

THE CONSTITUTION
FOR
ONTARIO ASSOCIATION
OF
JUNIOR EDUCATORS

- Article I Title
- Article II Purpose
- Article III Goals
- Article IV Membership
- Article V Structure
- Article VI Duties of the Executive
 - Bylaw I The Past President Shall
 - Bylaw II The President Shall
 - Bylaw III The Vice President Shall
 - Bylaw IV The Secretary Shall
 - Bylaw V The Treasurer Shall
 - Bylaw VI The Program Chair Shall
 - Bylaw VII The Communications Chair Shall
 - Bylaw VIII The Ad Hoc Members Shall
- Article VII Terms
- Article VIII Elections
- Article IX Quorum
- Article X Amendments to Constitution

Constitution for Ontario Association of Junior Educators

Article I - Title: The organization shall be known as “The Ontario Association of Junior Educators” hereinafter called the Association.

Article II - Purpose: The Association is dedicated to the growth and development of the education of Junior children.

Article III - Goals:

- To highlight Junior Education
- To act as an advocacy body to promote the interests of Junior children.
- To ensure members are well informed about current issues and initiatives in Junior Education.
- To provide a forum for discussion, debate and response to issues, initiatives and research in Junior Education.
- To provide professional development as an integral part of the Association.
- To support actions of members by providing information to community and other interested groups.
- To maintain strong links with all branches of the Ministry of Education and Training and other professional organizations involved in the nurturing and education of the Junior Child, including the Faculties of Education.
- To provide members with opportunities to examine materials and publications.

Article IV - Membership:

- Membership is granted to all educators interested in and/or responsible for Junior Education in Ontario. The Executive shall review the membership requirements annually.

Article V - Structure:

The Executive shall include:

A Past President

A President

A Vice President

A Program Chair

A Secretary

A Treasurer

A Communication Chair (newsletter, web site, publicity)

Ad Hoc executive members as necessary

Article VI - Duties of the Executive

It shall be the duty of the Executive to:

- Be responsible for the co-ordination of the activities of the Association.
- Be accountable to the membership for the proper use of monies raised for the Association.
- Maintain the activities of the Association in accordance with the purposes of the Association as set out in the constitution.
- Establish **and** maintain a current list of members as needed.
- Receive, discuss and respond to requests, suggestions and concerns from the general membership.
- Maintain minutes of all Executive and General Meetings in order to provide a record of the activities of the Association.
- Establish, through proper discussion at General and Executive levels, the membership requirements.
- Appoint ad hoc committees including Executive members when deemed necessary.
- Meet at least three times a year at the call of the president or on written request of three Executive members.
- Appoint, when necessary, a successor to complete the unexpired term of an elected or appointed representative.
- Adopt interim policy with a majority of the Executive present.

Bylaw I - The Past President shall:

- With the assistance of the Executive, recruit a slate of officers, chair an election, receive nominations from the floor, prepare and count ballots if an election is necessary, as terms on the Executive expire.

Bylaw II - The President shall:

- Ensure meetings are conducted in good order to facilitate effective group decision-making.
- Designate the vice-president or other members of the executive, as a substitute for the president, to represent the Association in the absence of the president.
- Call meetings of the Executive and present those issues that require Executive decisions
- Represent the Association whenever possible to ensure that the Association is well represented at all times.
- Co-ordinate the activities of all members of the Executive and committee chairpersons.
- Serve as liaison between the Association and the Ministry of Education.
- Formulate and distribute the agenda for Executive meetings.

Bylaw III - The Vice President shall:

- Provide assistance to the president in the carrying out of his/her responsibilities.
- Act as the president's designate in chairing meetings and representing the Association.
- Be responsible for summarizing the responses and actions of the Association related to current issues, and communicating them to the membership.
- Be responsible for the Junior Education Recognition Award.

Bylaw IV - The Secretary shall:

- Record the minutes of all proceedings related to the Association.
- Distribute copies of minutes of meetings to the relevant recipients.
- Maintain a complete record of all the activities and correspondence of the Association

Bylaw V - The Treasurer shall:

- Maintain bank accounts on behalf of the Association.
- Distribute expenditures as approved by the Executive.
- Provide an operating budget and report on the status of the account annually or at other times, as deemed necessary by the executive.
- Ensure that there is a co-signatory for the Association account.

Bylaw VI - The Program Chair shall:

- Plan and organize the general meetings and/or conferences for the Association membership when appropriate.
- Ensure that the general meetings reflect the purposes of the Association.
- Report plans and predicted expenditures to the Executive for approval.
- Receive and respond to suggestions and requests from the membership regarding programs for Association meetings.
- Arrange for refreshments and meeting places for Association meetings.

Bylaw VII - The Communications Chair shall:

- Be responsible for publicizing events, news and professional development from the Association including Ministry directions, web sites, book reviews, professional development events, as deemed useful for Junior Educators.
- To maintain strong links with all branches of the Ministry of Education and Training and other professional organizations including the Faculties of Education, involved in the nurturing and education of the junior child

Bylaw VIII - The Ad Hoc Members shall:

- Represent cross curricular goals and/or other perspectives as related to Junior education.
- Assume duties as agreed to by the executive

Article VII - Terms:

- Members shall elect President, Vice President, Secretary, Treasurer, and Chairpersons for a term. The president will assume the past presidency at the end of the elected term.
- Full members of the Association are eligible for nomination to positions on Executive.
- Positions are 1 year term renewed annually. Executive members shall determine by election the other executive members.

Article VIII - Elections:

- Elections shall be conducted every year prior to the end of June.
- The past president will present a slate of officers to the membership.
- Nominations may be accepted from the general membership.
- The announcement of the election and the slate of candidates will be communicated to the membership two weeks prior to the open meeting.
- Nominations may be accepted up to an open meeting.
- Nominations will be presented to the eligible voters for secret ballot at an open meeting.
- Tallies must be recorded and passed to the secretary to be maintained in the records.
- Results of the elections will be communicated publicly by the current Communications Chair.

Should a member of the executive resign before the completion of a term of office, that position will be filled by appointment at the discretion of the Executive, except in the case of the President who will be succeeded by the Vice president.

Article IX - Quorum:

A quorum of the Executive is a minimum of four members, for eg., either through teleconference, webcast, or in person.

Article X - Amendments to the Constitution:

Amendments to the Constitution shall be brought forward to the Executive for discussion and must be voted on and approved by a quorum of the Executive.