

Council of School Counsellors
Handbook for
Executive Members
2020



The Alberta
Teachers' Association

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CONSTITUTION OF THE COUNCIL OF SCHOOL COUNSELLORS OF THE ALBERTA TEACHERS' ASSOCIATION

1. **NAME:** The name of this organization shall be the Council of School Counsellors of the Alberta Teachers' Association (ATA).
2. **OBJECTS:** The objects of this council shall be to improve guidance and counselling programs and services in Alberta schools.
3. **MEMBERSHIP:**

Categories of membership shall be as follows:

- (a) **Regular Membership**—Active members of the Alberta Teachers' Association (ATA) and associate members who are ineligible for active membership, 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 to hold office.
- (b) **Life Membership**—Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the council and are entitled to all the benefits and services of council membership except the right to vote and hold office.
- (c) **Student Membership**—Student members of the ATA, as specified in ATA bylaws, may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.
- (d) **Honorary Membership**—Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of council membership except the right to vote and hold office.
- (e) 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 no membership in the Alberta Teachers' Association.

4. **SUBSCRIPTION SERVICE:** Persons who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and nonactive teachers, may be connected with the council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the council, but does not provide membership in the council.
5. **FEES:** The council shall operate on an evergreen membership basis. Membership fees shall be established by resolution at an annual meeting of the council provided notice has been given 45 days in advance.
6. **THE EXECUTIVE BODY OF THE COUNCIL SHALL CONSIST OF:**
 - (a) **Table Officers' Committee**—This committee shall consist of a president, a president-elect, a vice-president, a past president, a secretary, a treasurer and a publications editor.
 - (b) A Provincial Executive Council liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.
 - (c) A staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees.
 - (d) President or designate of each active regional of the Council of School Counsellors.
 - (e) One faculty representative from each of the Alberta universities offering graduate programs in counsellor education.
 - (f) A representative from Alberta Education with responsibilities in the field of counselling and guidance.
 - (g) To be eligible for election to executive, one must be a regular member of the council.
7. **THE POWERS AND DUTIES OF THE TABLE OFFICERS' COMMITTEE SHALL BE:**
 - (a) To exercise general control and supervision over the affairs of the Council of School Counsellors.

- (b) To appoint committees as required from time to time and to coordinate and control the work of these committees.
 - (c) To call meetings of the executive as required, provided that there be at least one meeting per year.
 - (d) To maintain an updated policy handbook for distribution to each executive member.
8. **ELECTIONS:** Officers shall be nominated by a nominations committee consisting of the president, president-elect and vice-president or by any member of the council at the annual general meeting and shall be elected at the annual general meeting unless the meeting directs otherwise.
9. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS:**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances:

9.1 **Provincial Association Intervention**—In this section,

- (a) “investigated officer” means an officer of the specialist council whose conduct is under investigation pursuant to subsection 9.2;
- (b) “investigator” is the individual appointed by the table officers pursuant to subsection 9.2;
- (c) “specialist council officer” means the president, vice-president (president-elect), past president or secretary-treasurer (or secretary or treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
- (d) “Provincial Executive Council” means the Executive Council as defined in section 11 of the *Teaching Profession Act*;
- (e) “table officers” means the Association’s officers as defined in Bylaw 37;
- (f) “executive secretary” means the chief executive officer of the Association or a person designated by the executive secretary; and
- (g) “staff officer” means a member of executive staff designated by the executive secretary.

- 9.2 Where the table officers have or receive information which leads them to believe that a specialist council officer:
- (a) has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
 - (b) is mentally incapacitated,
 - (c) is engaging in corrupt practices,
 - (d) is engaging in financial malpractice or
 - (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

- 9.3 In the course of the intervention under subsection 9.1, an investigated officer is entitled to have access to a staff officer for advice.
- 9.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 9.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 9.6 The investigated officer may appeal a suspension from office under subsection 9.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 9.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 9.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 9.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.

- 9.10 Where an investigated officer resigns in accordance with subsection 9.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 9.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to:
- (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 9.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 9.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 9.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
 - (b) restrict the investigated officer's eligibility for office in the future;
 - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.

- 9.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 9.16 The investigated officer may appeal the decision of the table officers under subsection 9.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 9.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 9.18 In an appeal under subsection 9.7 or 9.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 9.19 **Official Trustee**—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 7.11;
 - (b) when the specialist council fails to comply with the requirements of section 7.12;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 9.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 9.21 An official trustee appointed under subsection 9.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 9.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 9.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

10. **MATERNITY, PARENTAL AND ADOPTION LEAVE:**

- 10.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one year or the end of their term, whichever occurs first.
- 10.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.
- 10.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.
- 10.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

11. **ADVOCACY:** Any representation, action or communication which this council wishes to make to any organization, the officials of colleges, institutions or universities, to the government, its members or officials, or other agency shall be conducted through the Provincial Executive Council of the Alberta Teachers' Association.

12. **REGIONAL COUNCILS:** The executive committee of the Council of School Counsellors shall encourage and shall have authority to grant recognition to regional councils to establish the boundaries of regions and to establish regulations governing the organization of regional councils consistent with this constitution.

13. **REPORTING ACTIVITIES:** This council shall submit annually a written report of its activities to the Alberta Teachers' Association. This report shall be submitted prior to August 31 of each year and shall be for the preceding school year.

14. **MEETINGS:** This council shall hold at least one annual general meeting each year for which a 45-day notice will be provided and at a financial statement shall be presented.

15. **AMENDMENTS:** After a 45-day notice of motion to amend the constitution has been provided, this constitution may be amended by a two-thirds vote of the members present at the council's annual meeting, subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.

16. **EMERGENCY GOVERNANCE:** In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.

17. **QUORUM:**

- (a) **A quorum of the Table Officers' Committee**—shall be three persons, one of whom shall be the president or a person named by the president to fulfil the president's duties.
- (b) **A quorum of the Annual General Meeting**—of the Council of School Counsellors shall be the members in attendance.

The executive of the ATA Council of School Counsellors comprises two parts—Table Officers' Committee (president, president-elect, vice-president, past president, secretary, treasurer, editor and ATA representatives) and executive members (regional presidents, university representatives and a Department of Education representative).

When table officers are joined by the other executive members they form the Executive Council.

Approved TOC 1995 11 20

Amended, 2004 11 27 AGM

Approved TOC 2005 01 05

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

Amended by Provincial Executive Council 2006 06 15–16 (membership changes)

Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)

Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)

Amended by Provincial Executive Council 2011 06 16–17

Amended by ATA Table Officers, 2014 09 09

Amended by ATA Table Officers, 2015 05 25 (student membership fee change)

Amended, 2015 11 21 AGM

Approved TOC 2016 02 10

Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)

Amended by Provincial Executive Council 2020 04 29 (emergency governance)

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DUTIES OF EXECUTIVE MEMBERS

President

1. Be responsible for the effective functioning of the Executive Council, standing and ad hoc committees.
2. Be responsible for all Executive Council meetings and prepare agendas for each meeting.
3. Preside over the annual general meeting and submit the annual report at that time.
4. Maintain constant liaison with the ATA representative(s) assigned to the Council of School Counsellors.
5. Arrange a meeting of the "old" and the "new" executive following an election for the purposes of orientation and transfer of records.
6. Preside over the Table Officers' Committee and ensure carrying out its functions as outlined in the Constitution.
7. Act as official representative of the Council of School Counsellors to outside committees requiring representation.
8. Attend ATA Seminar for Specialist Council Presidents.
9. Be responsible for the proper submission of resolutions to the ATA.
10. Be responsible for implementation of guidelines established by the general membership and the executive.
11. With president-elect and past-president, encourage active regional programs.
12. Complete and submit the Annual Report to the ATA.
13. Provide the editor with a "Message from the President" for publication in every edition of the *Counsellor*.
14. Be one of the signing officers of the Council.
15. Represent the council at the provincial and federal level when deemed appropriate by the executive and by Provincial Executive Council, as necessary.
16. Review conference guidelines based on the previous year's experiences at the first meeting of Table Officers' Committee convened at the next executive meeting following the conference.
17. Assist the treasurer in the preparation of the budget.
18. Chair a committee to review the constitution and recommend desired changes to the general membership.
19. Chair a nomination-committee and assume general responsibility for the election of a new executive.
20. Together with the past-president, serve as a consultant to the president-elect when requested by the president elect.

President-Elect/Conference Director

1. Assume such duties and responsibilities as reasonably may be delegated by the president, and act in that capacity when the president is absent.
2. Attend all meetings of the Executive Council and the Table Officers' Committee.
3. Chair the Conference Committee and assume general responsibility for the annual conference of the Council of School Counsellors.
4. Turn over conference membership revenue as soon as possible after the annual conference and provide a list of members to the ATA.
5. With the president and the past-president, encourage active regional programs.
6. Attend the ATA Seminar for Specialist Council Conference Directors.

Vice-President

1. Attend all meetings of the Executive Council and the Table Officers' Committee.
2. Serve as a consultant to members of the executive with regard to the business of the council.
3. With regional presidents, be responsible for attracting and maintaining membership.
4. understudy the role of the president-elect/conference director and assist with the planning of the annual conference.
5. Complete other tasks assigned by the president.

Past President

1. Attend all meetings of the Executive Council and the Table Officers' Committee.
2. Serve as a consultant to members of the executive with regard to the business of the council.
3. Assist the treasurer in preparation and monitoring of the budget.
4. Chair a committee to:
 - (a) Review the constitution and recommend desired changes to the general membership.
 - (b) Review the *Executive Handbook of the Council of School Counsellors* and recommend desired changes to the Table Officers' Committee.
5. Seek nominations for honorary membership and present same to the Table Officers' Committee. Assume such further responsibilities on this matter as may be directed by the executive.
6. With regional presidents, be responsible for attracting and maintaining membership.
7. Chair a striking committee and assume general responsibility for the election of a new executive.
8. Serve as a consultant to the president-elect when requested by the president-elect.

Secretary

1. Keep accurate minutes of all Executive Council meetings, Table Officers' Committee 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. Prepare and mail notices of all meetings of the Executive Council and the Table Officers' Committee.
5. Bring before the Executive Council or the Table Officers' Committee all official communications.
6. Dispose of the Council of School Counsellors' correspondence as directed by the Executive Council or the Table Officers' Committee.
7. Send a copy of all correspondence to the president.
8. Keep on file a current directory of the names, addresses and phone numbers of each member of the executive and of the regional executives. By November 30, forward a copy of this directory to the ATA and to all members of the executive.
9. In consultation with the Table Officers' Committee, be responsible for the annual revision of the complimentary mailing list for Council publications.
10. Provide copies of any documents which may have historical significance to the ATA representative.

Treasurer

1. Attend all meetings of the Executive Council and the Table Officers' Committee.
2. Open a bank account for the financial transactions of the Council of School Counsellors which will provide for cosigning authority with the president.
3. Assume responsibility for all financial transactions of the Council of School Counsellors as directed by the executive.
4. Keep accurate records of all financial transactions of the Council of School Counsellors and be prepared to report on its financial status at the request of any member of the executive.
5. Prepare an audited financial statement for submission to the ATA and to the general membership at the annual general meeting.
6. Prepare a tentative budget for consideration at the March meetings of the Table Officers' Committee and Executive Council for recommendation to the annual general meeting.
7. Assist with membership; receive membership fees; issue receipts; immediately forward names, addresses and fees collected from any new member to Barnett House.
8. Distribute regional grants at the direction of the executive and in accordance with grant policy.
9. Upon receipt of an approved expense account, reimburse executive members for authorized expenses incurred.

Editors

1. Attend all meetings of the Executive Council and the Table Officers' Committee.
2. Endeavor to publish two issues of the *Alberta Counsellor* annually.
3. Endeavor to publish at least two issues of the *Counsellletter* annually.
4. Follow the guidelines set out by the ATA for publications and specialist councils.
5. Solicit and edit relevant material for publication in the *Alberta Counsellor*.
6. Keep in contact with regional councils and with guidance organizations in other provinces to obtain material suitable for publication.
7. Receive the consent of the Table Officers' Committee for major changes in editorial policy.
8. Provide information about Council activities to the editor of *The ATA News*.
9. Attend the ATA conference for editors and specialist councils.
10. Maintain an expense account for submission to the treasurer.
11. Supply two copies of the *Alberta Counsellor* to each contributor, unless otherwise requested.
12. Specify the duties of the assistant co-editor.

ATA Liaison Officer

1. Maintain liaison between the Council of School Counsellors 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 Council of School Counsellors
 - (b) a copy of minutes of all meetings of the executive and Table Officers' Committee for the previous year.
 - (c) a copy of the program of the annual Council of School Counsellors conference.
 - (d) such other records as deemed appropriate to preserve.
4. Advise the Council of School Counsellors on plans and activities for professional development.
5. Stimulate the Council of School Counsellors to provide service to members.
6. Monitor all activities of the Council of School Counsellors to assure a business-like operation.

Regional Representatives (Presidents)

1. Attend all meetings of the regional Executive Council.
2. Be responsible for the planning and implementation of a program for the ATA Council of School Counsellors at the regional level.
3. Provide the Table Officers' Committee with an outline of the regional's program.
4. By October 30 each year, provide the secretary of the Council of School Counsellors with a list of the regional executives' names, addresses and phone numbers.
5. Assist in the completion of an annual report of the Council of School Counsellors activities as required by the ATA. The annual report is to be submitted to the provincial secretary by June 30 each year. Regional grants will be forwarded to regionals only after the annual report is received each year.
6. With the past president, take the lead role for attracting and maintaining membership.
7. Assist the editor by soliciting, for publication, articles from members of the regional.
8. Be responsible for an up-to-date record of the regional's operations.

Department of Education Representative

1. Attend all meetings of the Executive Council.
2. Consult and advise the executive on Department of Learning programs.
3. Act as a resource person to the executive.

University Representatives

Attend all meetings of the Executive Council.

1. Consult and advise the executive on counselling programs and relevant course changes.
2. Act as a resource person to the executive.

PEC Representative

1. Attend meetings of the Executive Council and the Table Officers' Committee.
2. Bring PEC concerns to executive.
3. Act as PEC resource person.

GUIDELINES FOR EXPENSES AND HONORARIA

1. Table Officer Expenses

Reasonable out-of-pocket expenses incurred by the table officers shall be paid from the treasury of the Council for the following activities:

- (a) Attendance at meeting of the Executive Council, Table Officers' Committee or other authorized committees or subcommittees.
- (b) Delegated participation in extension activities, including the annual conference.
- (c) Stenographic and clerical assistance as required.
- (d) Telephone, postage or other communication expenses incurred on Council business.
- (e) All expenses must be submitted on appropriate Council of School Counsellors expense claim forms and accompanied by appropriate receipts.

2. Executive Council & Invited Participants Expenses

Travel and subsistence allowance rates for Executive Council members or participants invited by Executive Council or Table Officers' Committee:

- (a) Car mileage at the current ATA rate; actual fare for commercial carriers including taxis, limousines, etc.
- (b) Overnight accommodation and parking if required.
- (c) Reasonable expenses for meals; receipts required for any expenditure over \$15.

It is strongly recommended that members from the same area use a minimum number of cars for travelling. All expenses must be submitted on appropriate receipts.

3. Expenses for Table Officers

- (a) The president may receive \$240 per term for incidental expenses.
- (b) Each year the president may also request an amount up to \$600 to attend a conference of the president's choice.
- (c) All other table officers, with the exception of the ATA representative(s), may receive \$175 per term for incidental expenses.

CONFERENCE GUIDELINES

1. Conferences are offered to provide a service to Council of School Counsellors members. Conferences will be planned to, at minimum, break even.
2. The annual conference shall absorb the conference expenses of each table officer as follows:
 - (a) hotel room, tax and parking for two nights (except ATA representatives).
 - (b) hotel room, tax and parking for three nights for the incoming president (conference director).
 - (c) attendance at Thursday evening function
 - (d) attendance at luncheon
 - (e) attendance of spouses at luncheon
 - (f) conference registration for table officers and spouses.
3. The annual conference shall absorb the conference registration fees for honorary members and regional presidents. Regional presidents may apply for lodging and travel expenses to the annual conference.
4. The Council of School Counsellors shall absorb the conference expenses of each table officer as follows:
 - (a) travel allowance.
 - (b) meals (except luncheon).
5. The Council of School Counsellors shall pay the costs of:
 - (a) a luncheon for the Executive Council.
 - (b) attendance, at the annual conference, of the recipients of the Murray Jampolsky Memorial Award and honorary membership awarded at the conference (including conference registration, travel expenses, hotel room, tax, parking, meals in accordance with table officers rates), Thursday evening function, luncheon).
 - (c) hospitality expenses authorized by the President.

Conference reimbursement is dependant upon the position holder fulfilling their duties as outlined in this handbook.

COUNCIL OF SCHOOL COUNSELLORS AWARDS

Honorary Membership

The Council of School Counsellors' highest award is honorary membership, given at the pleasure of Table Officers' Committee. The award consists of a plaque and lifetime membership privileges.

Securing nominees for honorary membership in the Council is the responsibility of the past-president who shall arrange for nominations to be solicited from the total membership.

Nominations for such an award must be submitted with supporting documentation to the president. The past-president is responsible for examining the documentation and submitting all nominations to the Table Officers' Committee for consideration.

It is not mandatory to award an honorary membership each year, nor is it advisable to make an award which does not have support of a majority of the table officers. Criteria for awarding an honorary membership should include the significance of contribution, number of contributions, duration of contributions. Recipients should have provided extraordinary and exemplary service to the cause of school guidance and counselling in Alberta.

Murray Jampolsky Memorial Award

This award, given at the pleasure of Table Officers' Committee, recognizes an outstanding practising school counsellor.

Criteria

Nominee must be a regular member of the ATA Council of School Counsellors.

Nominee must be a practising school counsellor at the time the award is presented.

Nominee must meet most of the following criteria:

- (a) Nominee should be involved in ongoing professional development.
- (b) Nominee should have initiated innovative project(s) and/or program(s) in school guidance and counselling.
- (c) Nominee should demonstrate competence in school counselling.
- (d) Nominee should be involved with the school community in promoting guidance and counselling services.

Nomination Procedure

The following individuals may nominate candidates for this award: counsellors, teachers, administrators, students and parents.

Each nominee must be supported by three nominations.

Nomination forms and supporting documentation shall be submitted by one of the nominators. Submissions must be received by _____ (a date determined by the publications schedule).

The Awards Committee will meet, review applicants, and make its recommendation to the Table Officers' Committee. An award need not be made each year.

The Awards Committee will be comprised of three former presidents invited each year by the sitting president.

The presentation will be made at the Annual Council of School Counsellors Conference. The successful candidate will receive:

- (a) full coverage of conference costs, similar to table officers,
- (b) a plaque (representative of the trophy, which will be maintained at Barnett House by the ATA staff advisor).

Nomination forms are available from the staff adviser at Barnett House.

Nominations shall remain active for a period of three years.

GUIDELINES FOR REGIONALS

1. Formation

- (a) Upon request, the secretary of the provincial Council shall forward, to interested members, an outline of the procedure to be followed in the formation of a regional council, an application form for such formation and a model regional constitution.
- (b) When an application for the formation of a regional is received it shall be presented to the executive who will either encourage or refuse such application. If refused, reasons shall be stated in writing to the applicants.
- (c) The provincial secretary shall assist successful applicants to organize the inaugural meeting of the regional by providing guidelines [as mentioned in (a)] and by arranging representation of the provincial executive at the meeting.
- (d) The inaugural meeting will approve a regional constitution and boundaries by a minimum of eight members of the proposed regional. The regional constitution must then be submitted to the provincial secretary who will present it to the table officers of the provincial Council for ratification. Boundaries will be subject to review by the provincial executive from time to time and changes may be required if it is felt to be in the best interests of Council members.

2. Support

- (a) Upon ratification of the approved application form, the provincial executive of the Council of School Counsellors shall grant the new regional \$150 to help cover the expenses of the inaugural meeting.
- (b) Following submission of a list of the names, addresses and phone numbers of regional's executive and members and an outline of the proposed regional program for the year, as determined at the inaugural meeting, the Council of School Counsellors will provide an additional grant set out in section 3 (regional grants).
- (c) After the inaugural year, the deadline date for submission of the names of the executive and members, year-end report and financial statement will be June 30. Following this, a regional grant will be paid based on the February 1 membership list of that year. Regional grants referenced in Section 3 are forwarded only after this info has been received by the provincial council.
- (d) To receive special or additional grants, regionals must submit detailed plans and budgets for the projects. Approval must be given by the Council of School Counsellors table officers with the understanding that the results of projects will be shared with the Council as a whole. The procedure and nature of the support is set out in section 4 (special projects).
- (e) The president of each regional of the Council of School Counsellors shall be expected to attend meetings of the provincial Council's executive at the Council's expense. It is expected that the regional president will be prepared to present a report of regional activities at such meetings.

3. Regional Grants

- (a) The Council of School Counsellors of the Alberta Teachers' Association will pay each regional an annual grant of \$5 per regional member for each of the first 150 members and \$7 per member thereafter.
- (b) The minimum regional grant shall be \$225.
- (c) Where a region has at least 50 regional members, the minimum regional grant shall be \$325.
- (d) Grants shall be paid only when the regional is active, has submitted its annual report, an annual financial statement and a list of regional officers.
- (e) For the purpose of calculating grants, subscription and out-of-province members are not included.
- (f) Grants are calculated on the basis of the February 1 membership count.

4. Special Projects

- (a) In years where the Council of School Counsellors has an adequate surplus or generates significant conference revenue, the table officers shall allocate a sum for special projects at their spring meeting.
- (b) Regionals shall be invited to make proposals for special project funding. Submissions shall be submitted prior to the fall (usually September) meeting. Table officers will review the project proposals and award special project funding to any, all or none of the regions.
- (c) The projects to be funded, if any, will be identified at the fall (usually September) meeting of table officers.
- (d) To be eligible, regionals must be active, have submitted their annual report and financial statement and a list of regional officers.

5. Regulations Governing Regionals

- (a) Regionals shall submit an annual report of their activities and a financial report to the provincial treasurer prior to June 30, for the Council's annual report to membership and for the Council's annual report to the Alberta Teachers' Association. Regionals shall also forward the minutes of all their executive and general meetings, within two weeks of their occurrence, if possible, and an ongoing report of their activities to the secretary of the Council of School Counsellors.
- (b) Regionals should plan to sponsor a minimum of two activities during any one school year. These activities should be self-supporting, if possible.
- (c) Should a regional cease to function, any monies remaining in its accounts shall revert to the Council of School Counsellors.

PROCEDURE FOR FORMATION OF REGIONAL COUNCILS OF THE COUNCIL OF SCHOOL COUNSELLORS OF THE ALBERTA TEACHERS' ASSOCIATION

Any member or group of members of the Council of School Counsellors of the Alberta Teachers' Association may initiate the establishment of a regional council by the following procedures:

1. An application form (see attached) signed by at least four members is completed and forwarded to the secretary of the Council of School Counsellors. The petition is a request for permission to call an inaugural meeting for the purpose of establishing a regional council. The proposed boundaries of the regional council shall be specified in the petition and shall be subject to the approval of the provincial executive of the Council of School Counsellors.
2. The provincial executive of the Council of School Counsellors will either grant or deny permission to call the inaugural meeting and, if it denies permission, it will specify the reasons for such denial.
3. After obtaining permission to call an inaugural meeting, an invitation to the inaugural meeting must be given to all Council of School Counsellors members within the proposed boundaries at least one month in advance of the date set for the meeting. Prospective members of the Council of School Counsellors should be invited and their membership may be received at the inaugural meeting. A \$150 establishment grant will be sent to the initiator of the inaugural meeting to help cover the expenses of the meeting,
4. The provincial secretary will arrange for a provincial table officer to attend the inaugural meeting. Applications for new members together with the necessary fees shall be forwarded to the treasurer of the Council of School Counsellors.
5. The agenda for the inaugural meeting must include:
 - adoption of a constitution (based on the model constitution for regionals of the Council),
 - election of an executive,
 - discussion of objectives,
 - organization of activities,
 - the establishment of a regional membership fee, if any.
6. Following the inaugural meeting, the constitution, adopted by a minimum of 8 members at that time, must be sent to the secretary of the Council of School Counsellors. This should be accompanied by the names, addresses and phone numbers of executive members of the proposed regional council, the names of the registrants present at the inaugural meeting, and a report of the proceedings. The secretary will present the constitution to the provincial executive for ratification.
7. Upon ratification of the constitution of a regional council by the provincial executive of the Council, such regional council will be officially recognized.

MODEL CONSTITUTION FOR REGIONAL COUNCILS OF THE COUNCIL OF SCHOOL COUNSELLORS OF THE ATA

1. **NAME:** The name of this regional council shall be the _____
Regional of the Council of School Counsellors of the Alberta Teachers' Association.
2. **BOUNDARIES:** The area served by this regional council shall include the area within the boundaries of the following School Divisions (and Counties) or school districts:

3. **OBJECTIVES:** The objectives of this regional council shall be to:
 - (a) provide professional development services to counsellors and teachers within the above-defined region.
 - (b) encourage membership and participation in Council activities by counsellors and teachers providing guidance services.
4. **MEMBERSHIP:** Members of this regional council must be members of the Council of School Counsellors of the Alberta Teachers' Association.
5. **OFFICERS:** The officers of this Council shall consist of a president, a president-elect (elected annually), a past president, a secretary-treasurer and any others which the regional officers may appoint to carry on the work of the regional.
6. **FINANCES:** The regional executive shall have power to collect fees and authorize expenditures. A financial statement shall be submitted to each annual meeting and an annual financial report made to the Council of School Counsellors executive prior to June 30.
7. **COMMITTEES:** The regional executive may appoint, from time-to-time, such committees as are necessary to carry on the work of the regional council.
8. **LIAISON:** Any representative which this regional council wishes to make to any organization, government department or other agency shall be consistent with the ATA Code of Professional Conduct and shall be conducted through the provincial executive of the Council of School Counsellors of the Alberta Teachers' Association.
9. **REPORTING:** This regional council shall submit, annually by June 30, a written report (including a financial statement) of its activities to the treasurer of the Council of School Counsellors.

10. MEETINGS: Prior to the end of June, this regional council shall hold at least one general meeting each year, in May or June for the purpose of:

- (a) election of officers,
- (b) approving annual reports and financial statements.

11. AMENDMENTS: This constitution may be amended by a two-thirds vote of members present at the annual general meeting of the regional council subject to ratification by the provincial executive of the Council of School Counsellors. Any proposed amendment in the constitution must be submitted to all regional members at least one month prior to this general meeting.

NOTE: This constitution will come into effect upon resolution by the first meeting of this regional council and after ratification by the provincial executive of the Council of School Counsellors of the Alberta Teachers' Association.

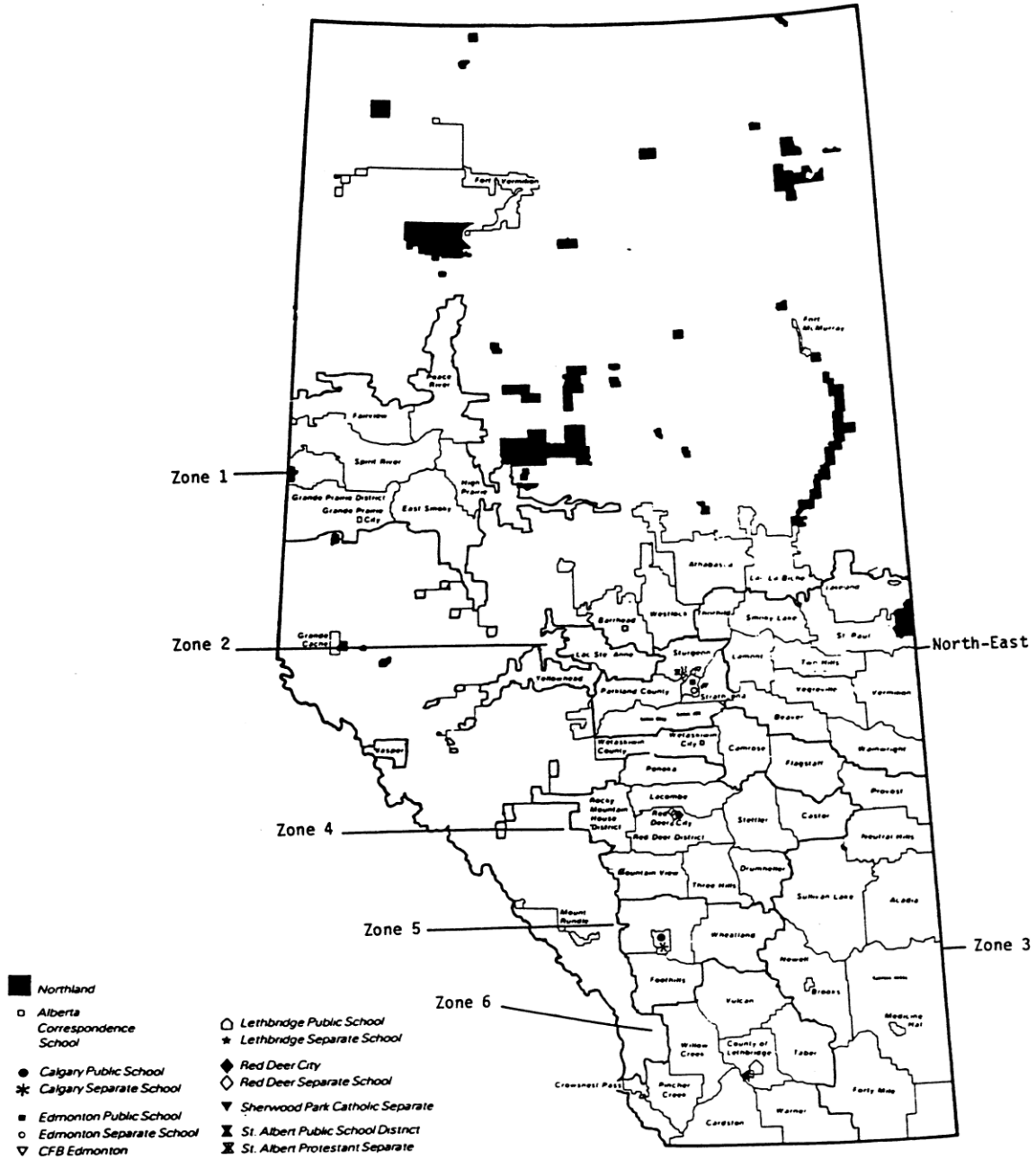
Regional President _____

Date _____

President of Provincial Executive _____

Date _____

MAP OF REGIONALS



LOCAL ASSOCIATIONS

Locals by Geographic District

Calgary City

Calgary Public Teachers Local
No 38
Calgary Separate School Local
No 55

Calgary District

Canadian Rockies Local No 59
Chinook Local No 29
Foothills Local No 16
Rocky View Local No 35
Three Drums of Wheat Local
No 20

Central East

Battle River Local No 32
Clearview Teachers Local No 33
Park Plains East Local No 31

Central North

Evergreen Local No 11
Evergreen Catholic Local No 44
Northern Gateway Local No 43
Parkland Local No 10
Pembina Hills Local No 22
Woodland Rivers Local No 40

Central West

Black Gold Teachers' Local No 8
Chinook's Edge Local No 17
Red Deer City Local No 60
Red Deer Separate School Local
No 80
Timberline Local No 9
Wetaskiwin Local No 18
Wolf Creek Local No 3

Edmonton City

Edmonton Catholic Teachers'
Local No 54
Edmonton Public Teachers
Local No 37

Edmonton District

Elk Island Local No 28
Elk Island Catholic Teachers
Local No 21
Fort McMurray Local No 48
Greater St Albert Catholic Local
No 23
St Albert Protestant Separate
Local No 73
Sturgeon Local No 27
Unité locale francophone No 24

North East

Aspen View Local No 7
Greater St Paul Local No 25
Lakeland Catholic Separate
Local No 30
Northern Lights Local No 15

North West

Fort Vermilion Local No 77
Grande Prairie and District
Catholic Teachers Local No 42
Greater Peace Local No 13
High Prairie Local No 62
Northern Spirit Local No 6
Northland Local No 69
Trumpeter Local No 26

South East

Grasslands Local No 34
Medicine Hat Local No 1
Medicine Hat Catholic Teachers
Local No 39
Prairieland Local No 36
Prairie Rose Local No 2

South West

Holy Spirit Catholic Local No 5
Horizon Local No 4
Lethbridge Public School Local
No 41
Livingstone Range Local No 14
Palliser Local No 19
Westwind Local No 12

Student Locals

Student Local No 1
ESA, University of Alberta
Student Local No 2
EUS, University of Calgary
Student Local No 3
EUS, Red Deer College
Student Local No 4
EUS, University of Lethbridge
Student Local No 5
EUS, Medicine Hat College
Student Local No 6
EUS, Concordia College
Student Local No 7
EUS, Faculté Saint-Jean
Student Local No 8
EUS, Grande Prairie Regional
College
Student Local No 9
ESA, Keyano College
Student Local No 10
Mount Royal College

