

# Math-Science Special Interest Council of the Newfoundland and Labrador Teachers' Association By-Laws

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## **Article I: Name**

Newfoundland and Labrador Teachers' Association Math-Science Special Interest Council

## **Article II: Affiliation**

The Math-Science Special Interest Council (MSSIC) shall be operated under the auspices of the Newfoundland and Labrador Teachers' Association (NLTA) as a Special Interest Council.

## **Article III: Objectives/Purpose**

The MSSIC is a part of the NLTA Professional Development Division. MSSIC serves as a professional learning community whose main objectives are:

1. To act as an agency to promote the continuous professional development of all members;
2. To serve as a clearing house for new ideas, trends, and developments in the teaching of Math and Science;
3. To furnish recommendations and advice to the Provincial Executive of the NLTA and to other committees of the NTLA on matters affecting the supervising and teaching of Math and Science in schools;
4. To promote continued and improved relationships with all affiliated agencies who are associated with Math and Science education and/or Math and Science education initiatives;
5. To provide a forum for professional issues and action;
6. To act as a liaison between field professionals, NLTA, universities, colleges and governments.

## **Article IV: Membership**

**Full Member:** a person who is currently a member of the NLTA and who is a supervisor or director of Math or Science.

**Associate Member:** a person who is Math and/or Science teacher or who is interested and involved in Math and/or Science education, and who is not an active member of NLTA.

**Student Member:** a person who is enrolled in full-time post-secondary studies in Math and/or Science and/or Math and/or Science education.

**Other:** may be developed over time, as deemed necessary by MSSIC.

1. Fee Structure

- a. Full Members - no charge for NLTA members, including members on leave
- b. Associate Members - \$25 annually
- c. Student Members - free

2. Voting Rights of Members

- a. Full members shall have the right to vote on the business of the MSSIC and to hold such offices as are designated by the By-Laws.
- b. Student and Associate members shall have the privileges and responsibilities of Full members, except the right to vote or hold office in positions other than those designated.

3. Requirements of Members

- a. To actively support MSSIC and promote the objectives as outlined in the By-laws.

4. Membership Term

- a. Membership fees shall be established by resolution at the Biannual General Meeting of MSSIC.
- b. The membership term is two years, with option for renewal.
- c. The membership term shall commence immediately upon application and is eligible for renewal.

## **Article V: Organization**

The property and business of the Provincial Math-Science Special Interest Council shall be managed by a Full Board elected by the Members in accordance with these by-laws. Within the Full Board, there shall be an elected Executive, Members at Large, and Representatives for Student and Associate Members.

### 1. Executive

The Executive of the Full Board shall consist of the offices of:

- President
- Vice President – Primary-Elementary
- Vice President – Secondary
- Secretary, Treasurer (or Secretary-Treasurer)
- Communications Officer
- Past President (one term)

### 2. Full Board

There shall be a Full Board, which also consists of the Members at Large who represent different regions/districts:

- **Avalon East** (including St. John's Metro, Southern Shore, and Conception Bay South);
- **Avalon West** (including Conception Bay North, Salmonier Line, Cape Shore up to and including Whitbourne);
- **Central** (Clarenville west to and including Grand Falls-Windsor);
- **Western** (Grand Falls-Windsor to and including Port aux Basques);
- **Northern Peninsula** (Deer Lake up to and including St. Anthony);
- **Labrador** (including the coast);
- **Independent** (including the Conseil Scolaire Francophone and other independent schools, who are members as per Article IV).

There shall be Representative(s) for:

- **Associates** (those Members who are Math-Science teachers or who are interested and involved in Math-Science education, and who are not members of the NLTA; maximum of one representative from each different group or organization);
- **Students** (those Members enrolled in full time studies in Math-Science and/or Math-Science education).

The Associate and Student Representatives are ex-officio roles on the Full Board of MSSIC.

## **Article VI: Elections and Terms of Office**

Elections for Full Board of the MSSIC shall be conducted at the Biannual General Meeting of the Organization according to the procedure set out herein.

### 1. Nominations for Executive and Full Board

- a. The Executive shall conduct nominations of officers at least one month prior to the Biannual General Meeting.
- b. Nominations from the floor shall not be accepted at the BGM unless there are vacant positions remaining after nominations are completed.

### 2. Election of Officers

- a. The election of officers shall take place at the Biannual General Meeting by those members present with voting privileges.
- b. Voting shall be conducted by secret ballot. Two scrutineers shall be nominated to distribute, collect and count ballots. Scrutineers shall be members who are not seeking office and who are not in a real or perceived conflict of interest.

### 3. Terms of Office

- a. The officers listed in Article V Section 1 shall serve a two-year term on MSSIC
- b. The Executive elected at BGM shall assume duties within two months of the BGM and hold office for two years until the following BGM.
- c. The outgoing executive shall ensure smooth transfer of duties to the newly elected executive.

### 4. Vacancies

- a. The Executive shall have the power to fill through appointment, offices becoming vacant during the Council's term. This shall not apply to the Office of President.
- b. Where the Office of President becomes vacant during the Council's term of office this position shall be filled by one of the Vice Presidents by a vote of the remaining members of the executive. Should neither Vice President step forward, other members of the executive may seek the position. If no member of the current executive is interested in the Office of the President, a call will be made to the membership and a vote of members shall be arranged.

- c. To maintain a successful operation of the Council, members shall be offered the opportunity to step away from their board duties for an agreed period of time due to maternal/parental leave, educational leave, or other personal reasons. The position may be filled on an interim basis for the period of agreed leave. It is the Board Member's responsibility to communicate their request to the President.

5. Removal of Board Member

- a. The President or any Executive Member may be removed from office by a vote of non-confidence of two-thirds of the members in attendance at any meeting, providing that proper notice is given. For the purpose of this by-law, proper notice shall be deemed to be a period of not less than two weeks.
- b. A Board member may, for cause such as but not including repeated non-attendance at meetings, be removed before the expiration of his or her term by the Full Board in a vote with secret ballot where at least 2/3 of the votes cast endorse such an action. For clarity a Board Member would not be subject for removal from the Board for repeated non-attendance at meetings until such missed meetings numbered at least four (4) consecutively without reasonable excuse such as sickness, conflicting travel or work obligations.

**Article VII: Meetings**

**A. Biannual**

The Provincial Math-Science Special Interest Council shall hold a Biannual General Meeting (BGM) during which the agenda shall provide for the following topics:

1. Adoption of minutes from the preceding BGM and any special general meetings held in the interim.
2. Submission of Resolutions. All resolutions shall be submitted to the Executive of the Council at least 30 days prior to BGM for consideration and actioning, following which relevant resolutions may be submitted to the Provincial Executive of NLTA for its consideration. Resolutions may originate:
  - A. In any affiliate of the Council
  - B. In any meeting of the general membership

C. In any Executive meeting

D. From any individual member of the Council

3. The biannual reports from the Council's President and Treasurer.
4. The receiving of reports from committees.
5. The receipt of an approved financial review from the preceding two fiscal years.
6. The receipt of an annual budget.
7. Revisions to the fees for membership in the Council for which notice of motion has been given not less than 30 days prior to the published date of the BGM.
8. Amendments of the By-Laws in the Council for which notice of motion(s) has/have been served not less than 30 days prior to the published date of the BGM.
9. The election of officers for the two years ahead.
10. The Council shall submit annually a written report of its activities during the year together with a complete financial statement to the Provincial Executive of the Newfoundland and Labrador Teachers' Association. Such reporting procedures shall be consistent with any format developed by the Provincial Executive of the NLTA.

Where budgeted, financial support may be provided to assist members of MSSIC Executive or Full Board to attend the BGM. It is not expected that all the costs of attending would be covered.

Where facilities are available, any MSSIC member may attend the BGM session via teleconference or other electronic means provided sufficient notice is given. While the BGM organizers shall do their best to honor all such requests, provision of this accommodation is not a requirement for the BGM to proceed.

### **B. Executive**

The Executive shall meet at regular intervals to conduct the affairs of the Council between BGMs.

No financial support or remuneration is provided to cover travel, etc. to attend executive meetings.

Where in-person attendance is not available, the member may attend the meeting via teleconference or other electronic means where such facilities are available.

### **C. Full Board**

The Full Board shall meet at semi-regular intervals to conduct the affairs of the Council between BGMs.

No financial support or remuneration is provided to cover travel, etc. to attend Full Board meetings.

Where in-person attendance is not available, the member may attend the meeting via teleconference or other electronic means where such facilities are available.

### **D. Other Meetings**

1. The President may call other meetings of Executive and Full Board from time to time as he/she deems appropriate.

2. The Provincial Executive of the Council shall be required to call an extra-ordinary General Meeting upon the receipt of a written petition signed by at least ten (10) active members of the Council. Thirty days' notice must be given for such a meeting.

## **Article VIII: Fees**

Membership fees shall be established and may be changed by resolution at a Biannual General Meeting of the Provincial Math-Science Special Interest Council, to a maximum of \$100.

## **Article IX: Quorum**

**A. Executive Meetings:** Three of the Officers shall constitute a quorum.

**B. Full Board Meetings:** 50% + 1

**C. Biannual General Meetings:** The number of members present shall constitute a quorum provided 30 days' notice has been given for the meeting.

## **Article X: Rules of Order**

All meetings of the Council, either of a provincial or affiliate nature, shall be governed by "Advice on the Conduct of Meetings," published by the Canadian Teachers' Federation, supplemented by "Robert's Rules of Order."

## **Article XI: Amendment of By-laws**

The by-laws may be amended by a majority vote of two-thirds of the voting members present, provided that notice of such amendments shall be submitted at least 30 days' prior to the published date of BGM or to a special meeting called for this purpose. All amendments shall be subject to the approval of the Provincial Executive Council of the Newfoundland and Labrador Teachers' Association.

## **Article XII: Affiliates**

**A. Location:** Affiliates of MSSIC may be established in an area where sufficient numbers of members exist.

**B. Membership:** The minimum number of members required to form an affiliate shall be ten (10).

**C. Formation:** The Provincial Executive of the Council shall encourage and assist in the formation and operation of affiliates and shall receive and process applications from groups of teachers interested in the establishment of affiliates.

**D. Scope of Authority:** The Executive of the Council shall have the authority to accept or refuse recognition of affiliates and to establish regulations, in accordance with Association policy, governing the organization and operation of affiliates and the disbursement of funds for same.

**E. Affiliate By-laws:** Each affiliate shall adopt its own by-laws which shall be approved by the MSSIC's Executive committee prior to adoption and such by-laws shall not be in conflict with previously stated Council policy.

## **Article XI: Dissolution**

In the event that the Provincial Math-Science Special Interest Council or an affiliate of the Council ceases to be active, namely, that the council or an affiliate thereof fails to form an executive, the assets of the council or the affiliate shall be disposed of at the discretion of the Provincial Executive Council of NLTA.



## Appendix A

### Terms of Full Board Offices

#### **1. President**

The President shall lead the Provincial Math-Science Special Interest Council to best serve its members. The President shall:

- a. Facilitate in setting a vision and strategic direction for the MSSIC.
- b. Oversee MSSIC operations.
- c. Schedule and chair meetings for Executive, Full Board, and Membership
- d. Work with the Secretary to review the previous minutes, set the agenda and send both to members at least two (2) days in advance.
- e. Act as spokesperson for MSSIC, liaising with other provincial and national councils throughout the term
- f. Represents MSSIC at NLTA Special Interest Council (SIC) meetings and the Biannual General Meeting.
- g. Official contact with Department of Education and NLTA.
- h. With the Vice-Presidents, review and recommend changes to Executive roles.
- i. With other Executive members, compile the SIC annual report, including the financial statement, budget, application for special projects, etc. for submission to NLTA.
- j. With the Communications Officer, develop and distribute newsletters, announcements, and news items to membership via mailing list, Facebook page, etc.
- k. Official signature for bank account.

#### **2. Vice President – Primary-Elementary**

The purpose of the Vice President – Primary-Elementary is to assist the President in planning and operations. The Vice President – Primary-Elementary shall:

- a. Assist the President in overall planning
- b. Fill in for the President when needed
- c. Ensure that issues related to teachers of math or science at the K-6 level are represented at the Executive and Full Board table.
- d. With the President, review and recommend changes to Executive roles.

### **3. Vice President – Secondary**

The purpose of the Vice President – Secondary is to assist the President in planning and operations. The Vice President – Primary-Elementary shall:

- a. Assist the President in overall planning
- b. Fill in for the President when needed
- c. Ensure that issues related to teachers of math or science at the 7-12 level are represented at the Executive and Full Board table.
- d. With the President, review and recommend changes to Executive roles.

### **4. Secretary**

The purpose of the Secretary is to handle correspondence and to attend, record, distribute and archive minutes of all MSSIC meetings. The Secretary shall:

- a. Take minutes at MSSIC meetings.
- b. Within two weeks of meeting, submit minutes to the President for review.  
Distribute minutes to Executive following approval.
- c. Revise minutes based on input from MSSIC Executive.
- d. Present final version for approval at next Executive meeting.
- e. Keep paper and electronic copies of all agendas, minutes, other documents and important correspondence for MSSIC archives.

## **5. Treasurer**

The purpose of the Treasurer is to ensure the financial health of the MSSIC. The Treasurer shall:

- a. Maintain control of MSSIC finances.
- b. Conduct financial relations between MSSIC and the NLTA.
- c. Make out all cheques for payment of MSSIC bills.
- d. Provide periodic financial statement to the MSSIC.
- e. Provide annual financial statement to the NLTA by October 31<sup>st</sup> of the current school year.
- f. Maintain supply of cheques.
- g. Transfer over signing privileges to new Executive members.
- h. Official signature for bank account.
- i. Keep record of MSSIC memberships and fees

## **6. Communications Officer**

The purpose of the Communications Officer is to facilitate communication with and amongst members about MSSIC activities and issues. The Communications Officer shall:

- a. Request and receive submissions to the newsletter, and recommend new columns, articles, and formats.
- b. Create the newsletter in keeping with NLTA policies and directives.
- c. Send the draft copy to the President and any other proof reader(s) designated by the President
- d. Email a copy of the issue to the webmaster for posting on the website
- e. Keep archival copies of the newsletter
- f. Create and post announcements and news items when appropriate

- g. Liaise with the Webmaster to maintain up-to-date MSSIC website
- h. Moderate social media forums (Facebook, Twitter, etc.)

## **7. Past-President**

The role of the Past-President is to act as a consultant to the President during his/her first term in office. The Past-President shall be a member of Executive for one term. The Past-President shall:

- a. Consult with the President on matters
- b. Attend Executive meetings as ex-officio

## **8. Members at Large**

The Members at Large shall serve as communication link between provincial MSSIC executive and district and/or regional Math-Science teachers. Minutes, requests, information, etc., sent out by MSSIC would be relayed to district/region. The Members at Large shall:

- a. Provide provincial MSSIC executive feedback and/or input on pertinent issues, information etc.
- b. Bring to the attention of the Provincial MSSIC executive issues that are important to their District.
- c. Be involved in suggestions and the early planning for the next MSSIC Provincial conference (e.g. host site, session ideas, recommendations for improvements etc).
- d. At the BGM, MSSIC Executive and Members at Large will collaborate to finalize Responsibilities and Duties.
- e. Sit on subcommittees as required.

## **9. Student Representative**

The Student Representative shall be a full time post-secondary student in Math or Science programs and/or Math or Science Education. The Student Representative shall:

- a. Be a liaison between MSSIC and the student body of post-secondary institutions across Newfoundland and Labrador.
- b. Represent/work with the best interests of MSSIC within their post-secondary institution.
- c. Attend MSSIC meetings and relay information back to students at MUN, CNA and/or Grenfell Campus
- d. Report to MSSIC with suggestions, questions, comments, etc. from the student body
- e. Attend Full Board meetings as ex-officio

## **10. Associate Representative**

The Associate Representative shall be a Math-Science teacher or director who is not a member of NLTA. The Associate Representative shall:

- a. Be a liaison between MSSIC and Associate members across Newfoundland and Labrador.
- b. Represent/work with the best interests of MSSIC
- c. Attend MSSIC meetings and relay information back to Associate members
- d. Report to MSSIC with suggestions, questions, comments, etc. from Associate members
- e. Attend Full Board meetings as ex-officio