



Early Childhood  
Education Council

# Handbook for Executive Members

2017/18



The Alberta  
Teachers' Association





## **INTRODUCTION**

The purpose of this handbook is to outline the Early Childhood Education Council's goals, activities, organization and policies in order to assist executive members in fulfilling their responsibilities.

Comments regarding the use, organization, and contents of this handbook are welcome, and should be directed to the Council's past president, who is to review and update the handbook as needed.

Changes to this policy handbook are approved at executive meetings of the council. Changes to the constitution, however, require ratification by the members present at the annual business meeting of the council and by Provincial Executive Council of The Alberta Teachers' Association.

Revised January 2018

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## **PART I      CONSTITUTION**

### **1.      NAME**

The name of this organization shall be the Early Childhood Education Council of the Alberta Teachers' Association.

### **2.      OBJECTIVES**

The objectives of this council shall be:

- 2.1      to improve practice in the specialty by increasing members knowledge and understanding of this specialty;
- 2.2      to foster the professional development of members through membership activities and services;
- 2.3      to provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to early childhood education; and
- 2.4      to act through the Association as an advocate for the advancement and promotion of early childhood education.

### **3.      MEMBERSHIP**

Eligibility for regular life or student membership in this council is determined by the following criteria:

- 3.1      Regular Membership—Active members of the Alberta Teachers' Association 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 hold office.
- 3.2      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.

- 3.3 Student Membership—Student members of the ATA 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.
- 3.4 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.
- 3.5 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**

Persons who are ineligible for active or associate membership in the ATA, such as school support staff and parents, 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 and attendance at the annual conference at the member rate as well as other services determined by the Council, but does not provide membership in the council.

#### 5. **FEES**

Membership fees shall be established by resolution at the annual general meeting of this council provided notice has been given 45 days in advance.

#### 6. **TABLE OFFICERS**

The table officers of this council shall consist of:

- 6.1 President (two-year term)
- 6.2 President-Elect (to be elected for a one-year term at the Annual General Meeting in the year immediately prior to assuming the role of President)
- 6.3 Secretary (elected for a three-year term)



- 6.4 Treasurer (elected for a three-year term)
- 6.5 Past President (two-year term)
- 6.6 Staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees
- 6.7 PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees
- 6.8 Conference director(s) executive member(s) appointed by ECEC Table Officers on an ad hoc basis, (one to direct the current conference and one to direct the following conference).
- 6.9 Professional Development Chairs (appointed by ECEC Table Officers for a three-year term).
- 6.10 Director of Communications (elected for a three-year term).

To be eligible to become an officer of the Early Childhood Education Council a candidate must be a regular member of the council.

7. **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.

- 7.1 Provincial Association Intervention—In this section,
- (a) *investigated officer* means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
  - (b) *investigator* is the individual appointed by the table officers pursuant to subsection 7.2;
  - (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.

7.2 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.

7.3 In the course of the intervention under subsection 7.1, an investigated officer is entitled to have access to a staff officer for advice.

7.4 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.

7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.

7.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.

7.7 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.

- 7.8 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.
- 7.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 7.10 Where an investigated officer resigns in accordance with subsection 7.9, 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.
- 7.11 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.
- 7.12 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.
- 7.13 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.
- 7.14 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.
- 7.15 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.
- 7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 7.17 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.
- 7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 7.19 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 6;
  - (b) when the specialist council fails to comply with the requirements of section 14;
  - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.

- 7.22 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.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

8. **MATERNITY, PARENTAL AND ADOPTION LEAVE**

- 8.1 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.
- 8.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.
- 8.3 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.
- 8.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

9. **EXECUTIVE**

The executive of this council shall consist of all members of the table officers' committee plus

- 9.1 all regional presidents (elected at the regional level for a two-year term)
- 9.2 the journal editor (appointed for a three-year term)
- 9.3 the newsletter editor (appointed for a three-year term)
- 9.4 web manager (appointed for a three-year term)
- 9.5 CASL representative (appointed for a three-year term)
- 9.6 a Department of Education representative (non-voting)

- 9.7 a university representative (non-voting)
- 9.8 chair of ad hoc committees (non-voting, term as required)

10. **ELECTIONS**

Elections for the position of President Elect shall be held biennially. Treasurer, Director of Communications and Secretary will be elected every three years. Nominations for eligible offices will be called for in May, emailed to members and listed in council publications.

Nominations for all eligible positions will open May 1 and close August 31. Past president must receive nomination forms by August 31.

The President Elect shall succeed to the position of President and then Past President.

The Nominations Committee will present the candidates in *Issues, Events and Ideas* and post the slate of candidates on the website by September 10. Positions filled by acclamation are subject to ratification at the November Annual General Meeting. The term of office for all executive members shall be from December 1 to November 30 of any given year. Note: Regional Presidents will be elected at their regional AGM and their term of office will be August 1 to July 31.

11. **COMMITTEES**

This council shall maintain standing committees as outlined in the Executive Handbook. The table officers or the executive may establish such additional committees as are necessary to carry on the work of the council.

12. **ADVOCACY**

Any representation, action or communication this council wishes to make to any organization, government department, or other agency shall be conducted through the Provincial Executive Council or other regular channels of The Alberta Teachers' Association.

13. **REGIONAL COUNCILS**

The executive committee of this council shall encourage and shall have authority to grant recognition to regional councils, to establish the boundary of regions, and to establish regulations governing the organization of regional councils not inconsistent

with this constitution or guidelines of The Alberta Teachers' Association. The executive shall have the power to disband a regional council.

14. **REPORTING ACTIVITIES**

This 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 current constitution to The Alberta Teachers' Association.

15. **MEETINGS**

Executive—The executive committee shall be the executive administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.

Annual General Meeting—This council shall hold an annual general meeting for which a 45 day notice will be provided and the agenda shall provide for the topics listed below:

- 15.1 Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
- 15.2 Annual reports from the President and the Treasurer.
- 15.3 Reports of *Issues, Events and Ideas*, Professional Development committee.
- 15.4 A financial statement for the preceding fiscal year.
- 15.5 A budget.
- 15.6 Revisions to the fees for membership.
- 15.7 Amendments of this constitution for which the required notice of motion has been served.
- 15.8 Report from Provincial Executive Council liaison and/or staff advisor.
- 15.9 Election of officers.
- 15.10 Other business.

16. **QUORUM:** (a) Annual General Meeting: The quorum for the annual general meeting shall be the members in attendance. (b) All Other Meetings: Quorum shall consist of a majority of voting members of executive or committee.

17. **AMENDMENTS**

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

18. **NATIONAL/INTERNATIONAL ORGANIZATIONS**

After the same notice of motion that is required for amendments to this constitution, the Early Childhood Education Council, by a majority vote of those voting members present at the annual general meeting may, subject to approval by Provincial Executive Council, join or affiliate with national or international organizations representing the same special interests or cancel its membership or affiliation with national or international organizations.

Original Constitution, November 24, 1966

Amended 1997 11 26

Amended 2005 04 07/08 by Provincial Executive Council (legislated membership changes)

Amended 2006 06 15–16 by Provincial Executive Council (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 ECEC Executive 2013 10 31

Approved by ATA Table Officers 2013 11 25

Amended by ATA Table Officers 2014 09 09

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

Amended at Annual General Meeting 2016 11 04

Approved by ATA Table Officers 2017 03 23

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

Amended at Annual General Meeting 2017 11 03

Approved by ATA Table Officers 2018 01 10

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## **PART II COUNCIL ACTIVITIES**

The objectives of this council shall be:

- to improve practice in the specialty by increasing members’ knowledge and understanding of this specialty;
- to foster the professional development of members through membership activities and services;
- to provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to early childhood education; and
- to act through the Association as an advocate for the advancement and promotion of early childhood education.

### **1. MEETINGS**

Council business is conducted via four levels of meetings.

- 1.1 General—meeting of council voting members held annually planned and conducted by the council executive and held in conjunction with the annual conference.
- 1.2 Executive—meetings held to conduct council business between general meetings (minimum of two per year).
- 1.3 Table Officers—meet to conduct delegated business between executive meetings (four per year).
- 1.4 Committee—executive subcommittees meet on an ad hoc or standing basis to deal with specific delegated tasks.

### **2. PUBLICATIONS/MEMBER COMMUNICATION**

- 2.1 Professional Journal—published at least once a year and made available to all council members and to subscription members.
- 2.2 Newsletter—published several times per year and made available to regular, student and subscription members via email and posted on the website.
- 2.3 Website/Facebook/Twitter/Instagram Accounts—maintained and updated as required.
- 2.4 CASL Representative—disseminates information via email.

### **3. CONFERENCES**

- 3.1 Annual—a major conference for all council members held in conjunction with the annual general meeting for voting members.
- 3.2 Workshops—as need warrants, the council may sponsor and/or subsidize workshops at a regional level.

#### 4. REGIONAL COUNCILS

- 4.1 To facilitate the work of the council throughout the province, the formation of regional councils is encouraged and supported. Regional councils are able to provide a variety of services to teachers in regional zones.

#### 5. RESEARCH

- 5.1 As occasion warrants, the council may engage in research supportive of the council's objectives.

#### 6. AWARDS

##### 6.1 ECEC Award

Subject to budget approval at the annual general meeting the council executive administers an award program that provides an annual recognition of an organization or individual who has made significant contribution to the field of early childhood education.

##### 6.2 Advocate for Young Children Award

Regional Executive may recognize a member who has made significant contributions to the field of early childhood education in their region. The Regional Executive may also recommend to the Provincial Executive a member for a provincial award.

##### 6.3 ECEC Grant

Subject to budget approval at the annual general meeting, the council executive administers an award program that provides annual support for classroom-based research in the field of early childhood education.

##### 6.4 Early Childhood Education Council Distinguished Service Award

The candidate must be a current or former member of the Early Childhood Education Council and shall have performed distinguished, meritorious, and special service as a leader in the field of early childhood education.

## **PART III ORGANIZATION AND FUNCTION**

### **1. MEMBERS**

Individuals meeting criteria for membership categories can become Early Childhood Education Council members by paying the prescribed fee (see “constitution” and “membership application forms” for further detail). Individual members are encouraged to attend the AGM for the purpose of:

- 1.1 electing table officers;
- 1.2 amending and approving the constitution;
- 1.3 receiving reports from the president, treasurer, past president, newsletter editor (IEI), professional development chair, communication director and the provincial executive council liaison
- 1.4 approving budget;
- 1.5 approving or establishing membership fees;
- 1.6 approving policy;
- 1.7 presenting matters of concern to the executive.

### **2. STANDING COMMITTEES**

- 2.1 Executive—The executive, as described in article six of the constitution, performs the following functions:
  - 2.1.1 meets at the call of the president at least twice a year to conduct the business of the council;
  - 2.1.2 develops program consistent with objectives;
  - 2.1.3 prepares reports and makes recommendations re constitution, policy, budget, programs and fees;
  - 2.1.4 establishes administrative and accounting procedures;
  - 2.1.5 appoints standing and ad hoc committees necessary to facilitate the work of the council;
  - 2.1.6 delegates responsibility when necessary;
  - 2.1.7 plans and conducts annual meetings;
  - 2.1.8 approves appointments to executive positions;
  - 2.1.9 approves or disbands regional councils;
  - 2.1.10 conducts in-service activities for executive members;
  - 2.1.11 approves Early Childhood Education Council annual conference fees and location.
- 2.2 Table Officers—The Table Officers, as described in article five of the constitution, perform the following functions:
  - 2.2.1 meet at the call of the president at least four times per year;
  - 2.2.2 carry on the business of the council as delegated by the executive;
  - 2.2.3 report to the executive;
  - 2.2.4 as delegated, appoint ad hoc committees to assist in the work of the council;

- 2.2.5 at the September meeting, study budget prepared by budget committee and recommend to the executive body its adoption at the forthcoming executive meeting;
  - 2.2.6 prepare the budget to reflect the program outline;
  - 2.2.7 recommend to the executive the acceptance of appointed conference director;
  - 2.2.8 approve program and budget proposals of the conference committee;
  - 2.2.9 receive program and financial reports on the progress of the conference committee;
  - 2.2.10 recommend Early Childhood Education Council annual conference fees and location;
  - 2.2.11 unless otherwise directed by the executive, administer and report on programs and activities approved by the annual general meeting;
  - 2.2.12 carry out other responsibilities as delegated by the executive;
  - 2.2.13 recommend appointments for: Conference Director, Professional Development Chair, CASL Director, Newsletter Editor, Journal Editor, and Web Manager;
  - 2.2.14 invite Alberta Education to appoint a non-voting representative to the executive;
- 2.3 Nomination Committee is comprised of the President, Past-President (chair). This committee is to:
- 2.3.1 present a slate of officers for election to the membership and for appointment to the executive;
  - 2.3.2 subject to the provisions of the constitution, conduct necessary nominations and elections for president-elect, treasurer and secretary;
  - 2.3.3 prepare an item for *Issues, Events and Ideas* and/or online presentations that reports on the outcome of elections and appointments.
- 2.4 Conference Committee is comprised of a Conference Director (chair) [appointed by Table Officers] and other ECEC executive. It is the function of the committee to:
- 2.4.1 plan and conduct the annual conference;
  - 2.4.2 make the necessary time and space arrangements for the council's AGM which occurs in conjunction with the annual conference (see "A Handbook for Conference Directors of Specialist Councils, ATA" for more details).
  - 2.4.3 report to Table Officers and executive meetings.
- 2.5 Budget Committee is comprised of the Treasurer (chair), President, and President-Elect. It is the function of this committee to:
- 2.5.1 prepare and present a proposed yearly budget for the Table Officers and executive to consider at the first Table Officers and executive meetings of the year prior to the annual general meeting;
  - 2.5.2 advise and recommend on all financial matters of the council.

### 3. AD HOC COMMITTEES

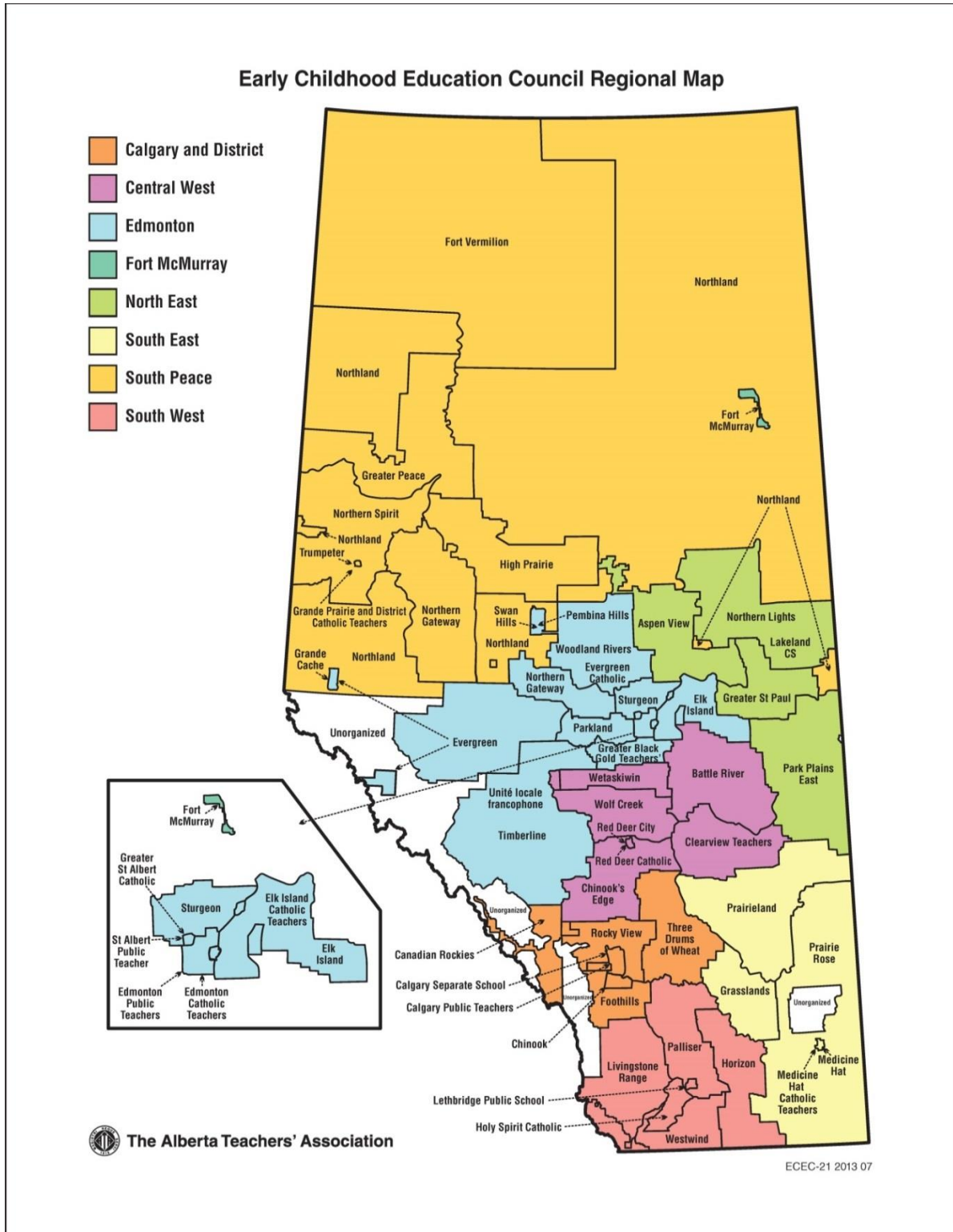
Special committees appointed from the membership from time to time by the executive to carry out a specific, delegated task for the council.

### 4.0 REGIONAL COUNCILS

<u>Regional</u>	<u>Member Locals</u>
Calgary and District	Calgary Public Teachers 38, Calgary Separate School 55, Canadian Rockies 59, Christ the Redeemer 29, Foothills 16, Rocky View 35, Three Drums of Wheat 20 and potential undergraduate student locals
Central West	Battle River 32, Chinook's Edge 17, Clearview Teachers 33, Red Deer Catholic 80, Red Deer City 60, Timberline 9, Wetaskiwin 18, Wolf Creek 3, Student Local 3—EUS, Red Deer College and potential undergraduate student locals
Edmonton	Black Gold Teachers' 8, Greater Edmonton Catholic Teachers' 54, Edmonton Public Teachers 37, Elk Island 28, Elk Island Catholic Teachers 21, Evergreen 11, Greater St Albert Catholic 23, Northern Gateway 43, Parkland Teachers' 10, St Albert Public Teachers 73, Sturgeon 27, Unite locale francophone 24 and potential undergraduate student locals
Fort McMurray	Fort McMurray 48 and potential undergraduate student locals
North East	Aspen View 7, Greater St Paul 25, Lakeland Catholic Separate 30, Northern Lights 15, Park Plains East 31 and potential undergraduate student locals
South East	Grasslands 34, Medicine Hat 1, Medicine Hat Catholic Teachers 39, Prairie Rose 2, Prairieland 36 and potential undergraduate student locals
South Peace	Fort Vermilion 77, Greater Peace 13, High Prairie 62, Northern Spirit 6, Northland 69, Trumpeter 26 and potential undergraduate student locals
South West	Holy Spirit Catholic 5, Horizon 4, Lethbridge Public School 41, Livingstone Range 14, Palliser 19, Westwind 12 and potential undergraduate student locals

See reverse side for map of active regional councils.

# 4.1 Regional Map



## **PART IV OPERATIONAL POLICIES**

### **1. GENERAL**

- 1.1 The executive term of office with the exception of the conference director shall be December 1 to November 30.
- 1.2 The fiscal year of the council shall be July 1 to June 30.
- 1.3 The term of office for the conference director shall be from the time of appointment to the completion of the conference report at the Table Officers or executive meeting following the conference.
- 1.4 One-half of the executive and/or Table Officers, plus one, shall constitute a quorum for meeting purposes.
- 1.5 Matters shall be decided by a simple majority of voting members present at a general meeting.
- 1.6 It is the responsibility of executive to attend full duration of meetings except under extenuating circumstances.

### **2. ATA/ECEC POLICY**

Because you are a member of an early childhood education council executive you may from time to time be called upon to explain or provide information on what the ECEC regional or provincial body believes about one thing or another. Remember that the official spokesperson on regional matters is the regional president. The official spokesperson on provincial ECEC matters is the provincial ECEC president.

As an individual member of the ECEC you are free to give your opinion on any topic so long as it is clear to the listener that it is your opinion. For official responses do not hesitate to make appropriate referrals. Of course, if you know the “official position” by all means provide and identify it as such.

To better prepare for the representation function the president should become acquainted with the ECEC’s position paper as well as with ATA ECE policy statements contained in the *Members’ Handbook*. Familiarization with ATA policy on curriculum would also be helpful.

Because all specialist councils are subgroups of the Association, the official spokesperson for all specialist councils is the ATA president. It is expected that the ECEC will be supportive of ATA policy in early childhood education. At the same time if the council feels that ATA policy in some areas needs changing, then efforts to do so through proper channels should be made.

#### **2.1 Attendance Policy**

In order to effectively conduct specialist council business, the Early Childhood Education Council holds at least two executive meetings over the course of the school year. It is the expectation of provincial executive members to attend all ECEC provincial meetings or provide an alternate from their regional council. In order for conference fees and accommodation to be paid in full for a regional representative, there must be a representative from the region in attendance at all general meetings.

Please send the name of the alternate a week prior to the meeting date. We recognize unexpected personal and professional situations occur, therefore Table Officers will examine each request for attendance on a case-by-case basis.

### 3. SUGGESTED TIME LINE

Table Officers will create a year-plan annually.

### 4. DUTIES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS

Unless otherwise specified in the constitution, positions on the executive are for a three-year term.

#### 4.1 President

- 4.1.1 maintain liaison with ATA head office via staff officer assigned to the Early Childhood Education Council as ATA representative
- 4.1.2 represent the Early Childhood Education Council
- 4.1.3 set the agenda and preside at all executive, Table Officers and annual meetings
- 4.1.4 be an ex-officio member of all council committees
- 4.1.5 transmit annual reports as required by ATA head office
- 4.1.6 attend the ATA conference for presidents of specialist councils
- 4.1.7 set a yearly schedule of Table Officers and executive meetings
- 4.1.8 plan the year's program with Table Officers
- 4.1.9 act on budget committee
- 4.1.10 consult with the treasurer to nominate a co-signing agent from Table Officers for disbursements of council funds
- 4.1.11 prepare and present, at the AGM, the past president with a certificate of merit (certificates are stored at Barnett House)
- 4.1.12 write letters of thank you to retiring executive members
- 4.1.13 in the fall, prepare a letter of welcome to all executive members outlining their responsibilities
- 4.1.14 ensure that executive members are paid-up ECEC regular members
- 4.1.15 act as contact or liaison with regionals
- 4.1.16 notify the ECEC award recipient and complete arrangements for presentation, accommodation, etc.
- 4.1.17 send email with AGM agenda, possible slate of officers and conference invite by September 10

#### 4.2 President-Elect

- 4.2.1 proceed to the successive positions of president (two-year term) and past president (two-year term)
- 4.2.2 assist the president as required and perform the duties of the president when absent
- 4.2.3 act on nominating committee
- 4.2.4 act on budget committee
- 4.2.5 attend (or send designate) to Summer Conference
- 4.2.6 attend all TO, Executive and annual meetings



- 4.3 Past President
- 4.3.1 act as an advisor to the president and executive
  - 4.3.2 be keeper of the constitutions (regional & provincial)
  - 4.3.3 review handbook every three years
  - 4.3.4 submit changes to constitution to Web Manager by September 10
  - 4.3.5 chair nominating committee (see time line)
  - 4.3.6 before termination of office prepare addenda which will update the handbook for distribution by succeeding past president at the first executive meeting in the term
  - 4.3.7 in consultation with the secretary and president, organize the details for the executive and Table Officer meetings
  - 4.3.8 submit a written report to members at the Annual General Meeting
  - 4.3.9 attend and report to members at the Annual General Meeting
- 4.4 Secretary
- 4.4.1 take minutes of all Table Officers, executive and general meetings
  - 4.4.2 invite new executive to attend the final executive meeting of the term to transfer records and information
  - 4.4.3 send out meeting notices and agendas the week of the scheduled meeting
  - 4.4.4 send a copy of the executive minutes to all members of the executive within two weeks following the executive meeting
  - 4.4.5 send a copy of the Table Officers minutes to all members of the Table Officers within two weeks of the Table Officers meeting
  - 4.4.6 forward copies of significant correspondence to the president
  - 4.4.7 prepare a list of the names and addresses of members of the provincial
  - 4.4.8 be responsible for keeping ATA office(s) informed of changes in officers, addresses, etc.
  - 4.4.9 purchase gifts for outgoing members of executive
  - 4.4.10 submit all meeting minutes with the annual general report by August 31
- 4.5 Treasurer
- 4.5.1 have charge of all council funds, both collection and disbursement as authorized by the ECEC executive
  - 4.5.2 maintain an accurate record of the financial affairs of the council for current accounts
  - 4.5.3 prepare financial records to be sent to the ATA after the end of the fiscal year, June 30
  - 4.5.4 prepare and present the audited financial statement at the annual general meeting of the membership
  - 4.5.5 attend the ATA conference for treasurers of specialist councils
  - 4.5.6 with assistance from the budget committee, prepare an initial budget for the spring Table Officers meeting
  - 4.5.7 with assistance from the other Table Officers, recover financial statements and available records of regional councils that have been declared inactive
  - 4.5.8 report to every executive and Table Officers meeting
  - 4.5.9 chair the budget committee
  - 4.5.10 advise conference director about budget guidelines

- 4.5.11 be a co-signer for council business with an appointed Table Officer
  - 4.5.12 attend and report financial statement and present new budget at the Annual General Meeting
- 4.6 Journal Editor
- 4.6.1 publish at least one professional journal per year
  - 4.6.2 publish articles written by professionals who either work or are interested in the field of early childhood education
  - 4.6.3 attend the ATA conference for editors of specialist councils
  - 4.6.4 keep the editor's file up-to-date for the successor
  - 4.6.5 submit a written report to the Communications Director for presentation at Table Officers
- 4.7 Newsletter Editor
- 4.7.1 publish up to three newsletters per year
  - 4.7.2 the first issue of each year should contain: council objectives; executive and regional directory; membership categories; promotion of the upcoming conference; and, promotion of the benefits of Council membership.
  - 4.7.3 be responsible for all publications other than journal and to publish regular information bulletins and special items as necessary, ie, publish pertinent information such as:
    - 4.7.3.1 notices of conference
    - 4.7.3.2 information directed to regionals
    - 4.7.3.3 teacher-tested ideas
  - 4.7.4 keep the editor's file up-to-date for the successor
  - 4.7.5 attend the ATA conference for editors of specialist councils
  - 4.7.6 the production year of the newsletter editor shall be November to and including the following September. The outgoing editor is responsible for the September publication.
  - 4.7.7 submit a written report to the Communications Director for presentation at Table Officers
  - 4.7.8 attend and report at the Annual General Meeting
- 4.8 Conference Director
- 4.8.1 commence conference planning duties immediately after appointment
  - 4.8.2 chair conference committee (see conference director's handbook for specific duties)
  - 4.8.3 submit a tentative conference budget and program prior to the spring Table Officers meeting
  - 4.8.4 submit all conference expenses to the council treasurer within 30 days of the conference
  - 4.8.5 conference director's duties shall be terminated when the final conference report is presented to the Table Officers January/February meeting
  - 4.8.6 confirm with treasurer procedures required for payment of honorarium to conference speakers
  - 4.8.7 attend summer conference seminar for conference directors
  - 4.8.8 coordinate with President to send conference invite via email by August 31

- 4.8.9 in consultation with Table Officers, arrange meals, executive meeting and AGM rooms and times during conference and preconference
  - 4.8.10 schedule time slots for award, presentations and arrange for accommodations for award recipients
  - 4.8.11 email potential speaker lists, keynote contracts, and venue contracts to ATA Staff Advisor for approval
  - 4.8.12 email conference committee minutes to President
  - 4.8.13 submit a written report to Table Officers and executive meetings
  - 4.8.14 attend and report at the Annual General Meeting
- 4.9 Professional Development Chair
- 4.9.1 assist regionals in generating ideas for serving local needs and provide guidance for mini-conferences
  - 4.9.2 assist conference committees
  - 4.9.3 organize and maintain Council professional development libraries
  - 4.9.4 keep current on research in the field and report to executive
  - 4.9.5 collaborate with Communications Director to disseminate information
  - 4.9.6 attend Professional Development Area Conference (PDAC)
  - 4.9.7 attend and present a written report to Table Officers and executive meetings
  - 4.9.8 attend and report at the Annual General Meeting
- 4.10 Web Manager
- 4.10.1 maintain the currency of the site
  - 4.10.2 regularly check mail, links and connections to and from the site
  - 4.10.3 at Council's direction post issue specific items to the site
  - 4.10.4 post time sensitive Council news and events on a regular basis
  - 4.10.5 maintain the appearance, appeal and ease of use for Council members
  - 4.10.6 advise Council regarding the use of the site as a communication service to members
  - 4.10.7 collaborate with Communications Director to disseminate information on professional resources
  - 4.10.8 submit a written report to the Communication Director for presentation at Table Officers
  - 4.10.9 attend all executive meetings and the Annual General Meeting
- 4.11 ATA Representative
- Each year the Association names a member of the executive staff to the executive of each council. This ATA Staff Advisor is a regular voting member of the council executive with several specific functions to perform:
- 4.11.1 liaise between the council and Barnett House in matters involving the printing and distribution of council materials including journals, newsletters, brochures, posters, etc, preparation of membership lists and financial arrangements. Facilitate copyright clearances. Vet publications re: policy, advertising, etc.

- 4.11.2 advise on policy matters related to: council operation at the provincial and regional levels, regulations and guidelines; financial affairs; recommendations and submissions to Provincial Executive Council; constitution.
  - 4.11.3 advise and assist in developing plans and selecting professional development activities for members.
  - 4.11.4 assist with the efficient, accurate and business like operation of the council in the conduct of elections, maintenance of complete and orderly records, correspondence, audits and the sale of publications.
  - 4.11.5 encourage and stimulate the council executive to provide high quality service to the council membership through continuous assessment of program and related activities.
  - 4.11.6 assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.
  - 4.11.7 keep informed about all aspects of the council's operation and when necessary, recommend to the council on matters requiring attention.
  - 4.11.8 communicate to the council executive on a regular basis pertinent information about Association sponsored activities, Curriculum and Teacher Education and Certification Committee activities and Alberta Learning developments and decisions which may affect council operation.
  - 4.11.9 receive, review and submit with recommendations to the staff officer in charge of specialist councils any council submission directed to Provincial Executive Council.
- 4.12 Regional President
- 4.12.1 regional presidents (alternate president-elect) attend all provincial executive meetings as official representatives of their regional
  - 4.12.2 report back to regional executives the business conducted at the executive meeting
  - 4.12.3 submit names, addresses and phone numbers of regional executive members to provincial president and secretary as soon as regional executive is elected. Make sure that the voting members of the regional executive are members of the ATA and of the ECEC
  - 4.12.4 complete year-end activity report by July 30
  - 4.12.5 submit PD funding requests (in appendix) to treasurer prior to Table Officers for approval
  - 4.12.6 access record of regional membership composition
  - 4.12.7 email event notices to CASL Director at least two weeks prior to the event
  - 4.12.8 send a minimum of one newsletter annually to regional members through the CASL representative
  - 4.12.9 forward newsletter to Web Manager for posting on official Council website
  - 4.12.10 contact the president of the student locals and extend an invitation to join

- 4.13 Duties of University Representative (non-voting)
  - 4.13.1 to report on any new directions on early childhood and primary education teacher preparation programs on behalf of Alberta universities.
- 4.14 Duties of Alberta Learning Representative (non-voting)
  - 4.14.1 to report on Alberta Learning initiatives and policy on early childhood and primary school programs.
- 4.15 Duties of ATA Liaison – District Representative (voting)
  - 4.15.1 Provincial Executive Council names one of its members for each specialist council, on an annual basis, to function as its liaison representative on the following matters:
    - 4.15.1.1 promotional—by becoming knowledgeable about the objectives, operation and program of the specialist council, the member is able to publicize its activities to prospective members and enhance its status among Alberta educators.
    - 4.15.1.2 facilitative—the presence of a Provincial Executive Council Liaison Representative at executive meetings of the specialist council provides an opportunity for mutually beneficial exchanges on matters requiring action or decision by the provincial body. When necessary, the specialist council’s concerns and requests can be presented to Provincial Executive Council more effectively with the support of a Provincial Executive Council Liaison Representative.
  - 4.15.2 The Provincial Executive Council Liaison Representative is expected to attend the annual conference if other commitments permit and may attend executive meetings if feasible. This member should be placed on the mailing list to receive the same notices and materials sent to members of the specialist council executive.
  - 4.15.3 The Provincial Executive Council Liaison Representative is a voting member and attends meetings of the specialist council at no expense to the council.
- 4.16 Duties of CASL Director
  - 4.16.1 the CASL representative is responsible for sending out communications (emails) to members of the Early Childhood Education Council as per the Canadian Anti-Spam Legislation. Emails are vetted through the CASL representative if there is a dollar amount associated with the communication of members. A disclaimer will always accompany the email with money associated with the communication.
  - 4.16.2 maintain regular updates to the current membership list.
  - 4.16.3 attend all executive meeting and the Annual General Meeting
  - 4.16.4 submit a written report to the Communications Director for presentation at Table Officers

4.17 Duties of Multimedia Director

- 4.17.1 manage the Facebook and Twitter accounts for the Provincial Council
- 4.17.2 communicate usage and members to the Table Officers and Provincial Council through regular reports for Provincial Council meetings.
- 4.17.3 Collaborate with Provincial Council and Web Manager re: posts.

4.18 Duties of Communications Director

- 4.18.1 attend all ECEC Table Officers, Executive and the ECEC Annual General meeting and submit a written report on the communications activities
- 4.18.2 develop key messages
- 4.18.3 act as a “brand guardian” ensuring consistency across all internal and external communications
- 4.18.4 be responsible for creating and maintaining appropriate and consistent language and terminology across all media
- 4.18.5 identify issues that could potentially damage ECEC’s reputation and recommend actions to mitigate this risk
- 4.18.6 ensure all communications reflect the mission, vision, belief statements and general objectives of ECEC
- 4.18.7 ensure all communications adhere to ATA policy
- 4.18.8 increase ECEC’s profile across media, and with influencers and organisations
- 4.18.9 coordinate the work of the communications team. The communications team is made up of the *Issues, Events and Ideas* editor, the *Early Childhood Education Journal* editor, the Webmaster, the Multi-media coordinator, and the CASL representative.
- 4.18.10 working with the communications team, take responsibility for the development and management of all communications about and from ECEC
- 4.18.11 working with the communications team, generate content, make improvements to the functionality of all media and maximize potential and performance of all communications
- 4.18.12 to oversee the IEI, website, multimedia and CASL positions

**5. REGIONALS**

5.1 Procedures for Formation of Regional Councils

Any member or group of members of the Early Childhood Education Council of The Alberta Teachers’ Association may initiate the establishment of a regional council by the following procedures.

- 5.1.1 By forwarding the petition (5.2) for formation of a regional council on the attached form signed by at least 25 members of the Early Childhood Education Council to the secretary of the council. 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 Early Childhood Education Council.

- 5.1.2 The provincial executive of the Early Childhood Education Council will either grant or deny permission to call the inaugural meeting and, if it denies permission, it will specify the reasons for such denial.
- 5.1.3 After obtaining permission to call an inaugural meeting, a notice of inaugural meeting must be given by the Early Childhood Education Council to all members within the proposed boundaries at least one month in advance of the date set for the meeting. Prospective members of the Early Childhood Education Council may be invited by Early Childhood Education Council members residing within the proposed boundaries, and their council membership may be received at the inaugural meeting.
- 5.1.4 The notice for the inaugural meeting must include:
  - 5.1.4.1 an agenda which covers adoption of the constitution, election of the executive, regional membership fee (if any), regional organization and activities;
  - 5.1.4.2 information about who can attend the meeting.
- 5.1.5 The Early Childhood Education Council executive shall attempt to have representation at the inaugural meeting of a regional council.
- 5.1.6 Within one month after the inaugural meeting, the following must be sent to the secretary of the Early Childhood Education Council:
  - 5.1.6.1 an application for a charter for the regional council;
  - 5.1.6.2 the names and addresses of executive members of the regional council;
  - 5.1.6.3 the fee structure, if any, for approval by the executive of the provincial council;
  - 5.1.6.4 the number of registrants at the inaugural meeting.
- 5.1.7 After the inaugural meeting, the following must be sent to:  
Specialist Council Membership Services  
Barnett House  
11010 142 Street NW  
Edmonton, Alberta T5N 2R1:
  - 5.1.7.1 a list of names, addresses, membership categories, and local names and numbers of those who joined the ECEC at the regional inaugural meeting;
  - 5.1.7.2 the fees for ECEC membership collected from the new members (cheques are to be made payable to The Alberta Teachers' Association).





5.3 Model Constitution for ECEC Regional Councils

The constitution is as follows:

- 5.3.1 OBJECTIVES The objectives of this regional council shall be to further the objectives of the Early Childhood Education Council of The Alberta Teachers' Association, namely, to improve practice in the specialty by increasing members' knowledge and understanding and attempt to serve the professional needs of all members within the boundaries of the regional council.
- 5.3.2 MEMBERSHIP The members of this regional council shall consist of members of the provincial Early Childhood Education Council who work within the boundaries of this regional. Membership privileges and categories shall be consistent with those adopted by the provincial Early Childhood Education Council.
- 5.3.3 FEES Fees shall be those established for membership in the Early Childhood Education Council. In addition, a regional membership fee may be established by resolution at the annual meeting of the regional council subject to the approval of the executive of the Early Childhood Education Council of The Alberta Teachers' Association.
- 5.3.4 EXECUTIVE The executive of this regional council shall consist of a president, past president, president-elect, a secretary-treasurer or a secretary and treasurer, and additional members to be elected for a term of one year from August 1 to July 31 at the annual meeting of the regional council. To be eligible for election to the executive of this regional a candidate must currently be a member of (a) The Alberta Teachers' Association, and (b) the Early Childhood Education Council, ATA.
- 5.3.5 FINANCES All Regional financial transactions, income and expenditures must be made via the ECEC provincial account.
- 5.3.6 COMMITTEES The executive shall appoint from time to time such committees as are necessary to carry on the work of the regional council.

- 5.3.7 LIAISON Any representation 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 must first be submitted to the executive of the Early Childhood Education Council, ATA, and approved by the Provincial Executive Council of The Alberta Teachers' Association.
- 5.3.8 REPORTING ACTIVITIES This regional council shall submit annually (by July 31) a written report of its activities to the President of the Early Childhood Education Council. Submit a regional activity report to the secretary one week prior to the executive meeting.
- Templates for the Regional Activity and Regional Annual Reports can be accessed on the ECEC website @ <http://ecec.teachers.ab.ca/Executive%20Corner/Pages/ExecutiveReportsandForms.aspx>
- 5.3.9 MEETINGS This regional council shall hold at least one general meeting each year, to be held prior to the May executive meeting, for the purpose of (a) electing the executive, and (b) approving the annual report(s), financial statement, and budget. Members shall be notified in writing of the date, time, and location of the general meeting at least 45 days prior to the meeting.
- 5.3.10 AMENDMENTS After 45 days' notice of motion to amend this constitution has been given in writing to each regional member, the constitution of this regional may be amended by a two-thirds majority vote of the voting members present at the annual general meeting of this regional council, subject to ratification by the executive of the Early Childhood Education Council, ATA.

- NOTE: (1) This constitution shall come into effect upon resolution by the first meeting of this regional council and after ratification by the executive of the Early Childhood Education Council of The Alberta Teachers' Association.
- (2) Failure to comply with articles 10 and 11 of this constitution will result in a review of the regional by the Early Childhood Education Council executive.

5.4 Procedures for Dissolving a Regional Council

Failure to elect a successive executive or misconduct of business on the part of a regional council of the ECEC, will result in the regional being placed “under review” for the balance of its fiscal year.

Upon a motion by the ECEC Table Officers or executive “that a regional be placed under review,” the president and treasurer of the ECEC shall become the interim officers of the regional.

During the “review,” the ECEC shall make reasonable effort to renew the regional. If renewal is successful, the account and books shall be returned in the usual manner to the new executive of the regional.

If within the balance of the fiscal year renewal efforts are not successful, the regional shall by motion at an ECEC executive meeting be declared inactive and such reported via the ECEC newsletter and at the annual business meeting of the ECEC.

Should future occasions warrant the restructure of the regional, the procedures required for forming a regional will have to be followed. Alternatively, the locals within a defunct regional might be incorporated within the boundaries of existing regionals.

## 6. GRANTS AND REBATES

### 6.1 Provincial ATA Grants to Specialist Councils

- 6.1.1 In September each specialist council is provided with a basic grant from the ATA and a membership grant based on the highest number of members during the preceding year.
- 6.1.2 For the purpose of grant computation, the membership count of a specialist council as of August 31 of that year.
- 6.1.3 Grants from the ATA are contingent upon receipt before August 31 of 1) the council's audited year end financial statement and 2) the president's report of yearly activities.

### 6.2 Regional Operations Fund

- 6.2.1 The ECEC budget provides funding to regionals for operational purposes such as meeting costs and administrative expenses. Amounts available to regionals are based on regional membership and activity. Amounts may vary from year to year based on the provincial budget.

#### Guidelines

1. Submit expense forms to provincial treasurer within 10 days.

### 6.3 Regional Professional Development Fund

- 6.3.1 Under the umbrella of Services to Members, ECEC provides financial support to the regionals. This money is intended to help regionals develop high quality seminars and workshops for ECEC members and other teachers within their regional area. Each year the amount available is dependent on the annual budget established by ECEC.

#### Guidelines

1. To support regionals in providing professional development workshops, ECEC will assist with the following costs:
  - a) speaker's travel expenses
  - b) speaker's honorarium
  - c) facility rental
  - d) refreshmentsIt is the expectation that the registration fee will cover the majority of the costs associated with the event.
2. It is the responsibility of the region to advertise the workshop via CASL.
3. Requests for assistance from the Services to Members funding must be submitted to the ECEC Treasurer (Regional Professional Development Funding Request Form) for approval at Table Officers.
4. All requests will be considered by ECEC Table Officers at their first meeting subsequent to the request.
5. Approval and disbursements of requests for Services to Members funding will be administered by ECEC Table Officers.
6. All workshop financial transactions, income and expenditures must flow through the ECEC provincial account.

7. **EDITORIAL POLICY** (approved at May 1983 ECEC executive meeting)

7.1 Names of Regular Publications

The council shall produce a journal called *Early Childhood Education* and a newsletter called *Issues, Events & Ideas*.

7.2 Publisher

The publisher for the Early Childhood Education Council shall be The Alberta Teachers' Association.

7.3 Terms of Appointment

The editor of the *Early Childhood Education* and *Issues, Events & Ideas* shall be appointed by the Table Officers of the Early Childhood Education Council to serve two-year terms, commencing in September and ending in August.

7.4 Purpose and Content of Publications

7.4.1 The journal and newsletter shall:

- a) serve as the official communication media of the Early Childhood Education Council, and as such, carry out the objectives of the council, as stated in the constitution.
- b) support the goals, policies and procedures of The Alberta Teachers' Association.
- c) serve as a means of enhancing the status of the Early Childhood Education Council, other specialist councils, teachers and the teaching profession.

7.4.2 The journal shall be refereed, with articles that focus on new developments, issues or concerns that focus on teaching, preparation for teaching, student learning, school programs and curriculum associated with ECS to grade III. Published articles must be timely, well written, thought provoking, informative and in good taste.

7.4.3 The journal shall also include a message from the editor, book reviews and from time to time a profile on an outstanding educator associated with early childhood education.

7.4.4 The newsletter shall contain shorter and more practical items under the topics issues, events and ideas. Issues might include the identification of current problems or concerns associated with implementing programs in schools together with some suggestions for solution. Events would include notices and information about regional and provincial ECEC activities. Ideas would include a suggestion or two for classroom activity that successful ECEC teachers would be willing to share with other ECEC members.

7.5 Guidelines for Editors

- a) To encourage communication and exchange of ideas among members.
- b) To receive the sanction of the executive of the Early Childhood Education Council for changes in editorial policy.

- c) To ensure that articles published are current and relevant to the profession in Alberta.
- d) To provide a platform for dissenting views related to the special interests of the council.
- e) To refrain from printing submissions that could be considered libellous and/or in poor taste.
- f) To edit carefully all submissions for brevity, clarity and acceptable English.
- g) To follow carefully the manuscript requirements and production guidelines outlined in the *Editors' Handbook* and by the publisher.
- h) To publish the author's name and/or byline on all major submissions.

7.6 Format and Design

- a) The format and number of pages of the *Journal* will be determined by publisher's recommendations. Proposed changes in format, design, use of colour, number of pages and logo shall be discussed between the editor and publisher.

7.7 Frequency

- a) The *Journal* shall be published at least once per year, as scheduled by the publisher.
- b) *Issues, Events & Ideas* shall be published several times per year.
- c) Additional or bonus issues may be published at the discretion of the editor with the approval of the publisher and the ECEC executive.

7.8 Content

- a) The editors shall determine content, type of articles, length of submissions, editorials, columns, cartoons, fillers and other content.
- b) The publisher shall consult with the editor if any major changes are necessary on the final copy.
- c) Commercial advertisements shall not be accepted in any council publication.

7.9 Balance

The editors should strive to consider the audience when determining balance in content relevant to grade levels, curriculum, theory and practice, and in provincial, national and international scope.

7.10 Process

The editors, with permission of the ECEC may: 1) elect to work with an editorial board, 2) have editorial assistants, and 3) use reprints, provided permission has been obtained.

7.11 Printing

The editors, upon approval by the council and the publisher, may decide on, or make changes in, paper stock, colour, binding, typed or typeset copy.

7.12 Distribution

The *Journal* will be mailed to all members as per the constitution. The newsletter *Issues, Events & Ideas* will be posted online and sent to members by CASL representative.

7.13 Budget

The council provides a budget for the editors to assist in publication as per items following: (This budget is in addition to the budget provided for printing and mailing the publication.)

- 1) A subscription to the publication, *Ed Press*.
- 2) Postage for mailing editorial material.
- 3) Telephone charges for long-distance communication to executive members or other writers.
- 4) Miscellaneous expenses, such as fees, travel or meals.

7.14 Guidelines for Producing Joint Publications

7.14.1 Decide on a title for the publication. To avoid confusing librarians, this title should be different from any regular title published by the councils.

7.14.2 If the joint publication is intended to replace a regular issue of either council's periodical, state this fact in the front matter of the publication or in a covering letter.

7.15 Guidelines for Authors

The following explanation and guidelines for authors are to be incorporated into each issue of the *Early Childhood Education* journal.

*Early Childhood Education* is the official journal of the Early Childhood Education Council (ECEC) of The Alberta Teachers' Association (ATA). The journal assists the ECEC to achieve its objective of improving practice in early childhood education by publishing articles that increase the professional knowledge and understanding of teachers, administrators and other educationists involved in early childhood education. The journal seeks to stimulate thinking, to explore new ideas and to offer various points of view. It serves to promote the convictions of the ECEC about early childhood education.

Articles submitted for possible publication in *Early Childhood Education* should follow the style outlined in *The Chicago Manual of Style*. Articles could include innovative practices in early childhood education programs, significant research findings, and trends and issues in early childhood education of students and teachers.

Photographs and diagrams are most welcome. A caption and photo credit should accompany each photograph. It is the responsibility of the author to obtain releases for use of photographs. Manuscripts and photographs will be returned at the author's request.

*Early Childhood Education* is refereed. The final decision on copy is the editor's in consideration of the council's editorial policy and need. Manuscripts, accompanied by one copy of the Copyright Transfer Agreement or a facsimile thereof, should be sent to the Journal Editor.

Authors, whose manuscripts are used, will receive two copies of the journal containing the published article. Articles and illustrations are considered a contribution to the profession. Unused manuscripts will be returned and the Copyright Transfer Agreement will be considered void.

7.16 Copyright Transfer Agreement

I \_\_\_\_\_ transfer copyright of the manuscript entitled  
(the author)

---

by (name of authors) \_\_\_\_\_  
to the Early Childhood Education Council of The Alberta Teachers' Association (ATA)  
in consideration of publication. This transfer shall become effective if and when the  
manuscript is accepted for publication, thereby granting Early Childhood Education  
Council, ATA the right to authorize re-publication, representation and distribution of the  
original and derivative material. I further certify that the manuscript under consideration  
has not been published and is not being considered by another publisher.

---

Print Name

---

Date

---

(Signature of one author required)



## 8. ACCOUNTING PROCEDURES

- 8.1 All bills must be paid by cheque.
- 8.2 Claims for expenses must be accompanied by receipts as required.
- 8.3 Expenses incurred by executive and committee members travelling to table officer, executive and committee meetings shall be paid from provincial council funds upon receipt of the “expense voucher” (see appendix).
- 8.4 Expenses are to be paid according to the following:
  - 8.4.1 if travelling by car; ECEC will pay kilometrage equivalent to the Provincial Alberta Teachers’ Association kilometrage rate;
  - 8.4.2 return fare of public transportation (economy air fare) to an amount approved by the Executive Committee;
  - 8.4.3 necessary meals and accommodation, according to the expense voucher;
  - 8.4.4 wherever possible, use car pools for travelling.

## 9. COUNCIL HISTORY

- 9.1 Each specialist council has a unique and important history. ATA Records Managements and Archives staff provide assistance to Specialist Councils. The Records staff order review, scan (as necessary) and secure destruction of outdated Council records and personal information. The Personal Information Protection Act (PIPA) requires that the Association practice sound records management and destruction practices. Councils are asked to deposit their records in the Records Centre regularly at a frequency convenient to their operation. For more information, please contact the Records Centre at 780-447-9400.

The ATA Archives identifies records of historical or enduring value for permanent reservation at Barnett House. These records tell the evolving story of teaching and the teaching profession since 1918. Council records are important sources of historical information. Work with your staff advisor to access the Archival services.

- 9.2 The staff advisor is responsible for maintenance of the files. All deposits and removals must be cleared through the staff advisor.

## 10. ECEC PRESENTATIONS AND AWARDS

- 10.1 Presentation to ECEC President  
At an appropriate occasion at the annual ECEC conference the new president will present to the outgoing president a gift of appreciation for serving as president the previous year and in May will present outgoing members with a gift up to a total of \$100.00. The ATA representative will arrange to have the certificate prepared (ie, printed and framed) for presentation.

## 10.2 ECEC Award

Commencing with the 1985 fall conference, the Early Childhood Education Council now presents an annual award to an individual or organization who, in the judgment of the council, has contributed to the field of early childhood education by exemplifying the philosophy of the Early Childhood Education Council and who has taken action to promote this philosophy.

### 10.2.1 Nomination and Selection Procedures:

- a) A selection committee composed of the past president plus two members of the Early Childhood Education Council executive will call in February for regional nominations for award candidates to be submitted to the selection committee by May 1 of each year;
- b) Each regional may nominate up to two candidates annually;
- c) The regional presidents shall forward the nominations to the chairman of the selection committee;
- d) No nominations will be accepted after May 1 of the same year;
- e) No nominations shall be considered by the selection committee unless accompanied by documentation of accomplishments;
- f) The selection committee will review the nominations and each candidate's merits and will recommend an award winner to the May executive meeting of the council; and
- g) Only one award will be given in any one year. The award need not be given every year.
- h) There will be a monetary award of no more than \$1000.00 given to the recipient.
- i) Two letters of recommendation must accompany each nomination.

### 10.2.2 Criteria

In selecting the winner of the award consideration will be given to outstanding teaching, leadership and/or other service that has effectively influenced the development, awareness and/or understanding of early childhood education in the region, province or nation. Significant contributions to teaching practice, research, legislation or support for early childhood education will also be considered.

### 10.2.3 Award Details

The award shall consist of a framed certificate of commendation by the Early Childhood Education Council and a bouquet of flowers.

The council will pay for the following recipient's expenses:

- conference registration for the recipient if they choose to attend
- up to two nights accommodation for recipient and guest if required
- travel costs for recipient according to ECEC expense claim form if required
- meals for recipient and guest from Thursday evening to Saturday noon according to ECEC expense claim form if required

The award will be presented by the past president or designate at the annual conference.

#### 10.2.4 Publicity

The selection committee will ensure that adequate coverage of this award is provided through the following means:

- a) Inclusion of information in the *Issues, Events & Ideas* and *The ATA News*;
- b) Forwarding a letter to the award winner's employer to inform the employer of the award.

#### 10.2.5 President and/or Designate and Arrangements

The president and/or designate will contact the ECEC award winner and make all arrangements regarding the presentation of the award at the conference in conjunction with the Conference director.

### 10.3 Advocate for Young Children Award

The council executive administers an award program that recognizes the contributions of members and non-members in the service of young children at the provincial and regional level.

#### 10.3.1 Nomination and Selection Procedures:

- a) A selection committee composed of the past present plus two members of the Early Childhood Education Council executive will call in February for regional nomination for award candidates to be submitted to the selection committee by May 1 of each year;
- b) Each regional may nominate up to two candidates annually;
- c) The regional presidents shall forward the nominations to the chairman of the selection committee;
- d) No nominations will be accepted after May 1 of the same year;
- e) No nominations shall be considered by the selection committee unless accompanied by documentation of accomplishments;
- f) The selection committee will review the nominations and each candidate's merits and will recommend an award winner to the May executive meeting of the council; and
- g) Only one award will be given in any one year. The award need not be given every year.
- h) Two letters of recommendation must accompany each nomination.

#### 10.3.2 Criteria

In selecting the winner of the award, consideration will be given to outstanding leadership and/or other service that has effectively influenced the development, awareness and/or understanding of early childhood education in the regional, province or nation. Significant contributions to teaching practice, research, legislation or support for issues relating to the field of early childhood education will also be considered.

### 10.3.3 Recipients

Recipients shall be presented a framed certificate and a bouquet of flowers. Recommendations for recognition at the provincial level shall be approved by Table Officers. Recommendations for recognition at the regional level shall be approved by the executive of the regional council.

If presented at the annual conference, the council will pay for the following recipient's expenses:

- conference registration for the recipient if they choose to attend
- one nights accommodation for recipient and guest if required
- travel costs for recipient according to ECEC expense claim form if required
- meals for recipient and guest according to ECEC expense claim form if required

The award will be presented by a member of the executive or designate at the annual conference.

### 10.3.4 Publicity

The selection committee will ensure that adequate coverage of this award is provided through the following means:

- a) Inclusion of information in the journal publication of this council—this information shall include the merits of the recipient;
- b) Forwarding a press release to the following—*The ATA News*, the local newspaper providing circulation in the jurisdiction of the recipient, and other appropriate media;
- c) Forwarding a letter to the award winner's employer which informs the employer of the award winner's accomplishments and the council's award.

### 10.3.5 President and/or Designate and Arrangements

The president and/or designate will contact the ECEC award winner and make all arrangements regarding the presentation of the award at the conference.

## 10.4 Early Childhood Education Council Distinguished Service Award

The candidate must be a current or former member of the Early Childhood Education Council and shall have performed distinguished, meritorious, and special service as a leader in the field of early childhood education.

### 10.4.1 Nomination and Selection Procedures

- a) A selection committee composed of the past present plus two members of the Early Childhood Education Council executive will call in February for regional nomination for award candidates to be submitted to the selection committee by May 1 of each year;
- b) Each regional may nominate up to two candidates annually;
- c) The regional presidents shall forward the nominations to the chairman of the selection committee;
- d) No nominations will be accepted after May 1 of the same year;

- e) No nominations shall be considered by the selection committee unless accompanied by documentation of accomplishments;
- f) The selection committee will review the nominations and each candidate's merits and will recommend an award winner to the May executive meeting of the council; and
- g) Only one award will be given in any one year. The award need not be given every year.
- h) Two letters of recommendation must accompany each nomination.

#### 10.4.2 Criteria

In selecting the winner of the award, consideration will be given to outstanding leadership and/or other service that has effectively influenced the development, awareness and/or understanding of early childhood education in the regional, province or nation. Significant contributions to teaching practice, research, legislation or support for issues relating to the field of early childhood education will also be considered.

#### 10.4.3 Recipients

Recipients shall be presented a framed certificate and a bouquet of flowers. Recommendations for recognition at the provincial level shall be approved by Table Officers. Recommendations for recognition at the regional level shall be approved by the executive of the regional council.

If presented at the annual conference, the council will pay for the following recipient's expenses:

- conference registration for the recipient if they choose to attend
- one nights accommodation for recipient and guest if required
- travel costs for recipient according to ECEC expense claim form if required
- meals for recipient and guest according to ECEC expense claim form if required
- expenses are not to exceed \$2000.00

The award will be presented by a member of the executive or designate at the annual conference.

#### 10.4.4 Publicity

The selection committee will ensure that adequate coverage of this award is provided through the following means:

- a) Inclusion of information in the journal publication of this council—this information shall include the merits of the recipient;
- b) Forwarding a press release to the following—The ATA News, the local newspaper providing circulation in the jurisdiction of the recipient, and other appropriate media;
- c) Forwarding a letter to the award winner's employer which informs the employer of the award winner's accomplishments and the council's award.

#### 10.4.5 President and/or Designate and Arrangements

The president and/or designate will contact the ECEC award winner and make all arrangements regarding the presentation of the award at the conference.

#### 10.5 ECEC Grant

Subject to budget approval at the annual general meeting, the council executive administers an award program that provides annual support for classroom-based research in the field of early childhood education.

##### Guidelines

1. An annual grant of up to \$1000 will be awarded to an Alberta teacher to assist in research or innovative classroom programming in early childhood education.
2. Applicants must be members of the ATA Early Childhood Education Council.
3. The deadline for applications will be May 1 of each year. The grant recipient will receive 50 percent of the grant at the beginning of the research or classroom project and 50 percent on completion.
4. Proposed research or projects should adhere to the educational philosophy outlined in the ECEC Position Statement (copies of this statement are available from Barnett House).
5. Grant money may be used for materials, release time or any other worthwhile component of the research or classroom project. (There are tax implications.)
6. The ECEC grant recipient must share the results of the research or classroom project in a manner that will enhance the professional development of ECEC members, such as an ECEC journal article, conference presentation or regional workshop.
7. The ECEC grant recipient will be linked to an ECEC executive member who will monitor progress and provide support.
8. Grant recipients have up to two years to complete the project.

**ECEC Grant Rubric**

<b>INTRODUCTION</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Vague</li> <li>• Lack of urgency demonstrated</li> <li>• No summary of project</li> <li>• No evidence of support from School Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction is simplistic</li> <li>• Some indication of the urgent nature of the research and no link to current practice</li> <li>• Limited summary of project</li> <li>• Limited support from School Administration</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Provides general historical overview without creating context</li> <li>• Evidence of the urgent nature of the research with limited links to current practice</li> <li>• Summary is complete with limited key details</li> <li>• Provides evidence of support from School Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Provides historical overview building a context for the project</li> <li>• Creates sense of urgency for research question and demonstrates relevance to current practice</li> <li>• Concise summary of project with key details</li> <li>• Provides documented support from School Administration</li> </ul>
<b>GOALS/OBJECTIVES OF PROJECT</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Vague</li> <li>• No outcomes</li> <li>• No benefits to students or teachers</li> <li>• Does not link to ECEC philosophy</li> <li>• Not connected to Alberta Program of Studies</li> <li>• No training or evaluation included</li> </ul>	<ul style="list-style-type: none"> <li>• Goals/objectives are simplistic</li> <li>• Includes general reference to outcomes</li> <li>• Limited benefit to students and teachers</li> <li>• Vaguely links to the philosophy of ECEC</li> <li>• Vaguely links to the Alberta Program of Studies</li> <li>• Limited awareness of the need for training and evaluation</li> </ul>

<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Goals/objectives are clear</li> <li>• Includes specific outcomes</li> <li>• Reasonable benefits to students and teachers</li> <li>• Partial links to the philosophy of ECEC</li> <li>• Partial links to the Alberta Program of Studies</li> <li>• Includes general planning for training and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Goals/objectives are clear and purposeful with the intent of moving practice forward</li> <li>• Includes specific outcomes which include innovative practice to the outcomes</li> <li>• Significant benefits to students and teachers</li> <li>• Direct link to the philosophy of ECEC</li> <li>• Direct link to Alberta Program of Studies</li> <li>• Includes specific planning for training and evaluation</li> </ul>
<b>PROJECT DESCRIPTION</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Vague</li> <li>• No actions for teachers</li> <li>• Lack of connection to goals/objectives</li> <li>• No link to the philosophy of ECEC</li> <li>• No link to Alberta Program of Studies</li> <li>• No training or evaluation included</li> </ul>	<ul style="list-style-type: none"> <li>• Project description is simplistic; teacher action is unclear</li> <li>• Limited connection to goals/objectives</li> <li>• Limited link to the philosophy of ECEC</li> <li>• Limited link to Alberta Program of Studies</li> <li>• Limited awareness of the need for training and evaluation</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Project description demonstrated some focus with limited teacher action</li> <li>• Sufficient connection to goals/objectives</li> <li>• Sufficient link to the philosophy of ECEC</li> <li>• Sufficient link to Alberta Program of Studies</li> <li>• Includes general planning for training and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Project description clearly defines actions teachers will take</li> <li>• Directly related to goals/objectives</li> <li>• Direct link to the philosophy of ECEC</li> <li>• Direct link to Alberta Program of Studies</li> <li>• Expectations are realistic</li> <li>• Includes training and evaluation</li> </ul>



<b>TIMELINE</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Not achievable within 1 school year</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear if can be accomplished within the timeframe for the grant – 1 school year</li> <li>• Limited awareness of the need for training and evaluation</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Can be accomplished within the timeframe for the grant – 1 school year</li> <li>• Includes general planning for training and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Can be accomplished within the timeframe for the grant – 1 school year</li> <li>• Includes training, assessment of project, and evaluation</li> </ul>
<b>ASSESSMENT OF PROJECT</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Not connected to goals/objectives</li> <li>• Lacks assessment criteria</li> <li>• Lack of plan for digital/visual documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Limited connection to goals/objectives</li> <li>• Has assessment criteria with a lack of focus on formative and summative information</li> <li>• Limited plan for digital/visual documentation</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Sufficient connection to goals/objectives</li> <li>• Includes formative and summative information</li> <li>• Includes digital/visual documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Directly linked to the goals/objectives</li> <li>• Includes a clear detailed plan for formative and summative information</li> <li>• Includes a clear detailed plan for digital /visual documentation</li> </ul>
<b>BUDGET</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Not connected to goals/objectives</li> <li>• No evidence of other sources of funding</li> <li>• Resources requested are a direct responsibility of schools</li> </ul>	<ul style="list-style-type: none"> <li>• Limited connection to goals/objectives</li> <li>• Limited evidence of other sources of funding</li> <li>• Resources requested are a direct responsibility of schools</li> </ul>

<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Sufficient and realistic connection to goals/objectives</li> <li>• Sufficient evidence of other sources of funding</li> <li>• Provides evidence of support for materials, resources, and time that is <i>not</i> a direct responsibility of school funding</li> </ul>	<ul style="list-style-type: none"> <li>• Realistic and is directly linked to the goals/objectives</li> <li>• Includes matching grant from school</li> <li>• Provides evidence of support for materials, resources, and time that is <i>not</i> a direct responsibility of school funding</li> </ul>
<b>SUSTAINABILITY</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Not connected to future goals/objectives and programming</li> </ul>	<ul style="list-style-type: none"> <li>• Limited connection to future goals/objectives and programming</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Sufficient connection to future goals/objectives and programming</li> </ul>	<ul style="list-style-type: none"> <li>• There is a direct connection to future goals/objectives and programming</li> </ul>
<b>PLANS FOR SHARING</b>	
<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• No plan for sharing information</li> </ul>	<ul style="list-style-type: none"> <li>• Limited plan for sharing information within own school or regional</li> </ul>
<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Plan for sharing information district wide or within regionals</li> <li>• Includes timelines</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies clear plan to share research and findings on a provincial level: <i>IEI</i>, ECEC Conference, ECEC Journal</li> <li>• Includes timelines</li> </ul>

## 11. NOMINATION, ELECTION AND APPOINTMENT PROCEDURES

### 11.1 Nominations

- 11.1.1 depending on terms of office, the nominations committee shall invite all ECEC members to submit nomination(s) for the positions of president-elect, secretary and treasurer.
- 11.1.2 the nomination form to be used is included in appendix 11.1.1.

### 11.2 Elections

- 11.2.1 in the event of only one nomination being received for a position, the person nominated shall be acclaimed after the deadline for nomination receipt.
- 11.2.2 in the event of no nominations received by the deadline, the position(s) shall be filled at the Annual General Meeting.

### 11.3 Appointments

- 11.3.1 depending on terms of office, the nominations committee shall recommend to the ECEC Executive Table Officers on the appointments for conference director(s) and editors
- 11.3.2 the nominations committee chairman shall correspond with Alberta Education and the appropriate university faculty of education to determine who will be the non-voting representative on an annual basis for those agencies.

### 11.4 Qualifications for Election/Appointment

All elected and appointed positions must be filled by individuals who are (1) regular members of the Early Childhood Education Council, and (2) members of The Alberta Teachers' Association (note exceptions in Clause 8, Executive, of the constitution).

### 11.5 Time Lines for Nominations, Elections and Appointments

- 11.5.1 Invitation to ECEC members to submit nomination for  
President-elect, Secretary and Treasurer..... May 1
  - 11.5.1.1 deadline for return of nominations to committee ..... August 31
  - 11.5.1.2 post candidate's names and profile online ..... September 10
  - 11.5.1.3 elections at AGM..... November
  - 11.5.1.4 appointments completed..... June 30
- 11.5.2 Invitation to ECEC members to submit letters of interest for position of  
Newsletter Editor, Journal Editor, Web Manager, Multimedia Director,  
CASL Director, PD Chair, Communications Director and ad hoc committees  
(as required) ..... May 1
  - 11.5.2.1 deadline for letters of interest ..... August 31
  - 11.5.2.2 appointments announced at AGM..... November

## **PART V      APPENDICES**

### **1. ELECTIONS**

- 1.1    Nomination Form— President-Elect/Secretary/Treasurer
  - 1.1.1    Letter of Intent

### **2. SPECIAL ACTIVITY GRANT REQUEST FORM**

- 2.1    Request for Funding

### **3. PROFESSIONAL DEVELOPMENT REQUEST FORM**

- 3.1    Services to Members Funding Request Form

1.1

**EARLY CHILDHOOD EDUCATION COUNCIL  
OF THE ALBERTA TEACHERS' ASSOCIATION**  
(on website post template for nomination form—check one option  
for president, secretary and treasurer)

**NOMINATION FOR PRESIDENT-ELECT/SECRETARY/TREASURER  
PROVINCIAL EXECUTIVE ECEC**  
(one to be elected)

\_\_\_\_\_ member of the Early Childhood Education Council nominate  
\_\_\_\_\_ of \_\_\_\_\_  
to the office of     President-Elect     Secretary     Treasurer  
for the term December 1, \_\_\_\_\_ to November 30, \_\_\_\_\_.

Submitted by \_\_\_\_\_  
ECEC Member

**NOMINATION RETURN DEADLINE—May 1, \_\_\_\_\_**

E-mail to:    Nominations Committee  
                  Early Childhood Education Council  
                  c/o Past President

**ACCEPTANCE FORM**  
Early Childhood Education Council Elections, 20\_\_\_\_

I DECLARE THAT:

- (1) I accept the nomination as a candidate for election to the office of President-Elect/  
Secretary/Treasurer on the Executive of the Early Childhood Education Council of The  
Alberta Teachers' Association for the term beginning December 1, 20\_\_\_\_;
- (2) I am a member of The Alberta Teachers' Association.
- (3) I am a regular member of the Early Childhood Education Council;
- (4) I am aware of the duties and responsibilities of this office.

Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

**1.1.1**

**EARLY CHILDHOOD EDUCATION COUNCIL OF  
THE ALBERTA TEACHERS' ASSOCIATION**

**Letter of Interest for the PROVINCIAL EXECUTIVE ECEC** for the appointed positions of Professional Development Chair, Journal Editor, Newsletter Editor, Multimedia Director, Communications Director, Web Manager, CASL, for the term December 1, 20\_\_ to November 30, 20\_\_.

**LETTER OF INTEREST DEADLINE—May 1**

Email to: Nominations Committee Early Childhood Education Council c/o Past President

**ACCEPTANCE FORM**

Early Childhood Education Council Elections, 20\_\_

I DECLARE THAT:

- (1) I express an interest in the position of Professional Development Chair, Journal Editor, Newsletter Editor, Multimedia Director, Communications Director, Web Manager, or CASL, of the Executive of the Early Childhood Education Council of The Alberta Teachers' Association for the term beginning December 1, 20\_\_;
- (2) I am a member of The Alberta Teachers' Association;
- (3) I am a regular member of the Early Childhood Education Council;
- (4) I am aware of the duties and responsibilities of this office.

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**2.0**

**SPECIAL ACTIVITY GRANT REQUEST FORM  
(Reference 6.3)**

1. Name of regional \_\_\_\_\_
2. Date of regional executive meeting that approved the transmission of this request \_\_\_\_\_
3. Total amount being requested \_\_\_\_\_
4. The date and amount of previous special assistance (if any) \_\_\_\_\_
5. Attach a description of the proposed activity for which special funding assistance is being sought which includes:
  - a) nature of the activity;
  - b) how the activity might encourage and/or maintain/increase regional ECEC membership;
  - c) how the activity will improve practice in early childhood education by increasing members' knowledge and understanding in the specialty;
  - d) a statement on why the regional needs the special grant for this activity.
6. Attach an outline of anticipated expenditures and incomes (including grant requested) associated with the special activity.
7. Attach a copy of the regional's latest financial statement.

Submitted by \_\_\_\_\_ (president)

Address \_\_\_\_\_ Phone (bus) \_\_\_\_\_  
 \_\_\_\_\_ (res) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_

Guidelines

1. The maximum request from each regional is \$500.
2. Requests must be submitted to the ECEC president.
3. All requests will be considered by ECEC Table Officers at their first meeting subsequent to the application.
4. Approval and disbursements of the requests will be administered by ECEC Table Officers.
5. Decisions on approvals and amount of disbursements will take into consideration demonstrated need, merit and previous assistance.
6. Disbursements of Special Activity Grants must be reported to the Table Officers meeting following the event. The executive will be advised on what (if any) balance in the fund remains.
7. Regionals in receipt of Special Activity Grant assistance must provide an evaluation and financial statement for the special activity to the ECEC president in time for the June meeting of ECEC Table Officers.
8. Special Activity Grants not used within six months of receipt by a regional shall be returned to the provincial ECEC.

**3.0**

**SERVICES TO MEMBERS FUNDING REQUEST FORM**

Amount of Money Requested:

(**Note:** must not exceed \$1000.00) \_\_\_\_\_

Please attach present Financial Statement of your Regional.

Payment of Money Requested:

Advance: \_\_\_\_\_ by \_\_\_\_\_  
(amount) (date)

Balance: \_\_\_\_\_ by \_\_\_\_\_  
(amount) (date)

\_\_\_\_\_  
Signed by Regional President

\_\_\_\_\_  
Date



**4.0 PROFESSIONAL DEVELOPMENT ASSISTANCE GRANT REQUEST FORM  
(Reference 6.4)**

1. Name of regional \_\_\_\_\_
2. Date of regional executive meeting at which this request was approved \_\_\_\_\_
3. Total amount being requested \_\_\_\_\_
4. Describe the proposed professional development workshop.  
Nature of the workshop \_\_\_\_\_  
\_\_\_\_\_  
Date of the workshop \_\_\_\_\_  
Name of Speaker(s) \_\_\_\_\_  
Address of Speaker(s) \_\_\_\_\_
5. Outline below anticipated expenditures and income (including grant request) associated with the workshop.  
Anticipated Expenditures Incomes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by \_\_\_\_\_ Phone (bus) \_\_\_\_\_ (res) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ (complete both sides)  
E-mail \_\_\_\_\_

Guidelines

1. Maximum \$1000.
2. Request submitted to ECEC president.
3. All requests will be considered by ECEC Table Officers at their first meeting subsequent to the application.
4. Approval and disbursements of the requests will be administered by ECEC Table Officers.
5. Decisions on approvals and amount of disbursements will take into consideration demonstrated need, merit and previous assistance.
7. Submit an article to the IEI within one calendar year.





