

CONSTITUTION AND BYLAWS OF THE
SASKATCHEWAN ADULT BASIC EDUCATION ASSOCIATION INC. (SABEA)

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(Revisions will appear in red until October, 2016)

1. NAME

The organization shall be known as the “Saskatchewan Adult Basic Education Association” (SABEA)

2. OBJECTIVES

The objectives of the organization shall be:

- a) To represent and express the professional concerns of those involved in Basic Education (B.E.) in the province of Saskatchewan.
- b) To encourage communication among people involved in B.E. in the province of Saskatchewan.
- c) To promote professional development among people involved in B.E. in Saskatchewan.
- d) To participate with other provincial B.E. associations.
- e) To promote the image of B.E. in the province.

3. MEMBERSHIP

Membership applications will be accepted from individuals and groups actively involved or interested in the teaching of Basic Education.

4. FEES

The annual membership fee for individual members and for groups shall be prescribed by the Members at the Annual General Meeting.

5. OFFICERS

- a) Association members from each organization/agency in Saskatchewan who are actively involved in providing Basic Education have the right to elect one SABEA member from their organization/agency to the Executive Committee at the Annual General Meeting (AGM). If the Association members of an organization/agency choose not to elect an Executive Committee member at the AGM, they forfeit their seat on the SABEA Executive.
- b) If fewer than ten of the organizations/agencies elect a SABEA member from their organization/agency to the Executive committee, then Members-at-Large will be elected to the Executive Committee to bring the Executive Committee’s number to ten.
- c) The Executive Committee of the Association shall consist of a:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Secretary
 - v. May include a Past-President
 - vi. A minimum of two and a maximum of nine Members-at-Large.

6. TERMS OF OFFICE

- a) Officers will serve two year terms
- b) Officers are elected on a staggered basis. The President and Treasurer to be elected in calendar years ending in odd numbers, and the Vice-President and Secretary to be elected in calendar years ending in even numbers.
- c) Members may be re-elected.

7. THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall direct the business of the Association and shall meet at such times and places as the Officers direct.
- b) A quorum of The Executive Committee shall be a majority of the committee members elected at the Annual General Meeting.
- c) The secretary may, at the request of the Executive Committee, ask the Executive Committee to vote on specific questions by mail, by telephone, or **by email** and if a majority of the Executive vote by mail, telephone **or email**, for or against any measure thus submitted, that vote shall be decisive.
- d) The Executive Committee shall have the authority to appoint Chairpersons of special committees and outline the terms of reference of these committees.
- e) The Executive Committee shall appoint a Publicity Convener to disseminate information among the membership.

8. DUTIES OF OFFICERS

- a) President:
The President shall be the presiding officer of the Association, the Chairperson of the Executive Committee, and a member, ex-officio, of all committees of the Association. The President, at the conclusion of his/her term of office, **may** assume the position of Past President.
- b) Past-President:
The Past President **may** be a member of the Executive Committee and **may assist** and advise the President and the Vice-President in their duties.
- c) Vice-President:
The Vice-President shall generally assist the President in his/her duties. In the absence of the President, or in the event that the President is unable to complete his/her term of office, the President's duties shall be performed by the Vice-President.
- d) Secretary:
The Secretary shall record and maintain minutes off all general and executive meetings. The Secretary shall write all general correspondence of the Association.
- e) Treasurer:
The treasurer shall keep account of, and be responsible for, all monies received and disbursed by the Association. **The financial records for the year shall be annually reviewed by an independent accounting professional. That financial review shall be presented at the Annual General Meeting.**
- f) Signing Officers
The Signing Officers shall be the Treasurer, the President, and one other member of the Association. All cheques drawn on the funds of the Association must be signed by any two of the three signing officers.

9. MEETINGS OF THE ASSOCIATION

- a) There shall be an Annual General Meeting of the Association.

- b) A quorum at the Annual general Meeting shall consist of one-third (1/3) of the members in good standing.
- c) The time and place of the Annual General Meeting shall be decided by the Executive Committee and coincide with the SABEA Convention.
- d) Extraordinary meetings may be held at such times as the officers may direct.
- e) A minimum of two weeks' notice must be given prior to convening any general meeting of the Association.
- f) At all general meetings each individual member who is personally present shall be entitled to one vote.

10. CONSTITUTION AND BYLAWS

The Constitution and By-Laws of the Association may be altered or amended by a majority vote of the voting members present at the Annual General Meeting.