

# Policy Handbook 2019

Alberta Association of Students' Councils  
and Advisors (AASCA)



Revised Jan 2019

Amended

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## SECTION 1 | ORGANIZATIONAL STRUCTURE

### I. EXECUTIVE OFFICERS

- 1) Since Executive Officers are considered to be the senior members of the committee, one of their major functions is to guide policy developed by the Executive Committee and General Membership. Additional duties are as outlined below:
  - a) Shall consist of President, Past President, Vice President, Secretary and Treasurer and CSLA director.
  - b) Prepare the agenda for Executive Committee Meetings.
  - c) Shall deal with emergent situations which may arise from time to time.
  - d) Prepare an annual budget.

### II. EXECUTIVE COMMITTEE

- 1) As stated in the Constitution

### III. BOARD OF DIRECTORS

- 1) As stated in the Constitution

## SECTION 2 | DUTIES & RESPONSIBILITIES

### I. OUTLINE

- 1) Executive Committee/Officers
  - a) **President** Elected
  - b) **Vice President** Elected
  - c) **Secretary** Appointed
  - d) **Treasurer** Elected
  - e) **Past President** Elected
  - f) **CSLA Director** Elected
- 2) **BOARD MEMBERS**
  - g) **Communications Coordinator** Elected
  - h) **Current Junior High Conference Chairperson** Appointed
  - i) **Current Senior High Conference Chairperson** Appointed

## II. PRESIDENT

Any large organization requires a chief executive officer who generally speaks for, and represents, the organization. It is with the above in mind that the following list of duties and responsibilities are assigned to the President of this Association.

The President shall:

- 1) Call and preside at all meetings of the Board of Directors and the Annual General Meetings.
- 2) Serve as the official representative and act as public spokesperson of the Association.
- 3) Oversee the activities of the Association.
- 4) Be responsible for acquiring and presenting an appropriate plaque of formal recognition to conference host school and present at closing ceremonies of conference.
- 5) To review the annual report to be sent to the Societies Act as prepared by the Treasurer.
- 6) Approves all correspondence to be distributed to AASCA membership and ensures the creation and delivery of a semi-annual board update including pertinent information.
- 7) Acts as a member of the Executive Committee.
- 8) Acts on behalf of the Association or sends a representative from the board to meetings whenever there is an indication that matters affecting the association are to be discussed.
- 9) The President shall hold office for a two year term, as per the constitution.
- 10) Should the President fail to attend more than 2 successive Executive Meetings without showing good cause, that office shall be declared vacant.

## III. VICE PRESIDENT

As this office is generally seen as a stepping stone to the presidency, the incumbent will be expected to assume major responsibilities in the organization. The following is a list of the main responsibilities of this office.

The Vice President shall:

- 1) Attend all meetings of the Board of Directors and the Annual General Meeting.
- 2) Preside at meetings in the absence of the President.
- 3) Maintain a current Conference Handbook for the association.
- 4) Serve as a liaison with the Conference committee.
- 5) Acts as a member of the Executive Committee.
- 6) The Vice President shall hold office for a two year term. This term of office shall commence on the date of election at AGM.
- 7) The Vice President shall move to the position of President upon completion of their Vice Presidency.
- 8) Should the Vice President fail to attend more than two successive meetings, without showing good cause, that term of office shall be declared vacant.

## IV. SECRETARY

The person who occupies the office of Secretary because of the expected continuity in the office, fills a very important position in the organization. Following is a list of areas of responsibilities.

It shall be the duty of the Secretary to:

- 1) Attend all meetings of the Board of Directors and the Annual General Meeting.
- 2) Keep accurate records of all proceedings of the Executive and Board meetings in the google drive of the association.
- 3) Prepare and distribute the minutes of Executive and Board meetings within ten days.
- 4) Handle correspondence of AASCA.
- 5) Maintain and distribute an up-to-date list of members of the Board of Directors to the Board and the AASCA website.
- 6) Is responsible for distributing pertinent information to AASCA members. (includes making or distributing copies of pertinent correspondence and agenda for upcoming meetings.)
- 7) Track AASCA memberships and create an AASCA Member Schools Directory.
- 8) Give notice of AGM, Board, and Executive Committee Meetings.
- 9) Act on Executive Committee.
- 10) Maintain password database
- 11) Maintains files on the AASCA Google Drive.
- 12) Should the Secretary fail to attend more than two successive Executive meetings, without showing good cause, that office shall be declared vacant.

## V. TREASURER

The person, who occupies the office of Treasurer because of the expected continuity in the office, fills a very important position in the organization.

The Treasurer shall:

- 1) Attend all meetings of the Board of Directors and the Annual General Meetings.
- 2) Administer the day-to-day affairs of AASCA including all finances.
- 3) Present an audited financial statement and budget for approval at the Annual General Meeting
- 4) Track AASCA memberships.
- 5) Keep accurate records of all monies received and collected and take charge of same.
- 6) Make necessary disbursements of the funds of the association as authorized by the Executive Committee.
- 7) Act on Executive Committee
- 8) Prepare a financial statement for each Executive meeting and the Annual General Meeting.
- 9) Collaborates with the conference chairs in preparation and execution of conference budgets.
- 10) Have books audited by independent auditor at the end of each fiscal year as per requirements by the societies act.
- 11) Prepare the Annual report as needed by the Alberta Societies Act, have it checked over by the President and then submit it before the appropriate deadline.
- 12) Should the Treasurer fail to attend more than two successive Executive Meetings, without showing just cause, that office shall be declared vacant.

## VI. PAST PRESIDENT

Because of the long experience in office, the Past President can render invaluable service to the membership.

They will do so by:

- 1) Attend all meetings of the Board of Directors and the Annual General Meetings.
- 2) Attend all meetings of the Board of Directors and an Annual General Meeting.
- 3) Preside at meetings in the absence of the President and Vice President.
- 4) Provide counsel to the Board of Directors.
- 5) Maintain a current constitution for the association and supervise the amendment process.
- 6) Oversees curriculum committee development.
- 7) Can serve as a liaison with the Conference committee.
- 8) Act as chair of Elections.
- 9) Acting on the Executive Committee.
- 10) The Past President shall hold office for a two year term. This term shall commence as of the Annual General Meeting in which the President assumes office.
- 11) If the Past President is retired or retires from their teaching position during the term they may keep their position for the end of the two year term.
- 12) To see that policy statements are kept up to date.
- 13) Should the Past President fail to attend more than two successive Executive meetings, without showing good cause, that office shall be declared vacant.

## VII. CANADIAN STUDENT LEADERSHIP ASSOCIATION (CSLA) DIRECTOR

Any association that holds membership in a larger organization requires a liaison officer who generally speaks for, and represents, the association. It is with the above in mind that the following list of duties and responsibilities are assigned to the Canadian Student Leadership Association Director.

The CSLA Director shall:

- 1) Attend all meetings of the Board of Directors and the Annual General Meeting of AASCA and CSLA.
- 2) Act as a liaison between the Board of Directors of AASCA and CSLA.
- 3) Communicate CSLA activities to the membership.
- 4) Serve as part of the CSLA National Advisory Council
- 5) Prepare an agenda and host the AASCA provincial meeting at the Canadian Student Leadership Conference
- 6) Coordinate the CSLA Leaders of Distinction Award process within the AASCA Membership. Lead committee discussions to decide on individual(s) to be nominated for the award each year.
- 7) Organize order and distribute clothing on behalf of AASCA for the CSLC Canadian Student Leadership Conference with assistance from the treasurer.
- 8) Should the CSLA Director fail to attend more than two successive Executive meetings, without showing good cause, that office shall be declare vacant.

## VIII. COMMUNICATIONS COORDINATOR

Good communication is essential in promoting a favorable public image of the Association. The communications officer performs a vital service to the Association and its members by ensuring that they have fresh ideas, and are aware of the activities of the association through social media.

The Communications Coordinator shall:

- 1) Attend all meetings of the Board of Directors and an Annual General Meeting.
- 2) Provide counsel to the Board of Directors in the area of communications and social media.
- 3) Maintain the Association's social media accounts.
- 4) Posting on a regular basis throughout the school year.
  - a. weekly posts are recommended
  - b. Big 'Key' events posted on
  - c. Change the password at the beginning of each term and report the change to the board (secretary).
- 5) Prepare pre-planned communications on activities of the members and on local activities, such as orange shirt day, valentines, anti-bullying day, and Education Week.
- 6) The Communications Coordinator shall serve on a year to year basis for a two year term, initially commencing on July 1st. During the month of June, the past communication shall work with the incoming Communications coordinator to ensure a smooth transition.
- 7) Should the Communications Coordinator fail to attend more than two successive Executive meetings, without showing good cause, that office shall be declared vacant.

## IX. JUNIOR HIGH CONFERENCE CHAIRPERSON

The Junior High Conference helps build leadership capacity and skills in junior high students and advisors in the province of Alberta. The Junior High Conference Chairperson performs a vital role in the Association by ensuring that students and advisors are provided high quality leadership learning opportunities.

The Junior High Conference Chairperson shall:

- 1) Provide an updated budget to the treasurer with an updated status report for applicable AASCA board meetings.
- 2) Complete the planning and presentation of the conference. Submission of a final report to the board.
- 3) Call and preside over all meetings of committees involved with the organization and operation of the conference.
- 4) Will be accountable to the AASCA Executive for the operations of the conference.
- 5) Will advise the AASCA Board on all matters pertaining to the conference.
- 6) Submit all conference information to the board (secretary) the week after the completion of the conference.
- 7) Will provide a complete financial statement of the conference and a final report of the conference to the Executive.

## X. SENIOR HIGH CONFERENCE CHAIRPERSON

The Senior High Conference helps build leadership capacity and skills in senior high students and advisors in the province of Alberta. The Senior High Conference Chairperson performs a vital role in the Association by ensuring that students and advisors are provided high quality leadership learning opportunities.

The Senior High Conference Chairperson shall:

- 1) **Provide an updated budget to the treasurer with an updated status report for applicable AASCA board meetings.**
- 2) **Complete the planning and presentation of the conference.**
- 3) **Call and preside over all meetings of committees involved with the organization and operation of the conference.**
- 4) **Will be accountable to the AASCA Executive for the operations of the conference.**
- 5) **Will advise the AASCA Board on all matters pertaining to the conference.**
- 6) **Submit all conference information to the board (secretary) the week after the completion of the conference.**
- 7) **Will provide a complete financial statement of the conference and a final report of the conference to the Executive.**

## SECTION 3 | COMMITTEES

### I. LEADERSHIPS OF DISTINCTION AWARD COMMITTEE

This committee is headed by the CSLA director. The job of this committee is to review the nominations for The Leaders of Distinction award as submitted to the CSLA director.

Membership:

- 1) The committee will consist of the Treasurer, Secretary and the CSLA director.

Meetings:

- 1) They will meet prior to the CSLA annual general meeting in May. This meeting shall be held at the May Senior Council Leadership Conference
- 2) The award recipient(s) will be announced annually at the Canadian Student Leadership Conference.

Guidelines:

- 1) Leaders of Distinction are awarded by province and territory. Up to two\* individuals from each province or territory may be designated a Leader of Distinction award each year.
- 2) \* Two awards will be granted as is deemed merited. Circumstances in which two awards are granted include: to recognize contributions from advisors in English and French communities, schools and districts; when two people have acted as co-chairs for a major leadership event, or have worked together in partnership on a number of leadership projects; and/or if the legacy of leadership at a school or school district can be equally attributed to the efforts of both individuals.
- 3) Preliminary nominations must be received by the CSLA Director by May 1st.
- 4) AASCA nomination must be submitted to CSLA by June 1st. Please contact your provincial representative to confirm any additional requirements for nominations that may be unique to each province.

#### Eligibility:

- 1) A candidate must be an active or past member of AASCA.

#### Award Criteria:

- 1) Nominated candidates are leaders who:
- 2) Show an extraordinary commitment to student leadership;
- 3) Have enhanced their school's or school district's climate and culture;
- 4) Demonstrate excellence in leadership and service to students, colleagues, institutions, and the profession;
- 5) Go above and beyond showing by demonstrating innovation and imagination in their role as teachers, coaches, and mentors;
- 6) Are committed to professional growth.

#### Nomination Procedures:

##### *The submission should include:*

- 1) A completed Leader of Distinction nomination form;
- 2) A letter of endorsement from the school board, principal, or colleague, which highlights the nominees' special qualifications for this award.
- 3) Nomination forms can be found at :  
<https://studentleadership.ca/what-we-do-2/awards-and-scholarships>

#### Timeline:

- 1) Feb 1st - nomination forms made available
- 2) May 1st - Deadline for submission

## II. CURRICULUM COMMITTEE

A curriculum committee member is part of the AASCA membership pool and be willing to contribute towards building a resource drive space for AASCA.

#### Committee member duties:

- 1) Report to the Past President
- 2) Build curriculum resources for Junior and Senior high school regarding
  - a. assessment practices
  - b. activities & lessons/lesson plans
  - c. Unit plans
  - d. Course outlines
  - e. workshops/seminars
  - f. Links to program of studies
  - g. Links to CTS/CTF outcomes
- 3) Collaborate with other team members.



## Section 4 | BUDGETS & FISCAL PROCEDURES OFFICE OPERATION

### I. OUTLINE

- 1) Fees
- 2) Disbursements
- 3) Fiscal Procedures
- 4) Travel Allowance
- 5) Conference & Meeting Allowance Guidelines
- 6) Gifts to Guests
- 7) Honorariums

### I. FEES

- 1) Fees are levied through invoicing September and Fees on Conference registration forms. Current Fees \$60.00.

### II. DISBURSEMENTS

- 1) Approved expenses incurred by the Board, Executive, Committees and Individuals while acting on behalf of the Local Association.
  - a) All anticipated expenses should be budgeted and itemized for.
  - b) In emergent situations:
    - i) The President may approve expenditures to a maximum of \$500
    - ii) 2 Executive Committee members may approve expenditures to a maximum of \$500 in the absence of quorum or the President.
  - c) Expenses incurred while on out-of-town AASCA business.
    - i) **Out-of-town AASCA business** - Expense claims for must be submitted to the treasurer along with invoices and/or receipts within one month.
    - ii) **Accommodation Allowance** - to be at the rate of a single room at the hotel at which the business is being conducted.
    - iii) **Subsistence Allowance** - is to be reimbursed at a maximum of \$60 per day with provision of receipts. No reimbursement will be made for purchases of alcohol and illicit materials. Reimbursements will be issued for gratuities for up to 10%.
    - iv) **Accommodation and Subsistence Allowance** - In the event that meals are included in the cost of accommodation at the hotel, expenses for accommodation and subsistence shall not exceed those rates in effect at the hotel or site where business is being conducted.
    - v) **Exception shall be made when:**
      - (1) An individual has met the conference or meeting deadline for reserving single room accommodation at the hotel(s) or site(s) where business is to be conducted and such accommodation is not available.

### III. TRAVEL ALLOWANCE

- 1) Travel allowance shall be 45¢ per kilometer.
- 2) For all those who drive - parking at the rate charged by the hotel will be paid.
- 3) Cab fare for those who travel by air will be paid. Receipt required.

## IV. TRAVEL ALLOWANCE

- 1) All expenses claimed for AASCA business MUST be accompanied by proper documented invoices.

## V. CONFERENCE AND MEETING ALLOWANCE GUIDELINES

- 1) Allowance for duration of the conference over 440km away plus one extra night accommodation plus \*one extra day meal allowance.
  - \* Payment of expenses for the extra night accommodation and extra day meal allowance will be paid only if actual expenses were incurred and appropriate invoices are provided.
- 2) If more than one delegate is participating, and travel is by car, car allowance should be paid to the driver. Payment of expenses for travel allowances will be paid only if expenses are actually incurred.

## VI. GIFTS TO GUESTS

- 1) AASCA will present an appropriate plaque of formal recognition to the host school following the AASCA Junior High, Senior High and Advisor Conference.

## VII. HONORARIUMS

- 1) \$250 per Junior High Conference Chairperson to a maximum of \$500
- 2) \$350 per Senior High Conference Chairperson to a maximum of \$600
- 3) \$1200 to the Treasurer.

## Section 5 | CONFERENCE GUIDELINES

### I. CHARITY DONATIONS

- 1) AASCA will donate \$500 at both the Junior High and Senior High Conference to a charity of the conference host's choice to be presented during the closing ceremonies. The host school may choose to increase the donation using their self-generated funds
- 2) The host school must submit a letter to the treasurer at least one month in advance identifying the charity of their choice for funds to be released by AASCA.

### II. CONFERENCE BID PROCESS

- 1) A completed conference bid must be submitted to the president as per requirements identified on the website.
- 2) If a bid is submitted within 2 years prior before the conference being held notice of the bid will be put out to all AASCA member schools with a one month period to provide a notice to bid with a deadline for submission of a bid at the boards discretion before a decision will be made.
- 3) If a bid is received within 2 years of the conference being held, no notice will be provided and the bid will be decided based on its merit.

### III. CONFERENCE FEES

- 1) ASLC = \$145+GST (updated May 2015)
- 2) JHLC = \$80 +GST (updated May 2015)
- 3) AASCA retains \$10/ paid delegate for the Senior Conference
- 4) AASCA retains \$5/ paid delegate for the Junior Conference

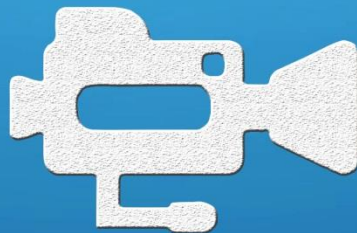
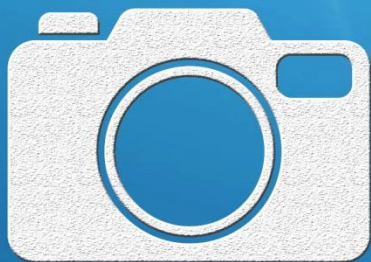
### IV. CONFERENCE PLAQUES

- 1) PLAQUE TO AASCA CONFERENCE HOST SCHOOL AASCA will present an appropriate plaque of formal recognition to the host school following the AASCA Junior High, Senior High and Advisor Conference.

### V. PROFESSIONAL DEVELOPMENT

- 1) Our Association is governed by the Personal Information Protection Act (PIPA).
- 2) All conferences will make it clear in advance that you will be taking photos and videos for various specific uses.
- 3) These uses may include websites and brochures, and social media and print media etc.
- 4) Posted signs will be displayed conspicuously in several places throughout the event venue. Some suggestions:
  - i) Registration desk
  - ii) Main Doors
  - iii) Keynote Sites
- 5) In Opening remarks mention of the photographs / video activity should be part of remarks to the assembled company.
- 6) It should be include it in session descriptions (if possible) within program booklets.
- 7) It should be on the registration forms.

# NOTICE OF PHOTOGRAPHIC & VIDEO RECORDING



*Photos and video will be taken today at this location, which might be used by media outlets for news reporting and posted on social media channels.*



## Section 6 | CODE OF CONDUCT

With the increasing focus and scrutiny on organizations and their behaviors, the board of directors believe it appropriate to follow in accordance with CSLA and create a code of conduct. This code has been vetted with the head of member services of the Alberta Teacher's Association. The intent is to ensure that all members are aware of the liability around student supervision and also ensure that the conference organizers have the assistance of participant teachers in the supervision of students.

- 1) Letters are to be distributed to Advisors prior to conference.
- 2) Advisors are expected to bring a signed copy of the letter to the conference for our records.

### Sample Template Letter

Date,

Dear Advisor:

The Alberta Teachers' Association wants to ensure that its members are aware of their obligations while attending conferences with students.

AASCA does not want teachers to face employment or professional difficulties as a result of duties undertaken to support AASCA. We would like to remind you that when at conferences with students, you are considered to be working and that your employer policies and the Code of Professional Conduct apply at all times while at the conference.

As such, we need teachers to remain on site at the conference at all times and be accessible to the conference organizers should there be an issue with their students.

We also ask teachers to be aware of their local board's policy on alcohol and drug use as the policy is in effect while attending an off-site event or conference.

Should there be an emergency causing you to leave the conference, please ensure that the conference organizers are aware of your absence along with the approximate time of return and a contact number in case of an emergency. This will ensure appropriate supervision can be assigned and will minimize disruption and confusion to other participants.

Thank you for your cooperation in this matter.

AASCA Executive

## Section 7 | ELECTION PROCEDURES

### I. OUTLINE

- 1) Nominations
- 2) Balloting
- 3) Election Day
- 4) Election Announcements
- 5) Voting Procedure
- 6) Approved Nomination Form
- 7) Sample Ballot

### II. NOMINATIONS

- 1) The nominations committee shall consist of 3 members; a chair who shall be the immediate past president and any other two members of AASCA not up for election
- 2) Nomination forms shall be printed in the approved standard form as outlined.
- 3) The nomination committee shall accept written nomination forms
- 4) The call for Nominations shall be e-mailed to members by March 1st. Nomination forms must be returned to the Past President by April 15th of the current School year.
- 5) Incomplete nomination forms shall be declared void.
- 6) Accepted Nominations will be emailed out to the Membership by May 1st. This will give the members time to prepare for and discuss the candidates.
- 7) Should no nominations be handed in, a second call will be put out for nominations.
- 8) The Executive has the right to appoint to the vacancy after two rounds of nominations have been called.

### III. BALLOTING

- 1) Ballots shall be printed in the approved standard form as outlined.
- 2) Ballots shall be clearly marked and any ballots marked otherwise shall be considered spoiled.
- 3) Each member school shall receive only one ballot.
- 4) Members holding an individual membership will receive one ballot

### IV. ELECTION DAY

- 1) Shall be the date of the AGM.

### V. ELECTION ANNOUNCEMENTS

- 1) The Past President will notify the successful candidates.
- 2) The President shall announce at the AGM the results of the election.
- 3) The results of the election shall be published early in June on the website by the Secretary and by social media by the Communications Coordinator.

### VI. VACANCY OCCURRING BETWEEN ELECTIONS

- 1) The AASCA board can appoint an AASCA member to fill the vacancy for the duration of the term based on position needs and candidate suitability.
- 2) The position will be re-elected at the end of the term.

## VII. VOTING PROCEDURES

- 1) Each school shall receive one voting ballot per position
- 2) Each ballot shall be secret
- 3) The school must be represented by member school personnel at the AGM to vote

## Section 8 | SAMPLE DOCUMENTS



### APPROVED NOMINATION FORM

#### INSTRUCTIONS TO MEMBERS SUBMITTING NOMINATION FORM

Specify clearly the title of the position for which the person below is being nominated.

Nominations shall open on the first school day on March 1st and shall **close on April 15<sup>th</sup>**. All nominations must be returned to the Past President - <Insert Name here> via e-mail <insert email here> before the deadline.

The person named below is or has been a member of AASCA and has agreed to accept the nomination for the position of \_\_\_\_\_ (**circle one below**) for the coming school year.

**Vice President**

**Secretary**

**CSLA Representative**

**Communications Coordinator**

Name of Nominee: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Signature of Nominee \_\_\_\_\_

#### Required Documentation

- ✧ Nomination Form (completed and filled out correctly)
- ✧ Biography-- (500 words max) This should outline why the nominee would make a good candidate for the position of interest. Please attach this to the nomination form when submitting
- ✧ Photograph - Headshot for the website





## SAMPLE BALLOT



### AASCA MEMBER VOTING BALLOT

Fill out and **Circle** your vote



Member School : **<Insert School Name Here>**

Name of Representative: \_\_\_\_\_

**Circle** the candidate you would like to vote for

<b>VICE PRESIDENT</b> <i>Johnny Johanson</i> <i>Esther Ewan</i>	<b>SECRETARY</b> <i>Jane Doe</i> <i>Joe Shmoe</i>
<b>CSLA REPRESENTATIVE</b> <i>Diana Dwane</i> <i>Billy Bob</i>	<b>COMMUNICATIONS COORDINATOR</b> <i>Wilson Butcher</i> <i>Alyssa Mah</i>

