



ASSOCIATION OF TEACHERS OF ENGLISH OF QUEBEC CONSTITUTION

- i. The **NAME** of the Association shall be the Association of Teachers of English of Quebec (l'Association des Enseignants(es) d'Anglais du Québec) hereinafter referred to as the **ATEQ**. **ATEQ** is a non-profit, educational organization.
- ii. Its **LOCATION** shall be the city of Montreal, Quebec, but it may locate its office or offices as the Board of Directors or the Executive Committee may establish.
- iii. The **PURPOSES** of the **ATEQ** are:
 - a. To encourage innovation in English Language Arts and in the teaching of English Language Arts
 - b. To facilitate the professional collaboration of its members teaching at the elementary, secondary, collegial and university levels
 - c. To serve as a resource body for the English Language Arts community
 - d. To further the professional interests and development of the teachers of English Language Arts of Quebec
 - e. To act as a voice for English Language Arts with the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) and other official bodies on matters of mutual concern.
- iv. **MEMBERSHIP** in the **ATEQ** shall be open to all persons engaged in the studying or teaching or supervision of English Language Arts education at any level in the province, and to all others with parallel interests such as affiliated associations and/or institutions, as determined by the Executive Committee.
- v. **AFFILIATIONS**
 - a. The **ATEQ** may become affiliated with any similar professional organization with parallel interests, subject to the approval of the Board of Directors.
 - b. The **ATEQ** recognizes that maintaining such affiliations helps to ensure its stature within the educational landscape of North America.
- vi. Membership in the **ATEQ** is free, however access to certain resources, conferences, and/or other professional development opportunities may incur a fee
- vii. The **FISCAL** and **ADMINISTRATIVE YEAR** of the **ATEQ** shall reflect the academic year and extend from July 1 to June 30 within which period an Annual General Meeting shall be held.
- viii. The financial statements of the **ATEQ** shall be audited annually; the selection of the auditors shall be approved at the Annual General Meeting.

- ix. A **BOARD OF DIRECTORS** of up to 20 members shall be confirmed at the Annual General Meeting for the following year and shall be responsible for shaping the policies of the **ATEQ**. The idea is to have representation from a variety of regions and educational communities in Québec, including members from different teaching levels and members from other organizations and/or affiliations with an interest in English Language Arts education. Regular attendance at meetings of the Board is compulsory. Specifically, Board members are only permitted to miss a total of one (1) meeting per year, unless special circumstances are responsible for the absence. Finally, any member (i.e. of the executive or of the Board of Directors) may request a leave of absence of up to one (1) year. A replacement for one year will be chosen by the **ATEQ** Executive. Each Board member is expected to actively participate in fulfilling the work of the **ATEQ**.
- x. One half plus one of the membership of the Board of Directors shall constitute a **QUORUM** for the conduct of business. If a quorum is lacking, those present may proceed with the agenda as distributed, but may not pass any motions.
- xi. At least one half plus one of the members of the Board of Directors must be present at the Annual General Meeting and shall constitute a quorum for the conduct of business at that meeting.
- xii. The **ADMINISTRATION** of the policies of the **ATEQ** shall be carried out by the Board of Directors.
- a. The Board of Directors shall establish committees when necessary.
 - b. The Board of Directors appoints (the) editor(s) or (the) chair(s) of any and all **ATEQ** publications, projects and committees.
 - c. The Chair of any committee is responsible to the Board of Directors and may not make decisions impinging on the constitution of the **ATEQ**, without prior approval of the Board of Directors.
 - d. Springboards is a permanent standing committee of the **ATEQ**. Its Chair is recommended by the outgoing Chair and confirmed by the Board for a period of one year. Each year, after the conference, the Chair of Springboards presents a financial statement to the Board. Any profits are returned to the **ATEQ**; any losses are assumed by the **ATEQ**. In the case of the former, the intention is to reinvest all or a portion of the aforesaid profits in the operating budget of Springboards in the following year, in order to assure that Springboards flourishes.
 - e. At the beginning of its mandate, each committee or subcommittee must establish its budget and submit it to the Board of Directors for approval.
- xiii. The **EXECUTIVE COMMITTEE** shall administer all policies shaped by the Board of Directors on its behalf between regular meetings of the Board. The Executive shall consist of the officers elected by the members at the Annual General Meeting:
- a. Past President, to serve a two-year term, acts in an advisory capacity.
 - b. President, elected to a six-year term including two years as Vice-President, a two-year term as President, and a two-year term as Past President. A candidate for President must have previously served on the Executive Committee. The President shall preside at all meetings and have charge of conducting the business of the **ATEQ**.

- c. Vice-President, to serve a two-year term, presides in the absence of the President and assists the President in the execution of business. S/he shall be the President-elect and shall succeed to the office of the presidency.
 - d. The Secretary or Administrative Assistant shall be responsible for the minutes of all Board meetings and all correspondence of the ATEQ, as well s/he will preserve reports submitted by committees.
 - e. The Treasurer, or Administrative Assistant, will keep an accurate account of all financial transactions incurred by the ATEQ and prepare regular reports at the request of the Board of Directors.
 - f. The Registrar or Administrative Assistant will be responsible for, in coordination with various conference Chairs and the Executive, all details regarding registration, attendance and follow-up for conferences and other professional development opportunities organized or sponsored by the ATEQ.
 - g. The Membership Coordinator or Administrative Assistant shall maintain an up-to-date membership database, help to coordinate and effect any member services promotions, as well as be responsible for communicating with the membership as deemed necessary.
 - h. All Administrative Assistants serve on the ATEQ Executive as non-voting members.
 - i. Terms and conditions for the Administrative Assistant positions (Secretary, Treasurer, Registrar, and Membership Coordinator) are determined annually at the Annual General Meeting.
- xiv. This Constitution may be amended by a two-thirds vote of all ATEQ members present at any regular meeting, provided that ATEQ members have been given notice of the exact nature of such amendments, not less than thirty days before the meeting.
- xv. If the ATEQ is dissolved, its assets, as a non-profit, educational organization will be distributed according to Canadian and Québec tax law to other tax-exempt organizations whose main purposes are similar to its own.

Last revision: August 31, 2014