CONSTITUTION
OF
MANITOBA ASSOCIATION FOR COMPUTING EDUCATORS,
SPECIAL AREA GROUPS OF EDUCATORS
OF
THE MANITOBA TEACHERS' SOCIETY

In accordance with the provisions of Bylaw VI, Part IV of The Manitoba Teachers' Society's Constitution, Bylaws and Policies, the *Manitoba Association for Computing Educators* is permitted to formulate this Constitution and to pass Bylaws thereunder.

ARTICLE I – NAME AND AFFILIATION

The name of the Association shall be the "Manitoba Association for Computing Educators", and for the purpose of this Constitution shall hereinafter be referred to respectively as "ManACE" or the "Association".

ARTICLE II – DEFINITIONS

2.01 Capitalized terms in this Constitution shall have the same meaning as in The Manitoba Teachers' Society Act and the Bylaws and Policies of The Manitoba Teachers' Society passed thereunder, unless otherwise defined herein.

2.02 "Annual General Meeting" shall mean a general meeting held once per year in accordance with this Constitution.

2.03 "Standing Committee" shall mean such Standing Committees established by the Association pursuant to this Constitution.

ARTICLE III – RELATIONSHIP TO THE SOCIETY

3.01 The Association shall exist as a Special Area Group of Educators in affiliation with The Manitoba Teachers' Society (the "Society"). The Association shall comply with the Constitution, Bylaws and Policies of the Society, and submit such reports and information to the Society required by its Constitution, Bylaws and Policies.

3.02 As per Bylaw I of the Society, the President of the Society shall be the official spokesperson for the Society. Prior to making any representations to Outside Bodies, the Association shall seek approval in accordance with Bylaw VI, Part IV of the Society.

3.03 The Association shall:

(a) assist the Society when requested by the Provincial Executive or any committee of the Society, in the study of problems peculiar to the Association;

(b) recommend Members, Substitute Teachers or Plan Teacher Recipients to Provincial Executive for consideration when the Society establishes a

committee or is asked to name a representative to an Outside Body where issues affect the Association; and

(c) keep the Society informed, through their SAGE liaisons, about the activities and events in its area so that the Society can maintain a broad view of educational trends and activities in the province.

ARTICLE IV – OBJECTIVES

The objectives of the Association shall be:

4.01 to provide professional development opportunities for its members;

4.02 to advocate the interests of its members with the Society;

4.03 to promote innovative activities which provide for improved professional development and promote high standards of professional practice;

4.04 to increase the overall participation in SAGE activities by all Members, Substitute Teachers and Plan Teacher Recipients; and

4.05 to actively recruit members from across the province.

ARTICLE V – MEMBERSHIP, RIGHTS AND OBLIGATIONS OF MEMBERSHIP

5.01 Membership in the Association shall be open to any Member, Substitute Teacher, Plan Teacher Recipient and Student Member in Good Standing and others who have an interest in promoting the use of educational technology at all levels.

5.02 A minimum of sixty percent (60%) of Association members shall be Members of the Society.

5.03 Membership in the Association shall be voluntary.

5.04 Membership in the Association is not required for attendance at the Association's major conferences.

5.05 The Association shall maintain a membership of at least twenty (20) Members, Substitute Teachers, or Plan Teacher Recipients and shall record membership information as required by the Bylaws and Policies of the Society.

5.06 Members must pay required membership fees to be in good standing.

(a) Assessment of Fees:

i. For record keeping purposes for the Society and the Association, the membership categories shall be:

1) **Regular membership** – Members, Substitute Teachers, Plan Teacher Recipients, and others who are actively engaged in

teaching or the education profession within Manitoba (full fee); and

2) **Associate membership** – retired teachers, Student Members, or other interested persons are eligible for a partial fee, subject to the approval of the Executive.

(b) Fees and Finances:

i. Membership fees shall be set annually at the Annual General Meeting.

ii. Funds may also be collected from other professional activities consistent with the objectives of the Association.

iii. All funds shall be used to further the objectives of the Association.

5.07 Voting Rights

(a) Association members may participate in political processes as follows:

i. All members in good standing shall have the right to hold elected office on the Executive of the Association.

ii. All members in good standing shall have the opportunity to participate in the election of the Executive including nominating candidates, running for office and voting in accordance with this Constitution.

ARTICLE VI – EXECUTIVE

6.01 Members of the Executive must be members in good standing of the Association.

6.02 The Executive shall administer and manage the affairs of the Association between general meetings and develop interim policies. Its powers shall include the power to interpret the Constitution and Bylaws of the Association, to adopt a budget for the Association subject to approval by the members, to appropriate money, and to appoint Standing Committees or *ad hoc* committees of the Association.

6.03 The members of the Executive shall consist of the following:

(a) President;

(b) Past President;

(c) Vice President;

(d) Secretary;

(e) Treasurer; and

(f) Members-at-Large in a number to be determined by the Executive and not to exceed ten (10) members.

6.04 The duties of the members of the Executive shall include the following:

(a) The President shall:

i. act as the representative of the Association and shall communicate on behalf of the Association;

ii. call, prepare the agenda for, and preside at all Executive Meetings;

iii. preside at the Annual General Meeting;

iv. be an ex-officio member of all Standing Committees and *ad hoc* committees of the Association;

v. present a written annual report to the Association at the Annual General Meeting as well as to the Society;

vi. supervise the conduct of the affairs of the Association by all members of the Executive, including but not limited to its financial affairs, in accordance with the Constitution, Bylaws, and Policies of the Society;

vii. delegate duties and supervise any duties so delegated;

viii. serve as Past President for one (1) year following their term as President; and

ix. perform such duties as the Executive shall assign.

(b) The Past President shall:

i. provide information about Association business to the President and Executive upon request;

ii. chair the Nominating Committee; and

iii. perform such duties as the President or Executive shall assign.

(c) The Vice President shall:

i. assume the duties of the President in the absence of the President, unless unwilling or unable to do so, as delegated by the Executive; and

ii. perform such duties as the President or Executive shall assign.

(d) The Secretary shall:

i. prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of all of Executive and general meetings of the Association;

ii. keep a record of attendance at all Executive and general meetings;

iii. make and send to the Society such reports and statements as may be needed at any time;

iv. send or cause to be sent notices to members of all general meetings;

v. preserve the records of the Association, which records shall belong to the Association; and

vi. perform such other duties as the Executive shall assign.

(e) The Treasurer shall:

i. oversee the proper conduct of the financial affairs of the Association in accordance with the Constitution, Bylaws, and Policies of the Society;

ii. be custodian of all funds of the Association and keep such funds in such financial institution as the Executive may decide, subject to approval of the membership at the Annual General Meeting;

iii. preserve the financial records of the Association, which records shall belong to the Association, and ensure that financial records are preserved for at least seven (7) years;

iv. report on the financial affairs of the Association to the Executive and the membership;

v. prepare and present at the Annual General Meeting a balanced budget, which includes proposed budgets from each committee; and

vi. perform such duties as the Executive shall assign.

(f) Members-at-Large shall:

i. serve as the chairpersons of Standing Committees as assigned;

ii. serve as the SAGE Council representative, as assigned by the Executive; and

iii. perform such duties as the Executive shall assign.

6.05 The Executive shall be responsible for appointing the Association's official representative to the SAGE Council.

6.06 The Executive members of the Association have the same obligations respecting conflict of interest as Members of the Provincial Executive of the Society, in accordance with Bylaw I, Part V of the Society.

6.07 The Executive members shall become familiar with Policies of the Society that may affect their particular SAGE.

6.08 A President of the Association who does not seek re-election or is defeated after one (1) or more terms in office is eligible to serve one (1) additional year on the Executive as Past President, provided the Past President remains a member in good standing of the Association at all times during that year.

6.09 Subject to Article 6.08, members of the Executive shall hold a one (1) year term of office beginning following the end of the Annual General Meeting to the end of the subsequent Annual General Meeting.

6.10 Any member of the Executive can be re-elected to office at the completion of their term.

Vacancies

6.11 A vacancy on the Executive shall occur in any of the following circumstances:

(a) the resignation of a member of the Executive; or

(b) the member of the Executive being unable to act; or

(c) the removal from office of a member of the Executive, pursuant to this Constitution; or

(d) by Executive motion if a member of the Executive misses three (3) consecutive Executive meetings without reasonable excuse satisfactory to the Executive.

6.12 The Executive shall appoint a member to fill the vacant position as soon as reasonably possible.

6.13 The Executive is empowered to act notwithstanding any vacancy on the Executive.

ARTICLE VII – ELECTION OF EXECUTIVE

7.01 Eligibility:

(a) Any member in good standing of the Association is eligible to run for office, nominate candidates, and vote in elections of the Executive.

(b) Executive members must hold and maintain membership in good standing in the Association during their term of office.

7.02 Nominations:

(a) The timeline of accepting nominations to run is thirty (30) Days in advance of the Annual General Meeting.

(b) Nominations shall be received and presented by a Nominating Committee chaired by the Past President. If the position of Past President is vacant, the Executive may make a motion to appoint a former Past President or member in good standing as the chair.

(c) Further nominations for any Executive position may be received from the floor at the Annual General Meeting.

(d) Written notice of the nominations procedures shall be provided to members.

7.03 The election of the Executive members shall take place at the Annual General Meeting and the Executive shall make arrangements for any members attending the Annual General Meeting by approved alternate means of participation in accordance with Article 11.04 to be able to case their vote by secure electronic vote, in accordance with this Constitution, to be concluded within one (1) day of the Annual General Meeting.

7.04 Following the opportunity to accept nominations from the floor, if there is only one (1) candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.

7.05 If two (2) or more candidates run for an Executive position, a secret ballot vote of the members present at the Annual General Meeting shall be held to determine the successful candidate. The successful candidate in a vote amongst two (2) candidates wins by the majority vote. The successful candidate in a vote amongst three (3) or more candidates wins by the plurality of votes.

7.06 Newly elected members of the Executive shall take office beginning at the end of the Annual General Meeting.

7.07 The President shall provide the General Secretary of the Society a list of the members of the Executive within four (4) weeks of their election.

ARTICLE VIII – MEETINGS

8.01 Executive Meetings:

(a) Executive meetings shall be held on a regular basis at the call of the President.

(b) Members of the Executive shall be given at least seven (7) Days' notice of Executive Meetings.

(c) Business shall be decided by a majority vote of the members of the Executive in attendance at the Executive meeting.

(d) Between Executive meetings, the Executive may conduct business by taking a vote of Executive members through e-mail. Business conducted in this manner shall be passed by a majority vote of the members of the Executive and must be recorded in the minutes of the next Executive meeting.

8.02 General Meetings:

(a) An Annual General Meeting of all members of the Association shall be held between April 15 and September 30.

(b) Written notice shall be provided to all members a minimum of thirty (30) Days in advance and include the time, location and agenda of the Annual General Meeting.

(c) Members may participate by way of conference call, or other alternate means of participation approved and provided for by the Executive. Any members who join the Association after the notice herein has been provided, shall be provided with as much notice as reasonably possible.

(d) The agenda for the Annual General Meeting must include, but is not limited to, presentation for information of the budget approved by the Executive for the Association's current fiscal year, and presentation for approval by the

membership of the most recent audit or financial review of the Association's financial statements.

(e) The written notice to members of the Annual General Meeting must enclose the agenda, a list of reports to be presented, motions to be heard, and the most recent financial review of the Association's financial statements.

(f) If unforeseen, emergent issues arise after the minimum notice has been provided in accordance with Article 8.02(a), which are to be addressed at the Annual General Meeting, as much written notice of such issues must be provided to the members as reasonably possible.

(g) Other general meetings of all members may be called at the discretion of the Executive and require a minimum of seven (7) Days' written notice to members.

(h) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.

8.03 Special General Meetings:

(a) Special general meetings may be called to respond to emergent issues:

i. by a member of the Executive; or

ii. by any member in good standing of the Association if a written request is submitted to the President, which written request states the reason for the meeting and is supported by the signatures of at least ten percent (10%) of the membership.

(b) The membership must receive seven (7) Days' notice of a special general meeting. However, the President has the discretion to waive the minimum notice of a special general meeting in urgent circumstances, in which case the special general meeting shall be scheduled with as much notice to the membership as is reasonably possible.

(c) The special general meeting shall be limited to the business stated in the written request.

(d) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.

ARTICLE IX – RULES OF ORDER

The Rules of Order for Executive or general meetings shall be *Robert's Rules of Order.*

ARTICLE X – STANDING COMMITTEES

10.01 The Standing Committees of the Association shall be the following:

(a) MTS PD Day Conference Committee; and

(b) Other, as assigned by the Executive.

10.02 Duties of the Chairpersons of Standing Committees:

(a) to carry out the aims and duties of their respective committees and deal with all items of business referred to their committees by the Executive;

(b) to recommend appointments to their respective committees to the Executive;

(c) to report on the work of the committees to the Executive at each Executive meeting and provide an annual report to the Annual General Meeting;

(d) to stay within the budgetary limits unless prior Executive approval is obtained for further expenditures;

(e) to prepare budgets for their respective committees' yearly operation and submit such budget to the Treasurer prior to the preparation of the Association's annual budget; and

(f) to be responsible for the formation of sub-committees when the need arises.

ARTICLE XI – QUORUM

11.01 The quorum for Executive meetings shall be fifty percent (50%) of the members of the Executive. Only one (1) vote per member will be permitted regardless of the number of positions held by each member. Members participating in Executive meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance.

11.02 If quorum for an Executive meeting is not met, the Executive meeting may continue, but no votes on business matters shall be conducted.

11.03 The quorum for all general meetings shall be the members in attendance and in good standing, provided notice has been given in accordance with Article 8.02 or Article 8.03 in the case of a special general meeting.

11.04 Members in good standing participating in general meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance for the purposes of Article 11.03, provided that they submit information to confirm their identity and membership in good standing.

11.05 Except as otherwise provided in this Constitution, business at a general meeting shall be conducted by a majority vote of the members in attendance and in good standing.

ARTICLE XII – FISCAL YEAR AND FINANCE

12.01 Budget and Expenses:

(a) The Executive must pass an annual budget for the fiscal year, which shall be presented to the membership for information at the Annual General Meeting.

(b) All proposed expenditures must be approved by motion by the Executive prior to the expenditure.

(c) Motions to approve and make amendments to the budget must be discussed and approved by the Executive.

12.02 The fiscal year of the Association shall commence on September 1 and end on August 31.

12.03 Any three (3) members of the Executive shall have signing authority for expending Association funds. The signatures of any two (2) of these persons shall appear on all of the Association's cheques. No person shall be authorized to sign cheques payable to oneself.

12.04 The Association shall retain a qualified external auditor to annually undertake an independent audit or financial review of the Association's financial records and shall submit a copy to the General Secretary by November 30 each year.

ARTICLE XIII – CHAPTERS

13.01 Any group who are members of the Association may form a chapter in their area.

13.02 Each chapter shall elect an executive from its own members. The size of the executive is dependent upon the size of the chapter.

13.03 Any chapters formed shall be subject to:

(a) approval of the chapter's establishment and continuing affiliation by the Association;

(b) approval of the chapter's constitution by the Association and the Provincial Executive of the Society; and

(c) the condition that the chapter shall be considered defunct if it has not formed an executive for two (2) successive years.

ARTICLE XIV – AMENDMENTS

Constitution

14.01 The Association shall formally review its Constitution at least every fifth (5^{th}) year.

14.02 All amendments to the Constitution of the Association shall be voted on at the Annual General Meeting.

14.03 A member of the Association may submit proposed amendments to the Constitution of the Association, by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the Annual General Meeting.

14.04 Notice of proposed amendments shall be presented to the membership in writing at least thirty (30) Days prior to the Annual General Meeting at which the amendments are to be voted on by the membership.

14.05 Amendments shall require a two-thirds (2/3) majority vote of members in attendance and in good standing at the Annual General Meeting to be approved.

14.06 Amendments shall become effective on the date the Provincial Executive of the Society approves the amendments.

Policy

14.07 The Executive may establish policies, which outline operational details particular to the Association in relation to the matters regulated by this Constitution.

14.08 Amendments to Association policies shall be made by the Executive.

14.09 Amendments to Association policies shall be presented to the membership at the Annual General Meeting.

ARTICLE XV – DISPOSITION OF ASSETS

15.01 The Association shall be considered defunct if it has not maintained a membership of at least twenty (20) Members for a period of two (2) successive years.

15.02 In the event that the Association is considered defunct, all funds, after payment of debts and liabilities, shall become the property of the Society.

ARTICLE XVI – REMOVAL OF A MEMBER OF THE EXECUTIVE

16.01 A member of the Executive may be removed from office pursuant to this article on the basis that there are reasonable grounds to believe that the member is unwilling or unable to act in the best interests of the Association and its members, and the interests of the Association would be compromised by the member continuing to serve the member's term.

16.02 An Executive meeting to consider the removal of a member from the office of the Executive may be called by any member of the Executive.

16.03 The request must be made in writing to the President. The request must identify the member whose removal is sought and provide the reason(s) for the requested removal and be supported by at least two-thirds (2/3) of the members of the Executive.

16.04 An Executive meeting called in accordance with Articles 16.02 and 16.03 shall be scheduled within five (5) working days of receiving the request.

16.05 The members of the Executive shall receive as much notice of the meeting as is reasonably possible. Such notice shall be in writing and shall state the purpose of the Executive meeting.

16.06 In the case where the removal of the President is sought, the written request shall be submitted to the Vice President.

16.07 The Executive member whose removal is sought shall be provided with the opportunity to make a representation at the Executive meeting.

16.08 A motion to remove a member of the Executive must pass by a two-thirds (2/3) secret ballot vote of the members in attendance and in good standing at the Executive meeting, which requires quorum in accordance with Article 11.01.

This Constitution was ratified by the Manitoba Association for Computing Educators (ManACE), Special Area Groups of Educators at their Annual General Meeting on May 25, 2020.

Approved by Provincial Executive on October 26, 2020.

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President, ManACE

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Secretary, ManACE

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General Secretary
Special Area Groups of Educators
The Manitoba Teachers' Society