



CONSTITUTION OF THE MANITOBA ASSOCIATION OF EDUCATION TECHNOLOGY LEADERS

ARTICLE 1: NAME

1. The name of the body shall be Manitoba Association of Education Technology Leaders.
2. In this constitution, this body is hereinafter referred to as “MAETL”

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of MAETL shall be to:

1. Support and promote the aims and objectives of the members;
2. Promote the exchange of best practice, research results and experience among members;
3. Cooperate with Manitoba’s educational services (provincial Department of Education; MERLIN; Manitoba Association for Computing Educators [ManACE]; and others) in the use of information and communication technology (ICT) as an integral part of curriculum delivery and educational administration;
4. Encourage, promote and publicize ICT and audio visual innovation, research, teaching and training among members of MAETL and relevant educational entities;
5. Promote human resource development of existing and prospective members of MAETL through continuing professional education and cooperation with external entities such as the provincial Department of Education, MERLIN and ManACE.

ARTICLE 3: MEMBERSHIP AND REPRESENTATION

1. Membership in MAETL shall be open to all school divisions, school districts, and provincially recognized educational entities in Manitoba, subject to ratification by the Executive.
2. Representatives to MAETL shall be appointed by the member organizations and will be educators, administrators or support persons employed to coordinate and/or manage the use of ICT in teaching and learning.
3. Member organization representation shall be subject to an annual fee for the first and each subsequent representative of that school division, district, or educational entity, to a maximum of three annual fees.

4. Each member organization shall be entitled to one vote in matters requiring formal approval, regardless of the number of paid representatives from that organization. Independent schools shall constitute one-member organization for voting purposes.
5. The annual fee shall be determined by the Executive Committee and is subject to approval of the member organization representatives at the AGM or a special meeting called on this matter.
6. The MAETL financial year shall extend from July 1st to June 30th.
7. The annual fees for representatives shall be payable in September.

ARTICLE 4: MEETINGS

1. MAETL's business meetings shall be held in various locations in and around the province of Manitoba, as determined by the membership.
2. Business meetings will occur monthly, except in June, July, August, and December.
3. The final meeting of the school year will constitute an Annual General Meeting (AGM), with the location to be determined by the Executive Committee.
4. Meetings will consist of business related to MAETL and may include committee and/or professional development activities.
5. An emergency meeting of the general membership may be called by the Executive Committee at any time to deal with matters requiring timely response.
6. In extreme circumstances, when the Executive Committee is unwilling or unable to act on an urgent matter affecting MAETL, the general membership may convene a special meeting to resolve the urgent matter or to direct the Executive Committee to take specific action to resolve the urgent matter. Under such circumstances, a special meeting shall require the participation and approval of representatives of at least two-thirds of the member organizations.
7. Motions carried at the AGM shall be acted upon at subsequent business meetings of MAETL.

ARTICLE 5: MANAGEMENT and COMMITTEES

1. Management of MAETL shall be vested in an Executive Committee.
2. The Executive Committee shall be composed of the following members:
 - a. President
 - b. Vice-President
 - c. Past-President
 - d. Membership and Financial Officer
 - e. Communications Officer
 - f. AGM Officer
 - g. Member(s)-at-Large.
3. The following members of the Executive Committee shall be elected at the AGM:
 - a. Vice-President
 - b. Membership and Financial Officer
 - c. Communications Officer
 - d. Member(s)-at-Large.
4. After serving one term, the Vice-President shall become the President for one term, and the Past-President for the following term.
5. The term of office for each position on the Executive Committee shall be one year.
6. All members of the Executive Committee shall be individual representatives in good standing and all representatives are eligible for election to the Executive Committee.
7. Special projects of MAETL may be assigned to committees of MAETL and these committees shall normally consist of representatives in good standing plus additional resource persons with expertise required for the work of the committee.
8. The Executive Committee shall:
 - a. Determine all policies and projects of MAETL, although any member organization representative in good standing may propose a policy or project during a regular meeting.
 - b. A Quorum of the Executive Committee members is required when making formal decisions at executive meetings. A quorum is defined as 50% + 1.

9. The Executive Committee shall exercise due diligence in managing the assets of MAETL, including all monies on deposit at the association's financial institution.
10. Formal communication with and correspondence to external agencies shall be at the discretion of the Executive Committee and reported to the membership.

ARTICLE 6: ELECTION PROCEDURES

1. The members of the Executive Committee shall be elected at the AGM in the year in which an election is needed.
2. Member organization representatives present at the AGM will appoint a Returning Officer by show of hands, for the purpose of election of members of the Executive Committee.
3. The Member(s)-at-Large will present a slate of nominees for positions on the Executive Committee to the membership at the AGM. Further nominations may be made from the floor.
4. Where required, election of the members of the Executive Committee shall be by secret ballot. The results of the election shall be announced by the Returning Officer and shall take effect immediately following the election.
5. In the event of a vacancy occurring in the Executive Committee, the Executive Committee may appoint a replacement, to be in effect until the subsequent AGM.

ARTICLE 7: DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall establish and communicate an agenda to the representatives at least one week prior to the business meeting and fourteen days prior to the AGM.
2. The President shall:
 - a.) Preside at executive, business and annual meetings;
 - b.) Sign correspondence as the official agent of MAETL or delegate another member of the Executive Committee to do so;
 - c.) Complete other duties as assigned by the Executive Committee.
2. The Vice-President shall:
 - a.) In the absence of the President, preside at executive, business and annual meetings;
 - b.) Complete other duties as assigned by the Executive Committee.
3. The Past-President shall:
 - a.) Advise the Executive Committee based on his/her experience;
 - b.) Complete other duties as assigned by the Executive Committee.
4. The Membership and Financial Officer shall:
 - a.) Develop and manage membership;
 - b.) Maintain and report the organization's financial records, including preparation and presentation of an annual budget;
 - c.) Provide a written Treasurer's Report at annual and business meetings;
 - d.) Complete other duties as assigned by the Executive Committee.
5. The Communications Officer shall:
 - a.) Record minutes of executive, business and annual meetings;
 - b.) Create and distribute meeting agendas, minutes and associated documents;
 - c.) Complete other duties as assigned by the Executive Committee.
6. The Member(s)-at-Large shall:
 - a.) Present the slate of nominees for Executive Committee positions at the AGM in the year in which an election is needed;
 - b.) Complete other specific duties as assigned by the Executive Committee.

ARTICLE 8: AMENDMENT OF THE CONSTITUTION

1. The Executive Committee may propose amendments to the Constitution. Proposed amendments shall be submitted to the President in writing, not less than thirty days before the Annual General Meeting.
2. All proposed amendments should be considered legitimate, unless they are found contrary to the aims and objectives of MAETL.
3. All legitimate amendments shall be distributed to the representatives, no fewer than fourteen days prior to the Annual General Meeting.
4. To be passed, an amendment to the Constitution shall require a two-thirds vote of the representatives voting at the Annual General Meeting. All such amendments to the Constitution shall take effect immediately and shall revoke and replace any earlier Constitution.

ARTICLE 9: DISSOLUTION

1. The member organization representatives may, by two-thirds vote of those present, dissolve MAETL.
2. In the event of the dissolution of MAETL, the representatives present shall, as a last formal act, elect or appoint a person or other entity to act as trustee of MAETL assets and membership list.

Adopted: May 8, 2019