



SASKATCHEWAN BUSINESS TEACHERS' ASSOCIATION CONSTITUTION AND BY-LAWS

Article I: NAME

This association shall be known as the Saskatchewan Business Teachers' Association (hereinafter referred to as SBTA).

Article II: OBJECTIVES

The objectives of the SBTA shall be:

1. to promote quality of business education in Saskatchewan,
2. to promote professional growth for its members, and
3. to encourage close association and cooperation with the STF, and other business education professional organizations.

Article III: MEMBERSHIP

1. Regular membership is open to any business teacher, administrator, business educational professional or an individual interested in supporting business education who may wish to join and pay the regular membership fee.
2. Corporate membership is open to any publisher or business organization who may wish to collaborate with the SBTA and pay the corporate membership fee.
3. Institutional membership is open to a school, organization or library who would like to support business education and pay the institutional membership fee.
4. Associate membership is open to a student enrolled in a post-secondary institution or a superannuated member of the STF interested in supporting business education who may wish to join and pay the associate membership fee.

Article IV: MEMBERSHIP FEES

The membership fees shall be as determined by the By-laws.

Article V: ORGANIZATION

The SBTA shall be organized at the following levels:

1. General Assembly
2. Executive
3. Standing Committees
4. Ad-hoc Committees

Article VI: GENERAL ASSEMBLY

1. All members designated in Article III shall constitute the General Assembly.
2. The General Assembly will meet a minimum of once each school year.
3. All members shall have one vote.
4. The General Assembly shall elect the executive and standing committees of the SBTA.
5. The General Assembly shall deliberate upon the affairs of SBTA.
6. The quorum for the General Assembly shall be members present.

Article VII: EXECUTIVE

1. The Executive shall comprise of:
 - a) Past-President
 - b) President
 - c) Vice-President
 - d) Membership Chair
 - d) Secretary
 - e) Treasurer
 - f) A representative from the University of Regina
 - g) A representative of other Post-Secondary Institutions
 - h) Up to three Members at Large
 - i) The Editor(s) of our publication, Intercom
 - j) A representative from BESS (Business Education Students' Society)
2. Each of the position is a one year term. Terms are normally held for two years.
3. Any Executive Member who misses two consecutive meetings without prior explanation shall be deemed no longer an Executive member of SBTA and will be so notified.

Article VIII: AMENDING THE CONSTITUTION

The Constitution may be amended by two-thirds majority vote of members present at a General Assembly. A Notice of Motion must be published in the Intercom issued immediately prior to such Assembly OR distributed to the membership four weeks in advance.

Article IX: BY-LAWS

By-Laws may be adopted or amended by a majority vote of members present at a General Assembly. A notice of motion must be published in the Intercom issued immediately prior to such an Assembly OR distributed to the membership four weeks in advance.



BY-LAWS

MEMBERSHIP

Section 1. **Annual membership fees**, covering regular, corporate, institutional or associate members, as established by a General Assembly, shall be payable by members of SBTA on April 1st. Membership year will be from April 1st – March 31st.

Section 2. **Regular or Associate membership** is necessary to hold an executive position in SBTA.

Section 3.

- 3.1 Corporate membership may request a yearly membership (address) list. Members may choose to remove themselves from the list by indicating this preference on the membership form.
- 3.2 Corporate members shall have the option of placing advertisements in the SBTA's official publication, the Intercom, at the rates established by the General Assembly
- 3.3 The maximum number of pages allocated for advertising shall be fifteen percent of the total number of pages per Intercom publication.

Section 4. The **yearly membership fees** for the Saskatchewan Business Teachers' Association are as follows:
Regular Membership - \$20
Corporate Membership - \$50
Institutional - \$50
Associate Membership - \$10

Section 5. The fee charged to a corporate member of the SBTA for advertisements placed in the Intercom shall be as follows:
Full Page - \$75
Half Page - \$50

EXECUTIVE

Section 6. **The Past-President shall:**

- 6.1 assist the President and Vice-President
- 6.2 be a one year term

Section 7. **The President shall:**

- 7.1 exercise general supervision of SBTA activities
- 7.2 arrange, call and preside over General Assembly and Executive Meetings
- 7.3 be an ex-officio member of all committees
- 7.4 appoint the Ad-hoc Committees
- 7.5 make and present a report to the Annual General Meeting; that report should also be submitted to the STF
- 7.6 designate and consult with the professional development event chair (see 13.1)

Section 8. **The Vice-President shall:**

- 8.1 assist the President
- 8.2 preside at Executive or other meetings at the request of the President
- 8.3 assume Presidency at request of Executive in the event the President can no longer serve

Section 9. **The Secretary shall:**

- 9.1 keep accurate records of meetings of General Assembly and Executive Meetings
- 9.2 be responsible for all SBTA documentation and correspondence
- 9.3 distribute minutes of Executive meetings and General Assembly Meetings to executive members as soon as possible after such meetings
- 9.4 notify members or appointment to committees
- 9.5 distribute a current copy of the Constitution and By-Laws to each new executive member
- 9.6 be responsible for all memberships: regular, corporate, institutional and associate.

Section 10. **The Treasurer shall:**

- 10.1 meet all STF requests for financial documents
- 10.2 prepare and submit a budget at the first executive meeting
- 10.3 be responsible for all SBTA funds
- 10.4 receive and pay accounts as authorized by the executive
- 10.5 keep a detailed record of receipts and expenditures and present a statement at every executive meeting
- 10.6 retain bills and cancelled cheques for two years
- 10.7 submit records to be audited by an external auditor before June 30 annually
- 10.8 present a copy of the financial statement for each member at the annual meeting

Section 11. The **Editor(s)** shall prepare a minimum of three issues of Intercom per year.

Section 12. **The Membership Chair shall:**

- 12.1 responsibly and accurately collect and maintain the membership records and files
- 12.2 correspond with lapsed membership and seek new membership
- 12.3 be responsible for abiding by the SBTA Privacy Policy as attached

Section 13. SBTA shall hold **at least one professional event** per year – the dates to be decided by the SBTA Executive

- 13.1 The event will be chaired by a Professional Development Event Chair.

Section 14. **Awards** – Awards will be presented as follows:

- 14.1 Award of Merit. In conjunction with a corporate sponsor as identified by the Executive, an award may be presented annually in recognition of an individual's outstanding contribution towards business education in Saskatchewan.
- 14.2 Saskatchewan Skills Canada Award. An award of up to \$200.00 may be presented annually to a student who wins a Gold Medal at the Saskatchewan Skills Canada competition in a category related to business education. See the attached "Skills Canada Award" for details.
- 14.3 Business Education Graduating Student Award. An award of up to \$150.00 may be presented annually to recognize outstanding contributions to business education by a graduating student of the business education program. See the attached" for details.