid expenses according to the NBTA Policy.

By-Law #6: Meetings

1. Meetings shall be held by the Council on the following basis:
 - A. The Annual General Meeting (AGM) of the Council shall be held with the place, date and format of the meeting to be determined by the Executive Committee.
2. ~~Officer~~ Committee meetings shall be called and held when deemed necessary by the President.
3. Reports from Executive Committee Meetings shall include: reports from the President, Treasurer, Chairpersons of Standing Committees as appropriate and any ad hoc committee.
4. Conduct of Meetings shall be consistent with commonly accepted Rules of Order.