

HANDBOOK

**for Executive Members of the
Religious and Moral Education Council
of the Alberta Teachers' Association**

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INTRODUCTION

The purpose of this handbook is to assist executive members of the Religious and Moral Education Council in fulfilling their roles in the specialist council. It is also designed to assist prospective executive members in determining their interests in the affairs of the council.

Adherence to the constitution is mandatory at all times. The constitution may be amended in accordance with article thirteen, subject to the ratification of Provincial Executive Council of The Alberta Teachers' Association.

RMEC administrative guidelines are established by the executive committee and may be amended by executive committee at any meeting. Proposed action inconsistent with these guidelines should be presented to the executive committee.

**CONSTITUTION
RELIGIOUS AND MORAL EDUCATION COUNCIL**

1. **Name**

The name of this organization shall be the Religious and Moral Education Council of The Alberta Teachers' Association.

2. **Objects**

The mission of the council shall be to improve the knowledge, understanding and practice of its members in the field of religious and moral education.

3. **Membership**

- (a) Regular Membership - Active members of the Alberta Teachers' Association, associate members who are ineligible for active membership, and life members of the Association as specified in ATA bylaws are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and hold office.
- (b) Affiliate Membership - Persons who are not eligible for ATA membership as specified in ATA bylaws may join this specialist council as affiliate members. Such members may receive all the benefits and services of Council membership except the rights to vote and to hold office.
- (c) Student Membership - Student members of the ATA, as specified in the ATA bylaws, may join this council and shall be entitled to all benefits and services of council membership except the right to hold office.
- (d) Honorary Membership - Those persons awarded honorary membership from time to time shall have all the privileges of regular membership.
- (f) Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.

4. **Subscription Service**

Religious and Moral Education Council publications shall be available to interested organizations at an annual rate larger than the fee for regular membership.

5. **Fees**

Membership fees shall be established and may be changed by resolution at an annual general meeting of the Religious and Moral Education Council.

6. **Officers**

The executive committee of this council shall consist of the officers - president, vice-president, secretary and treasurer (each to be elected for one term at the annual general meeting of the council), past president (the outgoing president or a member appointed by the executive committee), editor(s) of the council's publication, editor(s) of the council's website, director(s) of the annual conference appointed by the executive committee, members at large appointed at the discretion of the executive committee, ATA executive staff liaison officer and PEC representative appointed by the Provincial Executive Council of The Alberta Teachers' Association. To be eligible to become an officer of the Religious and Moral Education Council, a candidate must be a regular member of the Council. The term of office shall be from Annual General Meeting to Annual General Meeting.

7. **Committees**

The Council shall appoint from time to time such committees as are necessary to carry on the work of the council.

8. **Liaison**

Any representations which the Religious and Moral Education Council wishes to make to any organization, government department, other agency or official shall be conducted through the Provincial Executive Council of The Alberta Teachers' Association.

9. **Regional Councils**

The executive committee of the Religious and Moral Education Council may encourage the formation of regionals and shall have authority to grant recognition to, establish the boundaries of, and develop regulations which are not inconsistent with this constitution or the policies of The Alberta Teachers' Association for governing the organization and operation of such regional councils.

10. **National/International Organizations**

After the same notice of motion that is required for amendments to this constitution, the Religious and Moral Education Council, by a majority vote of those present at a regular session of an annual general meeting, may: (a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or, (b) cancel its membership or affiliation with a national or international organization.

11. **Reporting Activities**

The Religious and Moral Education Council shall submit annually, not later than August 31: an audited financial statement, a statement of assets and liabilities, an annual report of program and activities, and a copy of the council's current constitution.

12. **Meetings**

- (a) Executive - The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the Religious and Moral Education Council between annual general meetings.
- (b) General - This council shall hold an annual general meeting whose agenda shall provide for the topics listed below:
 - (i) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
 - (ii) The annual reports from this council's president and treasurer.
 - (iii) Receiving of reports of committees.
 - (iv) An audited financial statement for the preceding fiscal year.
 - (v) An annual budget.
 - (vi) Revisions to the fees for membership in this council for which the required notice of motion has been given.
 - (vii) Amendments of this constitution for which the required notice of motion has been served.
 - (viii) Other business.

At least thirty days notice shall be given to members for the annual general meeting.

13. **Amendments**

After three months' notice of motion to amend the constitution being given to each member, this constitution may be amended by a two-thirds majority vote of the members present at an annual general meeting of the Religious and Moral Education Council, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Ratified by ATA Table Officers 2000 02 09

Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)

ADMINISTRATIVE GUIDELINES

DUTIES OF EXECUTIVE MEMBERS

President

1. Be responsible for the effective functioning of the executive committee, standing and ad hoc committees.
2. Be responsible for all executive committee meetings and prepare agendas for each meeting.
3. Preside over the annual general meeting and submit the annual report at that time.
4. Maintain liaison with the Association's representative(s) assigned to the Religious and Moral Education Council.
5. Arrange a meeting of the "old" and the "new" executive following an election for the purposes of orientation and transfer of records.
6. Act as official representative of the Religious and Moral Education Council to outside committees requiring representation.
7. Attend the Association's specialist council seminar or summer conference program.
8. Be responsible for the proper submission of resolutions to the Association.
9. Be responsible for implementation of guidelines established by the general membership and the executive.
10. Complete and submit the annual report form of council activities provided by the Association.

Vice-President

1. Assume such duties and responsibilities as delegated by the President.
2. Assume the duties and responsibilities of the President when the President is absent.
3. Promote the Religious and Moral Education Council through Association activities, especially annual teachers' conventions, regionals, interaction and special projects.
4. Be responsible for attracting and maintaining memberships.

5. Be responsible for coordinating the committee dealing with the yearly RMEC conference grant.
6. Be responsible for arranging recognition of outgoing executive members.

Secretary

1. Keep accurate minutes of all executive meetings and the annual general meeting.
2. Send a copy of these minutes to each member of the executive.
3. Keep an official copy of the provincial and regional constitutions.
4. Bring before the executive committee all official communications.
5. Dispose of the Religious and Moral Education Council's correspondence as directed by the executive committee.
6. Send a copy of all pertinent correspondence to the President.
7. Keep on file a current directory of the names, addresses and phone numbers of each member of the executive. By June 1, forward a copy of this directory to the Association and to all members of the executive.
8. Provide copies of any documents which may have historical significance to the Association liaison officer.
9. To maintain a record of Council activities, including annual conference, awards, summer conference, executive meetings and special functions.

Treasurer

1. Open and maintain a bank account for the financial transactions of the Religious and Moral Education Council which will provide for co-signing authority with the President or member designated by the executive committee.
2. Assume responsibility for all financial transactions of the Religious and Moral Education Council as directed by the executive.
3. Keep accurate records of all financial transactions of the Religious and Moral Education Council and be prepared to report on its financial status at the request of any member of the executive.

4. Prepare an audited financial statement for submission to the Association and to the general membership at the annual general meeting.
5. Prepare a tentative budget for consideration at the annual general meeting.
6. Be responsible for membership; receive membership fees; issue receipts; immediately forward names, addresses and fees collected from any new member to the Association's head office.
7. Upon receipt of a bona fide expense account, reimburse executive members for authorized expenses incurred.
8. Attend the Association's specialist council seminar or summer conference program.

Past President

1. Attend all meetings of the executive committee.
2. Serve as a consultant to members of the executive with regard to the business of the council.
3. Chair a committee to:
 - (a) Review the constitution and recommend desired changes to the general membership.
 - (b) Review the "Handbook of Duties of Executive Members" and recommend desired changes to the executive.
4. Seek nominations for honorary membership and awards and present same to the executive. Assume such further responsibilities on this matter as may be directed by the executive.
5. Chair a nominations committee and assume general responsibility for the election of a new executive.

Conference Director

1. Attend all meetings of the executive committee.
2. Chair the conference committee and assume general responsibility for the annual conference of the Religious and Moral Education Council.
3. Commence conference planning duties immediately after appointment.

4. Prepare a tentative budget and program for consideration of the executive committee.
5. Submit all conference expenses to the treasurer within 90 days of the conference.
6. Obtain from the treasurer procedures required for payment of honoraria to conference speakers.
7. Be responsible for registration at the annual conference.
8. Attend the Association's specialist council seminar or summer conference program.

Editor, Journal

1. Attend all meetings of the executive committee.
2. Publish a minimum of two issues of *Salt* annually.
3. Follow the guidelines set out by the Association for publications and specialist councils.
4. Solicit and edit relevant material for publication in *Salt*.
5. Maintain contact with organizations in other provinces to obtain material suitable for publication.
6. Receive the sanction of the executive for major changes in editorial policy.
7. Attend the Association's seminar or summer conference program.
8. Supply two copies of *Salt* to each contributor, unless otherwise requested.

Editor, Newsletter

1. Attend all meetings of the executive committee.
2. Publish a minimum of three issues of the *Newsletter* annually.
3. Follow the guidelines set out by the Association for publications and specialist councils.
4. Solicit and edit relevant material for publication in the *Newsletter*.
5. Maintain contact with organizations in other provinces to obtain material suitable for publication.

6. Receive the sanction of the executive for major changes in editorial policy.
7. Provide information about council activities to the editor of *The ATA News*.
8. Attend the Association's seminar or summer conference program.
9. Supply two copies of the *Newsletter* to each contributor, unless otherwise requested.

Member at Large

1. Attend all meetings of the executive committee.
2. Attend to duties as assigned by the executive committee.

Association Liaison Officer

1. Maintain liaison between the Religious and Moral Education Council and Barnett House on such matters as policy, printing, finances and the distribution of materials.
2. Be responsible for the distribution of current membership lists to all members of the executive.
3. Receive annually from the secretary, with the intent of preserving as historically significant, the following documents:
 - (a) the names of provincial and regional executive members of the Religious and Moral Education Council.
 - (b) a copy of minutes of all meetings of the executive committee for the previous year.
 - (c) a copy of the program of the annual Religious and Moral Education Council conference.
 - (d) such other records as deemed appropriate to preserve.
4. Advise the Religious and Moral Education Council on plans and activities for professional development.
5. Encourage the Religious and Moral Education Council to provide service to members.
6. Monitor all activities of the Religious and Moral Education Council to assure a business-like operation.

PEC Representative

1. Attend all executive meetings.
2. Bring PEC concerns to executive.
3. Act as PEC resource person.

GUIDELINES FOR EXPENSES AND HONORARIA

Executive Expenses

All out-of-pocket expenses incurred by the executive shall be paid from the treasury of the council for the following activities:

- (a) attendance at executive or committee meetings;
- (b) delegated participation in extension activities, including the annual conference;
- (c) stenographic and clerical assistance for the secretary, treasurer or other members up to \$100 per annum as required;
- (d) telephone, postage or other communication expenses incurred on council business.

All expenses must be submitted on appropriate vouchers.

Travel and Subsistence Allowance Rates

Travel and subsistence allowance rates for executive committee members or invited participants:

- (a) car kilometrage **at the rate established by the executive council**; actual fare for commercial carriers including taxis, limousines, etc;
- (b) overnight accommodation if required;
- (c) **at the rate established by the executive committee.**

It is strongly recommended that members **be economical in their travel and subsistence expenses**. All expenses must be submitted on appropriate vouchers.

Honoraria for Presenters

With the treasurer and following Association guidelines as established in the *Manual for ATA Specialist Councils*, establish suitable negotiated amounts for honoraria for contracted speakers.

RELIGIOUS AND MORAL EDUCATION COUNCIL AWARDS

The Religious and Moral Education Council considers worthy recipients for three awards given at the discretion of the executive committee.

1. The Dr Peter Craigie Award recognizes service that has contributed to the professional growth of RMEC members and may be presented to an individual, a group or organization.
2. The Award of Merit recognizes exemplary classroom teaching, leadership, and/or service in the field of religious studies and moral education.
3. The William D Hrychuk Memorial Award, the council's highest award, is honorary life membership presented to an individual in recognition of outstanding achievement and distinguished service in religious studies and moral education.

The criteria for each of the awards shall be established by the executive committee and communicated to the membership within three months before the annual meeting.

The Past President shall receive nominations for these awards and shall make awards recommendations to executive committee prior to the Annual Conference.