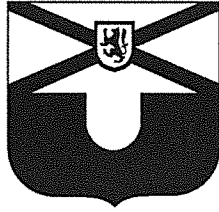


Nova Scotia Teachers Union



**Association of Adult
Educators**

Constitution

September 2009

Association of Adult Educators Constitution

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Article I

Name

The Professional Association shall be called the *Association of Adult Educators* of the *Nova Scotia Teachers Union*.

Article II

Purpose

The mandate of the Association of Adult Educators shall be:

- [1] To improve professional practice by increasing member knowledge and understanding.
- [2] To designate ideas, trends and new developments.
- [3] To provide information to the *NSTU Professional Associations Coordination Committee*.
- [4] To advise the *Provincial Executive* on matters affecting *NSTU Professional Associations*.

Article III

Membership

[1] ***Regular Membership***

Regular Membership in the Association of Adult Educators is restricted to active and active reserve members of the Nova Scotia Teachers Union.

An active reserve member is not eligible to hold elected office; however, an active reserve member is eligible to vote and serve on committees.

[2] ***Student Intern Membership***

Student Intern Membership in the Association of Adult Educators is available to full-time university students enrolled in education programs. A student intern member is not eligible to vote or hold elected office; however, a student intern member is eligible to serve on committees.

[3] ***Subscriber Member***

Subscriber Membership is available to an institution or a person who is not a regular or student intern member. A subscriber member is not eligible to vote, hold elected office or serve on committees.

Article IV ***Distribution of Powers***

- [1] The general membership shall retain all powers of the Association of Adult Educators except those delegated in the Constitution to the *Professional Association Executive*.
- [2] Any member of the Association of Adult Educators shall have the right to address all meetings of the *Professional Association*.
- [3] A regular member shall have the right to vote on all motions at general meetings of the *Professional Association*.

Article V ***Executive***

- [1] The *Professional Association Executive* shall include but not be limited to the following members:
- *President*
 - *Immediate Past President*
 - *Vice President*
 - *Secretary*
 - *Treasurer*
- [2] The *Professional Association Executive* shall meet a minimum of three (3) times per year at a location determined by the *President*.
- [3] A quorum of the *Professional Association Executive* shall be fifty percent plus one (50%+1) of *Professional Association Executive* members.

Article VI

Professional Association Committees

- [1] The *Professional Association Executive* shall establish the following committees.
 - *Communications*
 - *Conference*
 - *Finance*
 - *Nominating*
- [2] The *Professional Association Executive* shall appoint members to each committee on an annual basis.
- [3] The *Professional Association Executive* may appoint ad hoc committees as circumstances dictate.
- [4] The *Professional Association Executive* shall appoint members to other committees as required.
- [5] The *Professional Association President* shall chair the *Communication Committee*.
- [6] The *Professional Association Treasurer* shall chair the *Finance Committee*.
- [7] The *Professional Association Vice-President* or designate shall chair the *Conference Committee*.
- [8] The *Professional Association Immediate Past President* or designate shall chair the *Nominating Committee*.

Article VII

Professional Association Meetings

- [1] ***Professional Association Annual Meeting***
 - (a) There shall be an *Annual Meeting* of the Association of Adult Educators
 - i/ receipt of annual reports;
 - ii/ presentation of a financial statement;
 - iii/ presentation of a proposed budget for the upcoming year;
 - iv/ election of officers for the upcoming year.
 - v/ consideration of NSTU Annual Council resolutions.

- (b) The quorum for a general meeting shall be 5% of the regular membership excluding the members of the *Professional Association Executive*.

[2] ***Professional Association Executive Meetings***

- (a) *Professional Association Executive* meetings shall take place a minimum of three (3) times per year during the periods:

Fall

Winter

Spring

- (b) The quorum for a *Professional Association Executive Meeting* shall be fifty percent plus one of the *Professional Association Executive*.

[3] ***Professional Association Special Meetings***

- (a) In the event of an emergency or other need, a special meeting shall be called by the *Professional Association Executive*.

- (b) A special general meeting shall be called by the *Executive* upon the written request of five percent (5%) of the regular membership. Five (5) working days notice of such a meeting shall be given to the general membership.

- (c) A special meeting shall consider only the business specified in the notice calling such a meeting.

VIII

Elections/Voting Privileges

- [1] Only *regular members* of the Association of Adult Educators have the right to vote.
- [2] Only *active NSTU members* of the Association of Adult Educators have the right to hold office.
- [3] Only *regular members* and *student intern members* of the Association of Adult Educators have a right to serve on committees.
- [4] The *Professional Association Executive* shall be elected by secret ballot.
- [5] The term of office for *Professional Association Executive* members shall be two (2) years from Annual General Meeting to Annual General Meeting.

- [6] Any Association of Adult Educators Executive Position shall be held by the same person for a maximum of two (2) consecutive terms
- [7] Should any *Professional Association Executive* position except *Professional Association Immediate Past President* remain vacant following elections at the *Annual General Meeting*, the *Nominating Committee* shall conduct a by-election using a mail-in vote procedure.
- [8] In the event that the *Professional Association President* cannot complete a term of office, the *Professional Association Vice President* shall assume the duties of the *Professional Association President* in the interim. The *Nominating Committee* shall seek nominations for the position and conduct an election using the mail-in vote procedure. The term of office for this position shall be until the completion of the vacated term of office.
- [9] In the event that a *Professional Association Executive* member other than the *Professional Association President* cannot complete a term of office, the position shall be filled through a by-election administered by the *Nominating Committee*. The term of office for this position shall be until the completion of the vacated term of office.

Article IX

Finances

- [1] The fiscal year shall be from August 1st to July 31st.
- [2] Membership fees shall be determined by the *Provincial Executive* of the *Nova Scotia Teachers Union*.
- [3] The signing officers shall be the *NSTU signing officers*.
- [4] The official authorization for expenditures shall be made by any two of the following: the *Professional Association Treasurer*, *Professional Association President* or *one other member* of the *Provincial Association Executive*.
- [5] The *Professional Association Executive* shall make expenditures up to \$2,000. without prior approval of the regular membership.
- [6] Members shall be reimbursed expenses at the provincial NSTU rate.
- [7] The financial records of the Association of Adult Educators shall be (subjected to an annual review in accordance with guidelines provided by the *Finance and Property Committee* of the NSTU.

- [8] All operational expenses (including substitute teacher costs) incurred by the Association of Adult Educators are the sole responsibility of the Association of Adult Educators and are not the responsibility of the Nova Scotia Teachers Union.
- [9] There will be no purchase of capital equipment over \$500.00 without prior approval of the NSTU Finance and Property Committee.

Article X

Rules of Order

Rules of Order shall be the same as those procedures adopted by the *Nova Scotia Teachers Union*.

Article XI

Accountability

- [1] Individuals in an elected or appointed leadership role, NSTU employees and others acting on the *Professional Association's* behalf have the obligation to avoid conflicts of interest; the perception of conflict of interest; and, ensure that their activities and interests do not conflict with their responsibilities to the *Nova Scotia Teachers Union*.
- [2] *Professional Association Executive* members are expected to attend as well as actively participate in all meetings of the Association of Adult Educators.
- [3] *Professional Association Executive* members are responsible to fairly represent Executive decisions when speaking on issues addressed by the *Professional Association Executive*.

Article XII

NSTU Annual Council

- [1] Each Professional Association shall be entitled to one delegate with voting status at the Annual Council.

Article XIII

Communications

- [1] Any representation that the Association of Adult Educators wishes to make to any

organization, person, Government department, Department of Education, school board and any other agency external to the NSTU shall be conducted through the office of the *NSTU President* by way of the staff liaison officer responsible for *NSTU Professional Associations*.

Article XIV ***Amendments***

- [1] This *Constitution* may be amended by a two-thirds majority of votes cast by the members present at a *General Meeting* or *Special Meeting* convened for that purpose.
- [2] Notice of proposed amendment(s) shall be given to members ten (10) working days prior to the meeting.
- [3] Amendments to this *Constitution* shall be ratified by the *NSTU Provincial Executive* at a scheduled meeting following approval by the Professional Association's general membership.