



Vocational Teachers' Association of Manitoba
for Skilled Careers, Trades & Technologies

CONSTITUTION

and

OPERATIONAL BY-LAWS

VOCATIONAL TEACHERS' ASSOCIATION OF MANITOBA FOR SKILLED CAREERS, TRADES AND TECHNOLOGIES

CONSTITUTION

ARTICLE I – NAME

The Vocational Teachers' Association of Manitoba for Skilled Careers, Trades and Technologies; in affiliation with the Manitoba Teachers' Society, which will hereinafter be referred to respectively as the "Association" or "VTAM" and the "Society".

ARTICLE II – GOALS

- A) Promote active provincial leadership in furthering all forms of vocational education.
- B) Inform the general public of the meaning, scope and importance of vocational education.
- C) Encourage the development of educational programs related to and associated with vocational education.
- D) Provide the means for exchanging ideas, methods, information, and knowledge in matters concerning vocational education.
- E) Provide the means for promoting good fellowship and cooperation among Association members.
- F) Advocate for its members and defend members' rights.
- G) Encourage professionalism through the employment of vocationally accredited teachers in technical vocational programs.

ARTICLE III – MEMBERSHIP

Section 1 – Membership

- A) Shall be open to active or associate members of The Manitoba Teachers' Society and shall be voluntary.
- B) Persons engaged in vocational education or interested in the purposes of the Society or the Association shall be eligible for membership in the Association.
- C) Sixty (60) percent of the members of the Association must be active members of the Manitoba Teachers' Society.

Section 2 – Full Membership

- A) Open to persons who are certified to teach and/or persons who are engaged in the delivery of vocational education.
- B) Open to teacher education instructors (e.g. Red River College, Universities, and others).
- C) Open to all active or associate members of the Manitoba Teachers' Society.
- D) Is such that sixty (60) percent of the members of the Association are also active members of the Manitoba Teachers' Society.

Section 3 – Associate Membership (e.g. Associate, Student, Retired).

- A) Open to representatives from other interested groups who are not actively engaged in teaching vocational education in Manitoba and upon the acceptance of the Executive (e.g. Superintendents, Principals, Trustees, Business, Industry, Union, and others).
- B) Extended to any person actively involved in the delivery and furthering of vocational education upon the acceptance of the Executive (e.g. Teacher Assistants, Teacher Candidates).
- C) Open to vocational teachers who are retired, on leave of absence, on sabbatical, or who are presently unemployed.

Section 4 – Honorary Membership

- A) A one (1) year honorary membership may be awarded to individuals who have rendered special service to vocational education, and on whom the Association wishes to confer such honour.
- B) Nominations for honorary membership shall be submitted to the Executive for consideration, review, and deliberation to establish suitability for presentation at the Annual General Meeting.
- C) Honorary Memberships are paid by the Association and are automatically renewed every year.

Section 5 – Life Membership

- A) A life membership may be awarded to individuals who have rendered outstanding service to vocational education and on whom the Association wishes to confer such honour.
- B) Nominations for life membership shall be submitted to the Executive for consideration, review, and deliberation to establish suitability for presentation at the Annual General Meeting.

- C) Lifetime Memberships are paid by the Association and are automatically renewed every year.

Section 6 – Complimentary Membership

- A) A one (1) year Complimentary Membership may be awarded to individuals and organizations on who the Association wishes to confer such honour.
- B) Students enrolled in the Technical Vocational Teacher Education Program will receive a Complimentary Membership upon registration at the annual Association Special Area Group Conference.
- C) Complimentary Memberships terminate after one (1) year.

ARTICLE IV – RIGHTS AND RESPONSIBILITIES

Section 1 – Full Members

- A) Shall pay the annual fee set by the Association.
- B) Shall have full voting privileges at all General Meetings and for elections.
- C) Shall be eligible to hold Executive office.
- D) Shall receive all publications of the Association.

Section 2 – Associate Members

- A) Shall pay the annual fee set by the Association.
- B) Student Associates shall receive complimentary membership during their first year in the Joint RRC/UofW Teacher Education program.
- C) Shall hold the rights and privileges of full members except the right to vote, run for office, hold office, or nominate.
- D) May serve on committees and participate fully in the general affairs of the Association.
- E) Shall receive all publications of the Association.

Section 3 – Honorary Members

- A) Shall not be required to pay the annual fee set by the Association.
- B) Shall hold the rights and privileges of full members except the right to vote, run for office, hold office, or nominate.

- C) May serve on committees and participate fully in the general affairs of the Association.
- D) Shall receive all publications of the Association.

Section 4 – Life Members

- A) Shall not be required to pay the annual fee set by the Association.
- B) Shall hold the rights and privileges of full members except the right to vote, run for office, hold office, or nominate.
- C) May serve on committees and participate fully in the general affairs of the Association.
- D) Shall receive all publications of the Association.

Section 5 – Voting Rights

- A) Only full members in good standing have the right to vote.

Section 6 – Assessment of Fees

- A) The membership fee shall be assessed annually and is due on demand.
- B) Dues for honorary and life membership shall be paid by the Association.

ARTICLE V – EXECUTIVE

The Executive shall consist of:

- A) Past-President
- B) President
- C) Vice-President
- D) Secretary
- E) Treasurer
- F) Editor
- G) Professional Development/Special Area Group (SAG) Chair
- H) Membership Chair
- I) Public Relations Chair

- J) Web System Administrator
- K) Members at Large

ARTICLE VI – OFFICERS

- A) President
- B) Vice-President
- C) Secretary
- D) Treasurer

ARTICLE VII – CHAPTERS

Section 1 – Establishment

- A) Based on time constraints or restrictive travel distances due to geographical location.
- B) On the basis of the number of members serviced by the chapter and where the size of the Chapter Executive shall not exceed one-half (1/2) the total number of Chapter members.
- C) Upon the approval of the Executive and of the Society.

Section 2 – Association Responsibilities to its Chapters

- A) Make representations on behalf of the Chapters to organizations such as the Society, teacher training institutions or Manitoba Education in accordance with the terms of affiliation of the Manitoba Teachers' Society.
- B) Send copies of all correspondence to each chapter after all General Meetings of the Association.
- C) Collect all dues and rebate to the chapters thirty-percent (30%) of all dues collected from Association members participating in that chapter.
- D) Monies shall be used for the operation of the chapter and for the professional development of chapter members.

Section 3 – Chapter Responsibilities

- A) Develop a constitution which must be approved by the Association's Executive and the Society.

- B) Elect an executive that will be responsible for calling and convening all meetings of the chapter.
- C) The executive will consist of at least a chair and a secretary-treasurer.
- D) Hold a minimum of two (2) meetings per school year.
- E) Submit copies of all minutes after all meetings to the secretary of the Association.
- F) Submit a complete audited financial statement to the Treasurer of the Association by October 01 of each year.
- G) Present or submit all concerns and briefs in writing to the executive of the Association for approval before acting.
- H) Distribute correspondence and other Association information to its members.
- I) Ensure that sixty (60) percent of the members of the chapter are also active members of the Vocational Teachers' Association of Manitoba.
- J) Comply with the terms of this section (Article VI – Section 3) to maintain Chapter status.

ARTICLE VIII – AMENDMENTS

- A) Amendments to this constitution may be approved at the Annual General Meeting of the Association by a majority vote of the eligible members.
- B) Amendments can be considered only after notice of any proposed motions has been presented at a previous General Meeting or at least sixty (60) days prior to the Annual General Meeting.
- C) The notice of motions will be published in the Association's newsletter or posted on the Association's webpage at least thirty (30) days prior to voting.
- D) By-Laws may be amended at any General Meeting by a 2/3 majority of the voting members present.

**VOCATIONAL TEACHERS' ASSOCIATION OF MANITOBA
FOR SKILLED CAREERS, TRADES AND TECHNOLOGIES**

OPERATIONAL BY-LAWS

ARTICLE I – MEETINGS

Section 1 – EXECUTIVE MEETINGS

- A) The Executive shall meet at least once prior to each General Meeting.
- B) Executive meetings may include a meal at the expense of the Association.
- C) Two-thirds (2/3) of the Executive officers will constitute a quorum.
- D) The procedure for meetings shall be:
 - 1) Call to Order
 - 2) Additions/Deletions to the Agenda
 - 3) Adoption of the Agenda
 - 4) Adoption of Previous Minutes
 - 5) Business Arising/Action Items
 - 6) Executive Reports/Correspondence
 - 7) New Business/Additions
 - 8) In-Camera
 - 9) Adjournment
 - 10) Next Meeting

Section 2 – GENERAL MEETINGS

- A) The Association shall hold one (1) Annual General Meeting to coincide with the SAG Conference.
- B) Additional, General and Special Meetings may be called at the discretion of the President or upon request in writing of five (5) members of the Association.

- C) Notice of Additional, General and Special Meetings shall be sent to the membership or posted on the Association's website no less than two (2) weeks prior to the date of the meeting.
- D) Each full member is allowed one vote.
- E) The current edition of Robert's Rules of Order shall govern all Association meetings.
- F) The quorum for the Annual and General Meetings shall be twenty-five (25) members and shall include a majority of the members of the Executive.
- G) The quorum for Additional or Special Meetings shall be a majority of the Executive plus an equal number of full members plus one (13).
- H) The procedure for meetings shall be:
 - 1) Call to Order/Introductions
 - 2) Adoption of the Agenda
 - 3) Adoption of Previous Minutes
 - 4) Business Arising/Action Items
 - 5) President's Report
 - 6) VTAM / RRC Teacher Candidate Award
 - 7) VTAM Instructor Award
 - 8) Vice-President's Report
 - 9) Treasurer's Report
 - 10) Membership Chair Report
 - 11) SAG/PD Chair Report
 - 12) Editor's Report
 - 13) Public Relation's Chair Report
 - 14) Past President's Report
 - 15) Elections

- 16) Motion to Adjourn
- 17) Adjournment
- 18) Next Meeting

ARTICLE II – FEES

Section 1 – DETERMINATION OF FEES

- A) Membership fees will be proposed by the Executive and submitted for approval at the Annual General Meeting.
- B) Associate membership fees shall be established by the Executive.

Section 2 – HONORARY MEMBERSHIP

- A) Honorary memberships shall be presented at the Annual General Meeting and will be valid for one (1) school year.

Section 3 – LIFE MEMBERSHIP

- A) Life memberships shall be presented at the Annual General Meeting.

ARTICLE III – ROLES AND RESPONSIBILITIES

Section 1 – PAST-PRESIDENT

- A) Advises the Executive on all matters of policy on a day-to-day basis to ensure continuity and adherence to the Constitution and Operational By-laws.
- B) Organizes and conducts the election of the VTAM Executive with the approval and under the direction of the current Executive.
- C) Chairs the Nominating Committee and forms the committee from amongst the members of the current Executive.
- D) Assists the President with duties as required.
- E) Maintains a VTAM Employment Eligibility List of eligible vocational teachers and potential vocational teaching positions.
- F) Serves as a Moderator of the VTAM website.

Section 2 – PRESIDENT

- A) Responsible for the efficient operation of the VTAM in accordance with the Manitoba Teachers' Society directives, the Constitution and the By-laws of the Association.
- B) Calls Executive, Additional, General and Special Meetings and will act as the chair of these meetings or will ensure that a member of the Executive is designated as acting chair.
- C) Signs the approved minutes of all Executive, Additional, General or Special Meetings.
- D) Ensures the efficient discharge of the Executive members' responsibilities.
- E) Issues written instructions to members of sub-committees as to the scope of their roles and responsibilities.
- F) Designates a replacement to assume the role and responsibility of any absent Executive member.
- G) Promotes VTAM to new teachers and administrators entering the field of Vocational Education alongside the Membership Chair.
- H) Assists the Treasurer in the preparation and submission of the annual and other budgets.
- I) Serves as ex-officio member on all Association committees.
- J) Responsible for hospitality and other arrangements for Executive, Additional, or Special meetings.
- K) Serves as a Moderator of the VTAM website.

Section 3 – VICE-PRESIDENT

- A) Understudies the role and responsibilities of the President so she/he will be able to assume the role and responsibilities of the President if required.
- B) Attends all Executive, Additional, General and Special Meetings.
- C) Acts as chair at Executive, Additional, General or Special Meetings when the President is absent.
- D) Coordinates the long-range development planning of the Association.
- E) Liaison with other organizations having similar goals and reports to the Executive.

- F) Coordinates the production and distribution of the VTAM student awards to high schools delivering vocational programs.
- G) Assists the Public Relations' Chair and the Web System Administrator as required.
- H) Responsible for hospitality and other arrangements for the Annual General Meeting.
- I) Serves as a Moderator of the VTAM website.

Section 4 – SECRETARY

- A) Prepares agenda, records, reproduces and distributes the proceedings of Executive, Additional, General or Special meetings.
- B) Signs the minutes of Executive, Additional, General or Special Meetings and distributes them to the Executive and Chapters in a timely manner.
- C) Ensures the maintenance and the safe custody of the Minute Book.
- D) Prepares and dispatches correspondence as directed by the President.
- E) Manages, organizes and controls VTAM records such as: correspondence, working documents, minutes, and others.
- F) Serves as a Moderator of the VTAM website.

Section 5 – TREASURER

- A) Attends all Executive and General Meetings.
- B) Accurately records all financial transactions in the Books of Account.
- C) Responsible for the safekeeping of the Books of Account and supporting data.
- D) Arranges for the preparation of the Association's financial statements at the end of each accounting period.
- E) Prepares an annual audit and an annual report of VTAM financial activities at the Annual General Meeting.
- F) Provides the Executive and membership with advice concerning the financial management and health of the Association.
- G) Presents and explains financial statements at Executive and General Meetings.
- H) Signs and issues cheques for payment on behalf of VTAM.

- I) Serves as a Moderator of the VTAM website.

Section 6 – EDITOR

- A) Collects all organizational information and selects pertinent items for inclusion in a Newsletter or Journal.
- B) Makes contact in writing, phone or in-person, to stimulate new ideas, and collect relevant information regarding the goals set by the organization.
- C) Supervises and organizes the editing and production of print and mailed publications or other special information.
- D) Continually evaluates the impact and effectiveness of our publications for our urban and rural members.
- E) Supervises the design and planning of advertising, reprints, and security of copyrights according to the Society guidelines for SAG publications.
- F) Works with individual members of the Executive to support specific goals and ideas that are congruent with the goals of VTAM or the Executive.
- G) Serves as a Moderator of the VTAM website.

Section 7 – PROFESSIONAL DEVELOPMENT / SPECIAL AREA GROUP CHAIR

- A) Assists in planning and organizing the annual SAG Conference.
- B) Presents an annual financial report of the SAG Conference and submits such report to the Executive and the Society.
- C) Chairs all professional development committees.
- D) Receives, monitors, and responds to all professional development applications.
- E) Attends all SAG Council meetings of the Society.
- F) Serves as a Moderator of the VTAM website.

Section 8 – MEMBERSHIP CHAIR

- A) Keeps an accurate and current list of names and addresses of all members of VTAM including Honorary, Life, and Associate members.
- B) Establishes VTAM contact persons in each school that has a Vocational Education program.

- C) Promotes VTAM alongside the President or designate, to new teachers and administrators entering the field of Vocational Education.
- D) Arranges to visit at least two schools each year that have a Vocational Education program.
- E) Ensures that all schools are canvassed and recruitment is carried out at the start of each school year.
- F) Ensures that any member who is ill or bereaved has been contacted and that a suitable expression of interest in his/her welfare has been arranged.
- G) Serves as a Moderator of the VTAM website.

Section 9 – PUBLIC RELATIONS CHAIR

- A) Liaison with the VTAM contacts in each school.
- B) Establishes and maintains a positive relationship with the advertising industry.
- C) Promotes Vocational Education to potential partners (e.g. business, industry, community, parents, other schools and government).
- D) Chairs any ad hoc Public Relation committees as needed or requested by the Executive.
- E) Coordinates the creation, design and production of advertising items.
- F) Monitors and moderates the VTAM website, and replies to requests for information that may originate from the site.
- G) Refers any discussion or issues pertaining to the VTAM SAG to the President for clarification or collaboration.

Section 10 – WEB SYSTEM ADMINISTRATOR

- A) Administrates the VTAM website.
- B) Ensures that the VTAM website and links are current and accurate.
- C) Directs website inquiries, forms, documents and information to the appropriate individuals.
- D) Edits the VTAM website as necessary.

Section 11 – MEMBERS AT LARGE

- A) Appointed liaison person representing RRC Teacher Education.
- B) Appointed liaison person representing MTS.
- C) A volunteer appointed or elected student representative from the RRC Vocational Teacher Education Program.

ARTICLE IV - COMMITTEES

Section 1 – NOMINATION

- A) Chaired by the Past-President.
- B) Consists of at least three (3) members approved by the Executive.
- C) Shall be formed by April 01 of each calendar year.
- D) Ensures a full slate of candidates and the structure and conduct of elections.

Section 2 – PROFESSIONAL DEVELOPMENT

- A) Shall plan and organize professional development activities.
- B) Shall provide other services as determined by the Executive.
- C) Shall receive twenty-percent (20%) of all non-chapter membership fees for the Professional Development fund.
- D) Shall be responsible for the issuance of appropriate grant forms to members seeking funding assistance (See Appendix A – Grant Forms A and B).
- E) Shall have the authority to grant up to fifty (\$50 CDN) dollars of Professional Development Funds per request without prior approval of the Executive.

Section 3 – OTHER COMMITTEES

- A) Other committees may be established by the Executive as necessary.

ARTICLE V – SIGNING OFFICERS

Section 1

- A) There shall be no fewer than two and no more than three signing officers of the Executive.

- B) Two signing officer signatures must accompany all cheques issued by the Association.

ARTICLE VI – TERM OF OFFICE

Section 1

- A) The term of office for all Executive members shall be two (2) years.
- B) Elections shall be held at the Annual General Meeting.
- C) Terms of office will be staggered such that approximately one-half (1/2) of the Executive positions will be elected in any year.
- D) In even numbered years the following positions will be up for election: President, Vice-President, Treasurer, Public Relation's Chair and Membership Chair.
- E) In odd numbered years the following positions will be up for election: Secretary, Editor, PD/SAG Chair, and Web System Administrator.

Section 2

- A) The newly elected Executive shall assume office on the first day following the election.

ARTICLE VII – ELECTIONS

Section 1 – ELIGIBILITY

- A) Persons holding full membership shall be eligible for offices in the Association.

Section 2 – NOMINATIONS

- A) The Vice-President shall be nominated for the position of President upon completion of the President's term.
- B) Nominations shall be received and presented by the Nominating Committee chaired by the Past-President.
- C) Additional nominations for any position for which the nomination committee has identified a nominee prior to the Annual General Meeting shall require a threshold endorsement of signatures from at least five eligible voting members in attendance.
- D) Nominations for any positions for which the nominating committee has been unable to find a nominee prior to the Annual General Meeting shall not be required to submit to a threshold endorsement.

Section 3 – VOTING

- A) Election of officers shall take place at the Annual General Meeting and shall be by secret ballot.
- B) Sealed ballots will be accepted from full members who cannot attend due to their involvement with the hosting of the SAG Conference and upon the approval by a majority show of hands, of the eligible voters in attendance.
- C) Sealed ballots will not be included in the vote tally if there are changes to the slate of candidates due to nominations from the floor or if nominees deliver campaign speeches from the floor.

Section 4 – RESIGNATIONS

- A) The Executive shall appoint a person to replace and complete the term of any resigning officer.

ARTICLE VIII – FISCAL YEAR

- A) The fiscal year of the Association shall be from September 01 to August 31.

ARTICLE IX – AMENDMENTS

- A) By-laws can be amended at any General Meeting by a majority of the eligible voters present.

ARTICLE X – DISPOSITION OF GROUP FUNDS AND RECORDS

If the Association becomes inactive in accordance with the SAG terms of affiliation:

- A) After all debts are paid; all monies shall be turned over to the Manitoba Teachers Retirement Allowance Fund.
- B) Records and minutes of the Association shall be turned over to the Society to be held for a period of seven (7) years, after which the records may be destroyed at the discretion of the Society.