

Constitution

Article 1: Name

The name of the association shall be the Council for Aboriginal Education in Manitoba (CAEM). The organization shall be affiliated with the Manitoba Teachers' Society as a Special Area Group.

Article II: Mission

The Council for Aboriginal Education in Manitoba exists to empower educators through holistic approaches, professional development and advocacy to advance indigenous knowledge for the success of future generations.

Article III: Membership

1. **Eligibility:** To be eligible as a member of CAEM, a person must be interested or actively involved in promoting Aboriginal education initiatives as outlined in the CAEM mission statement.
2. **Application for Membership.** Eligible persons wishing to become members shall complete and submit a membership application to CAEM and shall pay such membership fee as may be established from time to time at CAEM Annual General Meeting. Membership shall commence upon receipt of the application and fee and shall be valid until the August 31, of each year.
3. A minimum of 60% of the members of CAEM shall be active or associate members of the Manitoba Teachers' Society.

Article IV: Executive

The Executive

The management of business and affairs of CAEM shall be directed by the Executive.

The Executive shall consist of the following officers:

- a.) Co-Chairperson (Mentor),
- b.) Co-Chairperson (Mentee),
- c.) Secretary
- d.) Treasurer
- e.) Conference chairperson
- f.) Journal Editor
- g.) Membership Chairperson
- h.) SAG Council Representative
- i.) Past Chairperson

Term of Office

The term for Co-Chairperson Mentor & Co-Chairperson Mentee shall be two year staggered terms.

The term of office for all other Executive positions shall be one year. Members elected to executive positions will take office at the close of the Annual General Meeting.

Executive Meetings

The Executive shall meet at least six times during the school year.

A minimum of two days notice, including time and place of the meeting, is required to hold a meeting of the Executive.

Quorum

A quorum for Executive committee meetings shall be a simple majority.

Vacancies within Executive

Vacancies occurring in any Executive position of CAEM between Annual General Meetings shall be filled through appointment by the remaining Executive for the unexpired portion of the term. Executive members appointed to fill a vacancy will fulfill the remaining portion of the vacancy's term of office.

Article VI: Elections and Voting

1. Election of officers shall take place at the Annual General Meeting.
2. The election of officers shall be by secret ballot.
3. Any member in good standing shall be entitled to one vote.
4. Voting by proxy (or mail in ballot) will be determined by Executive when deemed necessary and may be permitted as per membership list in good standing on April 15 of each year.

Article VII: Amendments to Constitution & By-laws

1. Any amendments to the Constitution and By-Laws of the CAEM must be voted on at the Annual General Meeting.
2. Amendments will be made available to members by a special mailing or through the Journal at least 30 days prior to AGM.
3. Amendments shall require a simple majority to be approved.

Article VIII: Dissolution of CAEM

1. In the event that CAEM ceases to be active (has not formed an Executive or maintained membership of at least 20 people for two successive years), assets,

after payment of debts and liabilities, shall be turned over to a recognized non-profit organization whose objectives most closely accord with those of this organization as determined by CAEM members at dissolution.

Operational By-Laws

Article I: Duties of Elected Positions

A.) Co-Chairperson (Mentor)

The Chairperson shall:

- 1.) Preside at all meetings of the Executive
- 2.) Preside at the Annual General Meeting of the Council.
- 3.) Ensure the smooth operation of the Council.
- 4.) Be a signing officer of the Council.
- 5.) Be an ex-officio member of all committees.
- 6.) Present a written annual report to the Association at the AGM
- 7.) Be empowered to take direct action in an emergent situation, and to report any action taken in such situation to the Executive at the earliest opportunity.
- 8.) Provide Mentorship to Co-Chair Mentee in order for sufficient knowledge and responsibilities to be carried over to following year.

B.) Co-Chairperson (Mentee)

The Chairperson shall:

- 1.) Preside at all meetings of the Executive
- 2.) Preside at the Annual General Meeting of the Council.
- 3.) Ensure the smooth operation of the Council.
- 4.) Be a signing officer of the Council.
- 5.) Be an ex-officio member of all committees.
- 6.) Present a written annual report to the Association at the AGM
- 7.) Be empowered to take direct action in an emergent situation, and to report any action taken in such situation to the Executive at the earliest opportunity.
- 8.) Fill in when Co-Chair mentor unavailable
- 9.) Accept mentorship in order for sufficient knowledge and responsibilities to be carried over to following year.

C.) Secretary:

The Secretary shall:

1. Attend all membership meetings and Executive committee meetings.
2. Record and distribute meeting minutes in a timely fashion (within a two-week period) following the meeting.

3. Update historical documents including but not limited to: minutes of meetings, membership list, Constitutions and By-laws and all reports.
4. Retain copies of all documents listed in # 3 for a period of seven years.
5. Update list of Executive including their position, commencement date and termination date
6. Assist with voting and elections process at AGM.
7. Provide members with current Constitution and By-laws at each AGM
8. Ensure that proposed amendments to the Constitution and By-laws be circulated to all members at least 30 days prior to the AGM.
9. Forward a copy of the Council's Constitution to the Society once in every five year period or when amendments to the Constitution have been passed by the AGM.
10. Be a signing officer of the Council.
11. Receive, distribute and respond to correspondence of the Association as required.
12. The secretary shall earn \$100.00 per completion of agenda and minutes per board meeting and shall be due the night of the board meeting.

C.) Treasurer:

The Treasurer shall:

1. Maintain an account in the name of CAEM in a bank, credit union or trust company approved by the Executive.
2. Keep an accurate record of all financial transactions.
3. Be a signing officer of the Council.
4. Receive all dues and fees paid into the Association to be deposited to the said account.
5. Pay all accounts as directed by the Executive.
6. Provide an up-to-date financial report at each Executive meeting.
7. Present an annual financial report to the AGM.
8. Maintain all financial records for auditing purposes.
9. File a copy of the audited financial statements with MTS annually.
10. Maintain appropriate safe keeping and writing of all cheques until delivery.

D.) Conference Co-Chairperson (Mentor)

The Conference Co-Chairperson shall:

- 1.) Chair the conference planning committee.
- 2.) Present plans for the Conference to the Executive for approval.
- 3.) Report to the Executive at each Executive meeting on the work of the conference committee.
- 4.) Present a written annual report to the AGM
- 5.) In cooperation with the Treasurer, be responsible for all conference and workshop fees.

6.) Be a signing authority of the Council.

E.) Conference Co-Chairperson (Mentee)

The Conference Co-Chairperson shall:

- 1.) Chair the conference planning committee.
- 2.) Present plans for the Conference to the Executive for approval.
- 3.) Report to the Executive at each Executive meeting on the work of the conference committee.
- 4.) Present a written annual report to the AGM
- 5.) In cooperation with the Treasurer, be responsible for all conference and workshop fees.

Be a signing authority of the Council.

F.) Journal Editor

The Journal Editor shall:

- 1.) Chair the Editorial committee.
- 2.) Assume the responsibility for the preparation and distribution of the CAEM journal.
- 3.) Attend to all correspondence pertaining to the Journal.
- 4.) Solicit resolutions for the AGM through the Journal.

G.) Membership Chairperson

The Membership Chairperson shall:

- 1.) Keep an up-to-date list of the names and addresses of all persons who are registered as members of CAEM.
- 2.) Reconcile the membership lists received from the Society to the records of the Council.
- 3.) Ensure membership forms are available at all meetings of the Council for recruitment purposes.

H.) SAG Council Representative

The SAG Council Representative shall:

- 1.) Attend all meetings of the SAG Council called by the Society or ensure that the Association is represented at all meetings of the SAG Council.
- 2.) Report to the Executive of the proceedings of the SAG Council and raise issues at SAG Council as requested by the Executive of the Council.

I.) Past Chairperson

The Past Chairperson shall:

- 1.) Chair any committee required to review the Constitution and By-Laws of the Association.
- 2.) Chair the Nominations Committee and present a slate of officers to the Annual General Meetings.
- 3.) Chair the Resolutions Committee for the Annual General Meeting and ensure that all proposed resolutions comply with the Constitution and By-Laws of the Council.

- 4.) Be a signing authority of the Council.

Article II: General Meetings of Members

1. The Annual General Meeting of the CAEM shall be held in May of each year as determined by Executive.
2. Roberts Rules of Order shall govern all general meetings of the Council.
3. The Annual General Meeting of CAEM shall appoint an auditor to complete an audit of the financial operations of the Council.
4. The quorum for all General Meetings shall be a minimum of 20 members in good standing.
5. Special general meetings of the membership may be called by the Executive committee. Notice of such meetings must be circulated to all members at least five days prior to the meeting date.
6. A minimum of 10% of the members in good standing may require the Executive to convene a special general meeting of the membership upon written request. Such request must specify the purpose of the meeting. Notice of such meetings must be circulated to all members at least five days prior to the meeting date.

Article III: Committees

A.) Standing Committees

The following standing committees shall be formed by the Council on an annual basis:

- 1.) Conference Committee
- 2.) Editorial Committee

B.) Annual Meeting Committees

The following committees shall be formed by the Council to assist in the operation of the Annual General Meeting:

- 1.) Nominations Committee
- 2.) Resolutions Committee

C.) Ad Hoc Committees

- 1.) The Executive Council shall establish ad hoc committees as required.
- 2.) Ad hoc committees will provide minutes of all meetings to the Executive and a final report to the AGM.
- 3.) The Executive shall establish terms of reference for any ad hoc committee.

Article IV: Finances

Signing Authority

CAEM Constitution and By-laws 2007

The CAEM Executive shall have the power to levy fees and make expenditures, according to the following provisions:

- 1.) The Executive committee may authorize expenditures of the CAEM funds within the budget amounts approved by the AGM.
- 2.) Expenditures in excess of budget allocations as set by the AGM must be approved by the membership at a general meeting prior to the expenditure being made.
- 3.) The Treasurer or Chairperson **and** one of the other designated member of the Executive shall be authorized to sign cheques or other documents on behalf of the organization.

Fiscal Year

The fiscal period of CAEM shall be from September 1 of each year to August 31st of the following year.

