



SASKATCHEWAN BUSINESS TEACHERS' ASSOCIATION CONSTITUTION

Article I: NAME

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

Article II: AFFILIATION

SBTA shall be affiliated with the Saskatchewan Teachers' Federation (hereinafter referred to as STF) as a professional growth network.

Article III: OBJECTIVES

The objectives of the SBTA shall be to:

1. Promote quality of business education in Saskatchewan.
2. Promote professional growth for its members.
3. Encourage close association and cooperation with the STF, other business education professional organizations and the business community.
4. Offer advice and recommendations to the STF Executive and its committees on matters affecting business education in Saskatchewan.

Article IV: MEMBERSHIP

1. Regular Membership
Open to all Federation members as defined in STF policies and any person with a professional interest in business education in Saskatchewan.
2. Associate Membership
Open to a student enrolled in a post-secondary institution or a superannuated member of the STF interested in supporting business education in Saskatchewan.

Article V: MEMBERSHIP FEES

Membership fees are reviewed by the Executive Committee on an annual basis, and recommended changes shall be affected by a two-thirds vote of members present at the annual meeting of the General Assembly.

Article VI: ORGANIZATION

The SBTA shall be organized at the following levels:

1. General Assembly
2. Executive Committee
3. Ad Hoc Committees

Article VII: GENERAL ASSEMBLY

1. All members designated in Article IV shall constitute the General Assembly.
2. The General Assembly will meet a minimum of once each school year at a date, time and location determined by the Executive Committee.
3. Each member shall have one vote.
4. The General Assembly shall elect the executive 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 VIII: EXECUTIVE COMMITTEE

1. Regular or Associate membership is necessary to hold a position on the SBTA Executive Committee.
2. The Executive Committee shall be comprised of:
 - a) Past-President
 - b) President
 - c) Vice-President
 - d) Secretary/Membership Chair
 - e) Treasurer
 - f) Case Competition Coordinator
 - g) Digital Resources Manager
 - h) Up to three faculty representatives from post-secondary institutions (maximum one per institution)
 - i) Up to five Members-at-Large
 - j) Up to three student representatives from post-secondary institutions
3. Executive Committee members, with the exception of the Past-President, are elected for a one-year term by the membership at the annual meeting. It is anticipated that most executive members will hold a position for a minimum of two years. In each year, the incumbent of the office of President shall become Past-President for a one-year term without election.
4. The officers of the SBTA shall take office at the first Executive Committee meeting following the annual meeting.
5. Should the office of the President become vacant during the year, the Vice-President shall become Acting President at the request of the Executive Committee. When other vacancies occur, the Executive Committee shall be empowered to appoint a member from the membership to fill that position.
6. Any Executive Committee member who misses two consecutive meetings without a good reason will be removed from the executive.

Article IX: RESPONSIBILITIES OF THE OFFICERS

1. The Past-President shall:
 - a) Assist the President and Vice-President.
 - b) Be a one-year term.

2. The President shall:
 - a) Exercise general supervision of SBTA activities.
 - b) Arrange, call and preside over General Assembly and Executive Committee meetings.
 - c) Be an ex-officio member of all committees.
 - d) Make and present a report to the General Assembly at its annual meeting; that report should also be submitted to the STF.

3. The Vice-President shall:
 - a) Assist the President.
 - b) Preside at executive or other meetings at the request of the President.
 - c) Assume presidency at the request of the executive in the event the President can no longer serve.

4. The Secretary/Membership Chair shall:
 - a) Keep accurate records of meetings of the General Assembly and Executive Committee.
 - b) Be responsible for all SBTA documentation and correspondence.
 - c) Distribute minutes of Executive Committee and General Assembly meetings to executive members as soon as possible after each meeting.
 - d) Distribute the minutes of the previous year's annual meeting of the General Assembly to those in attendance at the General Assembly annual meeting.
 - e) Notify members of appointment to committees.
 - f) Distribute a copy of the current constitution to each new executive member.
 - g) Responsibly and accurately collect and maintain the membership records and files.
 - h) Correspond with those whose memberships have lapsed and seek new memberships.

5. The Treasurer shall:
 - a) Meet all STF requirements and requests for financial documents.
 - b) Prepare and submit a proposed budget at the first Executive Committee meeting of the school year.
 - c) Manage all SBTA funds.
 - d) Receive and pay accounts as authorized by the Executive Committee.
 - e) Keep a detailed record of receipts and expenditures and present a statement at every Executive Committee meeting.
 - f) Maintain an archive of financial documents such as bank statements, bills, receipts and cancelled cheques which are to be held for five years.
 - g) Submit records to be audited by an external auditor before June 30 annually.
 - h) Present a copy of the audited/reviewed financial statement (previous year) and an accurate, up-to-date financial statement (current year) for each member at the meeting of the General Assembly.

6. The Case Competition Coordinator shall:
 - a) Oversee the logistics of the annual event.
 - b) Establish a working committee in consultation with the Executive Committee.
 - c) Develop a proposal for team selection to be approved by the Executive Committee prior to marketing the annual event.
 - d) Coordinate fundraising efforts in consultation with the Executive Committee.
 - e) Coordinate marketing efforts in consultation with the Executive Committee.
 - f) Be responsible for finances of the event in consultation with the SBTA Treasurer.
 - g) Communicate regularly with the Executive Committee, potential and confirmed participants, volunteers and others associated with the competition.
 - h) Submit a final report to the Executive Committee within six weeks of completion of the competition.

7. The Digital Resources Manager shall:
 - a) Maintain, manage and update the SBTA website.
 - b) Coordinate the resource and case repositories on the SBTA website.
 - c) Maintain, manage and update cloud storage for meeting minutes and communication.
 - d) Provide technology support to the SBTA meetings, conference and case competition.
 - e) Maintain, manage and update the SBTA's social media presence.
 - f) Adapt and utilize emerging technologies, as they become relevant, to suit the overall goals of the SBTA.

8. The SBTA Executive Committee shall:
 - a) Hold at least one professional development event per year with the dates and location to be decided by the SBTA Executive Committee.
 - b) Form a committee to organize and coordinate the annual professional development event.
 - c) Appoint ad hoc committees as required.

Article X: ANNUAL APPROVAL OF FINANCIAL STATEMENT

Approval of the annual financial statements shall be affected by a two-thirds vote of members present at the annual meeting of the General Assembly.

Article XI: AWARDS

Annual awards will be presented as follows:

1. Award of Merit
In conjunction with a corporate sponsor as identified by the Executive Committee, an award may be presented annually in recognition of an individual's outstanding contribution towards business education in Saskatchewan.

2. SBTA Partnership Award

This award may be presented annually to an individual(s), business(es) or organization(s). The award recognizes a successful partnership with the SBTA that has, ultimately, empowered SBTA to fulfill its mandate of promoting quality business education in Saskatchewan and professional growth for its members.

Article XII: REPRESENTATION

Any representation which the SBTA wishes to make to any organization, persons, government, department or other agency outside the Federation will be conducted through the regular channels of the Federation as provided for under section 36 of *The Teachers' Federation Act, 2006*.

Article XIII: AMENDING THE CONSTITUTION

After notice of motion to amend the constitution has been given, amendments may be affected by a two-thirds vote of members present at the annual meeting of the General Assembly.

Article XIV: DISSOLUTION AND DISBURSEMENT OF FUNDS

Dissolution of the network shall be affected by two-thirds vote of members present at the annual meeting of the General Assembly. Remaining assets will be given to the STF and are to be distributed equally among all active professional growth networks affiliated with the STF.