

CONSTITUTION
Bylaws of the
Saskatchewan Career and Work Education Association
October 2016

1. Name

The name shall be “Saskatchewan Career and Work Education Association” hereinafter referred to as the “Association.”

2. Definitions

Career Education, compulsory in Grades 6 to 9, focuses on personal management, career information and personal planning. Students explore change and growth over time while making connections to community and working on the development of a life/work plan.

Career and Work Exploration 10 to 30(CWEX) is a non-prerequisite series of courses that blends theory-based and experiential learning components in a career development continuum of awareness, exploration and experience. Students access the community as a learning environment and thereby enhance their opportunities for career life success.

Career Education and CWEX use the Blueprint for Life/Work Designs as a framework. The Blueprint maps out the life/work competencies Canadians need to proactively manage their career building process and provide a common language across Canada for the outcomes of career development initiatives and activities.

3. Affiliation

The Association shall be affiliated with the Saskatchewan Teachers’ Federation as a Professional Growth Network.

4. Purpose and Objectives

4.1 Purpose

The Association is a professional organization for the promotion of career and work education and the professional growth of its members.

4.2 Objectives

- (1) Promote an appreciation of the significance and the values of career and work education.
- (2) Provide a forum for the active interchange of ideas among educators, employers, students and the community.
- (3) Provide and disseminate information about career and work education.
- (4) Promote courses and programs in essential skill development, career development, career exploration, and community involvement through partnerships and collaboration.
- (5) Enhance professional development opportunities by providing workshops, conferences, seminars, and other learning activities focusing on Career and Work Exploration.

- (6) Offer advice and recommendations to the STF Executive and its committees on matters affecting career education and work exploration in Saskatchewan.

5. Head Office

The head office of the Association shall be at the municipality of the President or at such place therein as the directors may from time to time determine.

6. Membership

- 6.1 The membership of the Association shall fall into the following categories:
 - (1) Regular – Voting
Any person shall be eligible for regular membership who is interested in and supports the objectives of the Association, and has paid annual dues.
 - (2) Honorary - Non Voting
The Association may declare any person to be an Honorary Member who has made a substantial contribution to the objectives of the Association.
 - (3) Corporate (Non-educational Institution) - Non Voting
Shall include such corporations or unincorporated associations which pay the prescribed annual fee.
- 6.2 All regular members shall be entitled to hold office in the Association.
- 6.3 The Membership Chairperson shall enter in a register the full name and address of each member of the Association and shall maintain such information in accordance with the federal government's Personal Information Protection and Electronic Documents Act (PIPEDA). The privacy team (President, Vice-President, and Past-President) will train the executive on SCWEA's policies and procedures for managing personal information.
- 6.4 Membership shall not be transferable.

7. Executive

- 7.1 The property and business of the Association shall be managed by an Executive which consists of:
 - (1) At least five and no more than seven directors elected by the members of the Association, and
 - (2) Five members consisting of the president, past-president, vice-president, secretary and treasurer.
- 7.2 The executive members of the Association shall be the:
 - (1) President
 - (2) Vice-President
 - (3) Secretary
 - (4) Treasurer
 - (5) Immediate Past President

- 7.3 The position of president, past-president, vice-president, secretary and treasurer shall be for two years. Directors are elected for a term of one year and may be re-elected. The election shall be by ballot.
- 7.4 The president shall give written notice to all members of the executive of the time, place and agenda of each meeting at least ten days before the date of meeting. With the consent of the executive, any business not on the agenda may be held without notice immediately following the annual meeting of the Association.
- 7.5 A director shall receive no remuneration for acting as such but shall be entitled to reimbursement for expenses incurred in performing his/her duties according to the current association schedule of allowable expenses.
- 7.6 Prior to the Annual General Meeting of the Association, the immediate past president of the Association shall appoint and chair a nominating committee consisting of three members of the Association to select a slate of candidates to be presented along with nominations from the floor to the membership at the Annual General Meeting. The election of directors shall be held during the Annual General Meeting.
- 7.7 The executive shall have the authority to appoint any member to any vacant board position for the remainder of the term.
- 7.8 Only members may be elected/appointed to the executive.
- 7.9 The executive may appoint regional representatives to organize activities in a geographical area.
- 7.10 The executive may appoint any member to organize a specific activity.

8. Advisory Council

- 8.1 An Advisory Council may be established by the Executive. Any person, including non-members may be appointed to the council.
- 8.2 The function of the Council will be to identify and to provide advice on broad interests of the community as they pertain to career and work education.

9. Administration

- 9.1 The Executive may hire a secretary to carry on the business of the association and shall determine the said salary for the position and other specific duties. The said secretary shall be an ex-officio member of the Executive.
- 9.2 The salary to be paid for the position of secretary will be published in the minutes of the Executive.

10. Officers of the Association

- 10.1 The President shall be the chief executive officer and shall when present preside at all meetings of the members of the Association and the Executive, shall have general supervision of the affairs of the Association, and shall be an ex-officio member of all committees of the Association. The President will give all notices required of meetings of the members of the Association and Executive. The President will also prepare agendas for all Executive meetings.
- 10.2 In the absence of the President, the Vice-President shall exercise all duties and powers of the President.
- 10.3 The Vice-President shall assist the president in supervising the affairs of the Association. The Vice-President will also organize and chair the Annual General Meeting.
- 10.4 The Secretary shall administer the affairs of the Association and attend all meetings of the Executive and the association and record minutes of all proceedings in the books kept for that purpose. The Secretary will distribute minutes to the Executive following each meeting and provide the previous year's Annual General Meeting minutes to Association members via the Vice-President. The Secretary will also be the custodian of the corporate seal of the Association and of all books and other documents belonging to the Association.
- 10.5 The Treasurer shall administer the affairs of the association and shall deposit all money received by the association in the name and to the credit of the association in such bank or trust company as may from time to time be designated by the Executive, disburse the funds of the association under the direction of the Executive taking proper vouchers, thereof, keep an accurate record of all receipts and disbursements, and render such reports to the Executive and at meetings of the members as required from time to time.

11. Meetings

- 11.1 There shall be an Annual General Meeting of the Association, with the time and place to be selected by the Executive. Notice shall be given to the members at least three (3) weeks prior to the said Annual General Meeting.
- 11.2 Only voting members present shall be entitled to vote.
- 11.3 A majority of the Executive shall constitute a quorum at Executive meetings.
- 11.4 At every Annual General Meeting, in addition to any other business that may be transacted, the financial statement and the report of the auditors shall be presented. Auditors appointed for the ensuing year, and directors, president, vice-president, and secretary-treasurer of the association shall be elected as the constitution dictates. The retiring president shall become past-president, provided he/she consents.

- 11.5 One-third of the regular membership shall constitute a quorum for the transaction of business at any meeting of the members of the association, provided that such a meeting was called with three weeks' notice.

12. Procedure

At all meetings of the members of the Association, The Executive and Ad Hoc Committees of the Association, unless otherwise hereinafter indicated the following rule of procedure shall apply: The Chair shall preserve order and conduct the meetings in conformity with Robert's Rules of Order and state the rules applicable to the case.

13. Finance

- 13.1 The Association is a non-profit organization. Member dues will be proposed by the executive (for membership ratification) at the Annual General Meeting.
- 13.2 The annual budget will be established by the Executive and published for the members.
- 13.3 The fiscal year shall be from September 1 to August 31. Auditor's Report and Financial Statements will be presented at the Annual General Meeting.
- 13.4 A minimum of two signing authorities for the association will be the Treasurer and one other Director as approved by the Executive.

14. Committees

- 14.1 The President of the association shall appoint Standing Committees and Ad Hoc Committees as need dictates.
- 14.2 All committees shall prepare written reports to be filed by the Secretary as part of the permanent record of the association.

15. Representation

Any representation which the professional growth network wishes to make to any organization, persons, government, department or other agency outside the Federation shall be conducted through the regular channels of the Federation as provided for under section 36 of *The Teachers' Federation Act, 2006*.

16. Executive Documents

- 16.1 Deeds, contracts and other documents requiring signature on behalf of the association shall be signed by the President or the Vice President and the corporate seal of the association may be affixed to any instrument so signed.

- 16.2 Notwithstanding the foregoing, the Executive may at any time by resolution authorize any person or persons to sign on behalf of the association particular instruments, contracts or other documents of the association, and the corporate seal of the association may be affixed to any instrument signed by any person so authorized.

17. Indemnity of Directors and Officers

Every Director and Officer of the association and heirs, executors and administrators, and estate and effects respectively, shall at all times be indemnified and saved harmless out of the funds of the association from and against:

- (1) All costs, charges and expenses whatsoever which such Director or Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted, for or in respect of any act, deed, matter or thing whatsoever, made, done in good faith or permitted, on or about the executive while acting in the course of their duties as officer and
- (2) All other cost, charges and expenses sustained or incurred in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by neglect or default.

18. Amendments

Amendments to this Constitution may be made at the Annual General Meeting of the Association by a two-thirds affirmative vote of the members present.

19. Dissolution and Disbursement

Dissolution of this Association shall be affected by a two-thirds vote of members present at an Annual General Meeting. Remaining funds will be disbursed through career and work exploration scholarships.