



Fine Arts Council

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# Handbook for Executive Members

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**2016 01**



The Alberta Teachers' Association



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# FINE ARTS COUNCIL OVERVIEW

	Task	Policy
<b>I—FRAMEWORK</b>	Resolutions	Mission/Belief Statement
<b>II—GOVERNANCE</b>	Networking/Communications Annual General Meetings Regular Meetings Annual Report	Policy Making Meeting Policy Constitution Bylaws
<b>III—OPERATIONAL</b> <b>a. PERSONNEL</b>	Updating Membership Lists Board Meetings Membership Nominations/Elections Professional Liaison Regionals University Student Charters Secondary Student Charters Summer Conference	Job Descriptions Committee Composition Staff Advisor (ATA)
<b>III—OPERATIONAL</b> <b>b. PROGRAMS</b>	<i>A Fine FACTA</i> Clinicians List Curriculum Resources MADD Dash Conference Workshops Subject Area Liaison/Partnerships	Publications Professional Development Awards and Gifts Leadership/Role Model Liaison Policy
<b>III—OPERATIONAL</b> <b>c. FINANCE</b>	Budget Annual General Meeting Approval Sale of Materials Fundraising/Grant Applications	Budget Membership Fees Honorary Memberships Travel
<b>IV—ADVOCACY</b>	Advocacy Communication of Events Letters/Marches/Panel Participation Surveys/Research Position Papers Professional Liaison	Stance on Relevant Issues Mission Statements

# I—FRAMEWORK

## Mission/Belief Statement

### Belief

1. The fine arts are essential components for the healthy growth of the fully developed individual. Involvement in the fine arts provides for expression of the basic human needs of both personal and cultural identity. We further believe that fine arts education is a vital component at all grade levels in Alberta schools.

### Vision

- 2.1 Society will recognize and value the fine arts.
- 2.2 Fine arts teachers will be regarded as necessary and credible professionals duly respected and supported.
- 2.3 All school students will be provided with quality and consistent education in the fine arts from kindergarten through Grade 12.

### Mission

3. As a professional organization of the Alberta Teachers' Association (ATA), the Fine Arts Council's (FAC) fourfold mission follows:
  - 3.1 Develop and deliver programs and activities that provide fine arts teachers in the province with opportunities for growth in knowledge, skills and attitudes leading to improved teaching practices.
  - 3.2 Monitor and respond to emerging trends in the arts and education.
  - 3.3 Advocate matters of concern on behalf of members.
  - 3.4 Forge partnerships with other professionals and organizations in the arts and education in Alberta and Canada.

### Targets

- 4.1 ATA members, especially fine arts teachers and the ATA Provincial Executive Council
- 4.2 Students in Alberta schools
- 4.3 Preservice teachers
- 4.4 Residents of Alberta

### Aim

5. To increase members' knowledge and understanding of the functions of fine arts in the school and community so that they may be exemplars, advocates and ambassadors of fine arts in schools and communities.

## II—GOVERNANCE

### Task

Networking/Communications  
Annual General Meeting  
Regular Meetings  
Annual Report

### Policy

Policy Making  
Meeting Policy  
Constitution  
Bylaws

### Policy Making

6. The purpose of the policy committee is to bring forward new policy and policy changes.
- 6.1 This committee shall consist of the past president or president-elect (chair) and two other executive members plus the ATA staff advisor.
- 6.2 This committee shall meet at least once a year to review existing policy.
- 6.3 All suggested changes in policy must be referred to the policy committee.
- 6.4 It will be the responsibility of the chair to prepare notices of motion concerning policy change to be placed on the agenda for debate at a subsequent executive meeting.
- 6.5 This manual will be updated every second year by the past president.

### Meeting Policy

- 7.1 The full executive shall meet at least two times per year.
- 7.2 The table officers shall meet at least two additional times per year.
- 7.3 Working committees shall meet as necessary.
- 7.4 Where possible all meetings shall be held in conjunction with other Fine Arts Council meetings and events, for example, MADD Dash, conferences and so on.
- 7.5 Following the annual general meeting (AGM), a meeting of the executive will be scheduled to provide an opportunity for outgoing executive members to brief incoming members.

### Annual Report

8. The president shall prepare an annual report as directed by the ATA.
9. The **constitution** shall be as follows:

# Constitution of the Fine Arts Council of the Alberta Teachers' Association

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## 1. NAME

The name of this organization shall be the Fine Arts Council of The Alberta Teachers' Association.

## 2. OBJECTS

The objects of this council shall be:

- (a) to improve practice in the fine arts by increasing members' knowledge and understanding in the fields of music, art, drama and dance.
- (b) to promote an understanding of the functions of fine arts in the school and society.

## 3. MEMBERSHIP

### (a) Regular Membership

Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership, as specified in ATA bylaws, are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and to hold office.

### (b) Life Membership

Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to vote and hold office.

### (c) Student Membership

Student members of the ATA may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.

### (d) Honorary Membership

Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of Council membership except the right to vote and hold office.

- (e) Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election

Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.

4. SUBSCRIPTION SERVICE

Persons or organizations who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council.

5. FEES

Membership fees may be established and may be changed by resolution at the Annual General Meeting of this council provided notice has been given 45 days in advance.

6. EXECUTIVE

The executive of this council shall consist of:

(a) Elected officers

President—assumes office after one year as President-elect for a two year term  
President—elect—elected bi-annually in the second year of the President's tenure  
Past-president—assumes office after tenure as President for a one year term  
Treasurer—elected in odd-numbered years  
Secretary—elected in even-numbered years  
Art representative—elected in even-numbered years  
Drama representative—elected in odd-numbered years  
Music representative—elected in odd-numbered years  
Dance representative—elected in even-numbered years  
Generalist representative—elected in even-numbered years

(b) Appointed officers (appointed by the President)

*Fine* FACTA Editor—in odd-numbered years  
Public Relations—in even-numbered years  
Conference Chair—appointed annually  
Appointed on the advice of each university  
University of Alberta representative—in odd-numbered years  
University of Calgary representative—in even-numbered years  
University of Lethbridge representative—in odd-numbered years

(c) A PEC liaison shall be appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees. A staff advisor shall be appointed by the Executive Secretary of the

Alberta Teachers' Association and be a voting member of all council committees.

7. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

7.1 Provincial Association Intervention—In this section,

- (a) *investigated officer* means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
- (b) *investigator* is the individual appointed by the table officers pursuant to subsection 7.2;
- (c) *specialist council officer* means the president, vice-president (president-elect), past president or secretary-treasurer (or secretary or treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
- (d) *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
- (e) *table officers* means the Association's officers as defined in Bylaw 37;
- (f) *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- (g) *staff officer* means a member of executive staff designated by the executive secretary.

7.2 Where the table officers have or receive information which leads them to believe that a specialist council officer

- (a) has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
- (b) is mentally incapacitated,
- (c) is engaging in corrupt practices,
- (d) is engaging in financial malpractice or
- (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

7.3 In the course of the intervention under section 7, an investigated officer is entitled to have access to a staff officer for advice.

- 7.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 7.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 7.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 7.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 7.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 7.10 Where an investigated officer resigns in accordance with subsection 7.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 7.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
- (a) answer any inquiries the investigator may have relating to the investigation;
  - (b) produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
  - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
  - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 7.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.

- 7.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 7.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
  - (b) restrict the investigated officer's eligibility for office in the future;
  - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- 7.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 7.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision if the decision of the table officers shall be confirmed, varied or set aside.
- 7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 7.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 6;
  - (b) when the specialist council fails to comply with the requirements of section 12;
  - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.

- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

8. **COMMITTEES**

The executive shall appoint from time to time such committees as are necessary to carry on the work of the council.

9. **ADVOCACY**

Any representations, action or communication which this council wishes to make to any organization, government department, or other agency shall be conducted through the Provincial Executive Council or other regular channels of The Alberta Teachers' Association.

10. **REGIONAL COUNCIL**

The executive of this council shall encourage and shall have authority to grant recognition to regional councils, to establish the boundary of regions to establish regulations governing the organization of regional councils not inconsistent with this constitution.

11. **REPORTING ACTIVITIES**

This council shall submit annually a written report of its activities and an audited financial statement to The Alberta Teachers' Association. This report shall be submitted prior to August 31 of each year and shall be for the preceding school year.

12. **MEETINGS**

(a) **Executive**

The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.

(b) Annual General Meeting

This council shall hold an annual general meeting for which a 45 day notice will be provided and the agenda shall provide for the topics listed below:

1. adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
2. the annual reports from this council's president and treasurer.
3. receiving of reports of committees.
4. a financial statement for the preceding fiscal year.
5. a budget.
6. revisions to the fees for membership in this council for which the required notice of motion has been given.
7. amendments of this constitution for which the required notice of motion has been served.
8. election of officers.
9. other business.

13. **QUORUM**: (a) Annual General Meeting: The quorum for the annual general meeting shall be the members in attendance. (b) All Other Meetings: Quorum shall consist of a majority of voting members of executive or committee.

14. **REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS**

- (a) Any member of the executive who misses two meetings, without permission of the executive during their term of office shall be deemed to have abandoned their position. The member may appeal in person to the executive committee to seek reinstatement should extenuating circumstances exist. If the member is not reinstated the position may be filled by a member appointed by executive to fill the vacancy for the remainder of the term.
- (b) Any member of the executive who has been deemed to be delinquent in fulfilling his/her responsibilities by a two-thirds vote of the executive conducted by secret ballot shall be removed from the executive committee. The position may be filled by a member appointed by executive to fill the vacancy for the remainder of the term.
- (c) Any member of the executive who resigns their position in writing or is otherwise unable to carry out their duties shall have their position deemed vacant. The position may be filled by a member appointed by executive to fill the vacancy for the remainder of the term.

15. **AMENDMENTS**

After a 45 day notice of motion to amend the constitution has been provided, this constitution may be amended by a two-thirds majority vote of the members present at

any regular session of the annual conference of the council, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.  
Amendments directed by Provincial Executive Council shall be instituted forthwith.

16. **NATIONAL/INTERNATIONAL ORGANIZATION**

After the same notice of motion that is required for amendments to this constitution, the Fine Arts Council, by a majority vote of those present at a regular session of an annual general meeting, may:

- (a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or, cancel its membership or affiliation with a national or international organization.

Revision Dates

1965

1978

1982

FAC ratification of changes 1994 04 17

TOC approval 1994 09 09

TOC approval 2002 11 25

Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)

Amended by Provincial Executive Council 2006 05 15–16 (membership changes)

Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)

Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)

Amended by Provincial Executive Council 2011 06 16–17

Amended by ATA Table Officers, 2014 09 09

Amended at FAC AGM 2014 10 24

TOC approval 2015 01 08

Amended by ATA Table Officers, 2015 05 25 (student membership fee change)

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# III—OPERATIONAL

a-Personnel    b-Programs    c-Finance

## IIIa – PERSONNEL

### Task

Updating Membership Lists  
Board Meetings  
Membership Drive  
Nominations  
Professional Liaison  
Regionals  
University Student Charters  
Secondary Student Charters  
Summer Conference

### Policy

Job Descriptions  
Committee Composition  
Staff Advisor (ATA)

### Job Descriptions

- 10.1 The president will be responsible to ensure that the Duties and Functions Manual for executive officers be current.
- 10.2 Each executive member will inform the president of changes in the duties and functions of *the office held as they occur*.
- 10.3 The duties of the staff advisor will be those outlined by the ATA.

### Summer Conference (Professional development for executive)

11. It is expected that the president, treasurer, conference director and publications chair attend job-specific ATA conferences during their terms. ATA provides grants in aid; the Fine Arts Council will reimburse the balance of registration, and reasonable accommodations and travel costs.

### Professional Liaison

12. It is the belief of the Fine Arts Council that networking and working with other fine arts and educational bodies will greatly increase the chances of meeting our common aims.
  - 12.1 The Fine Arts Council may become members within one provincial or national or international organization in each of the music, art, dance and drama disciplines.
  - 12.2 Correspondence with each organization will be conducted by the subject area representative and reported at the next executive meeting.
  - 12.3 All materials received by subject area representatives become property of the Fine Arts Council.
  - 12.4 The outgoing and incoming officers will sort materials for personal files, archives and donations to the ATA library after the AGM.
  - 12.5 The Fine Arts Council executive will determine which organizations it will join.

- 12.6 Once during their terms, subjects representatives and the president will be provided, upon approval of their application by table officers, a maximum of \$500 to attend a conference/symposium or professional meeting in their discipline (excluding the Fine Arts Council annual conference).
- .1 Upon their return they must submit a written report of their liaison efforts at the next Fine Arts Council meeting.
  - .2 Upon their return a written report must be submitted to a Fine Arts Council publication.
  - .3 A maximum of three may be sponsored per year (\$1,500).
  - .4 In the event that the subject area representatives do not use their liaison funds, the said funds will be placed in general revenue.

### **Nominations/Elections**

- 13.1 It is the duty of all executive members to actively solicit the Fine Arts Council members to serve on the executive.
- 13.2 A call for nominations shall be distributed to members no less than 60 days prior to the AGM.
- 13.3 All nomination forms must be forwarded to the president of the Fine Arts Council.
- 13.4 Nominations can be made from the floor of the AGM.
- 13.5 Nominations will cease during the AGM.
- 13.6 For positions for which there is more than one nomination, an opportunity will be provided at the AGM for candidates to speak to the membership.

### **Regionals**

- 14.1 Fine Arts Council members who reside in the boundary of a regional will be considered members of that regional.
- 14.2 Each regional will have its own constitution, which is in keeping with the constitution of the Fine Arts Council and the ATA.
- 14.3 Each regional will be given \$300 per year by the Fine Arts Council plus \$1 per *member residing in the regional to a maximum of \$500 in total*.
- 14.4 Regionals are encouraged to host a MADD Dash and communicate their program to the president.
- 14.5 Each year the Fine Arts Council must be informed of each regional's executive, the bank and bank account in which funds are controlled, the signing officers and how they may be contacted.
- 14.6 An audited financial statement from the regionals must be forwarded to the Fine Arts Council treasurer by June 30 of each year.
- 14.7 An annual report as outlined by the ATA must be submitted to the Fine Arts Council president by July 15 of each year.
- 14.8 New funds will not be forwarded to the regional for the following year if the regional is late in reporting their financial statements to the Fine Arts Council.
- 14.9 These regions will be determined by school board jurisdictions as organized by teachers' conventions.

- 14.10 Presidents of the regionals are expected to attend the executive meetings of the provincial Fine Arts Council executive. Reasonable travel, accommodation, meals and related expenses will be paid by the provincial council. They will be present in observer status with rights of voice but no right to vote.

### **Membership**

- 15.1 The FAC will utilize conferences, MADD Dashes and other programs sponsored by the Fine Arts Council as its main membership sources.
- 15.2 The president, treasurer and conference chair shall receive membership lists and updates from Barnett House on a monthly basis.
- 15.3 Membership lists are confidential and shall not be released to any individual or association.
- 15.4 *It is the responsibility of all members to actively seek and recommend membership in the Fine Arts Council.*
- 15.5 *It is the responsibility of the public relations chair to initiate and organize additional membership drives.*
- 15.6 Names of new and renewing members must be forwarded immediately to Barnett House by the conference registrar and MADD Dash coordinators.

## IIIb—PROGRAMS

### Task

*A Fine FACTA*  
Clinicians List  
Curriculum Resources  
MADD Dash  
Conference  
Workshops  
Subject Area Liaison/Partnership

### Policy

Publications  
Professional Development  
Awards/Gifts  
Leadership/Role Model  
Liaison Policy

### Publications Policy

- 16.1 The Fine Arts Council will use the *ATA Magazine* and the *ATA News* to circulate pertinent information.
- 16.2 *A Fine FACTA* (newsjournal) may be published up to three times a year.
- 16.3 *A Fine FACTA* editor will be appointed by the president.
- 16.4 The Fine Arts Council will maintain a website for the purpose of communication with the members.
- 16.5 The Fine Arts Council acts as a forum for educators in the arts and neither advocates nor endorses curriculum resources.
- 16.6 From time to time based on emergent need, the Fine Arts Council may conduct research and produce and distribute specific curriculum resources. Written proposals must be submitted to the Fine Arts Council prior to budget approval at the next AGM.
- 16.7 A clinicians list will be maintained of fine arts teachers and artists as requested in our publications and at our activities.
  - .1 The Fine Arts Council does not evaluate and therefore does not endorse nor promote individuals as clinicians.
  - .2 This list will be made available to membership upon request.
  - .3 The clinicians list will be updated by subject representatives and forwarded to the *staff advisor by June of each year.*
- 16.8 The Fine Arts Council serves in an advisory capacity to the ATA. It will take a proactive stand in initiating, supporting and publishing research and producing position papers.
  - .1 All such position papers must approved by Provincial Executive Council.

### Professional Development

- 17.1 The Fine Arts Council will provide ongoing professional development for its members.
- 17.2 Regionals are encouraged to provide input into teachers' convention associations.
- 17.3 To maintain consistency and fairness the following professional development procedures will be followed:
  - .1 All presenters at our event will have the registration fee waived.
  - .2 Honoraria for all sessions will be identical.

- .3 Keynote and special sessions will be determined by contract.
- .4 Copresenters will have their registration fee waived and share the session honoraria.
- 17.4 No sessions will be offered and honoraria paid until a contract is signed by the Fine Arts Council and the presenter.
- 17.5 Contracts must be signed a minimum of two months prior to the event so that adequate promotion can be made.
- 17.6 Executive members may have their conference fee covered, if they so wish.
- 17.7 Conference fees for student members will be approximately one-third of the regular membership conference rate excluding meal expenses.
- 17.8 MADD Dash fees for student members will be one-third of the regular membership MADD Dash rate excluding meal expenses.
- 17.9 It is the responsibility of the conference chair to maintain a MADD Dash manual, update it and pass it on to the president.
- 17.10 It is the responsibility of the past president to review the conference and MADD Dash manuals, to ensure that they are in keeping with the Fine Arts Council's policies.
- 17.11 The Fine Arts Council will attempt to have advertising/advocacy displays at teachers' conventions. Costs for such displays must be approved by the table officers.
- 17.12 The conference and MADD Dash committees may not debit the grant account until approved by the treasurer.

### **Awards**

- 18. The Fine Arts Council may give one Honorary Life Membership and one MADD Award for Outstanding Fine Arts Educator per year.
- 18.1 Honorary Life Membership provides an engraved gift, the placement of the winner's name and year of the award on the Fine Arts Council plaque, free registration for the current year's conference, the cost of accommodation and travel to and from the conference, and lifetime membership in the Fine Arts Council.
- 18.2 Honorary Life Members will be selected by table officers based on submissions in keeping with current nomination forms.
- 18.3 The MADD Award for Outstanding Fine Arts Educator provides an engraved gift, the placement of the winner's name and year of the award on the Fine Arts Council plaque, free registration for the current year's conference, the cost of accommodation and travel to and from the conference.
- 18.4 Recipients of the Madd Award will be selected by table officers based on submissions in keeping with current nomination forms.
- 18.5 During the years they serve on the executive, executive members will be ineligible for any award presented by the Fine Arts Council.

### **Gifts**

- 19.1 The FAC may present a gift in appreciation of services rendered to a maximum of \$50.

## IIIc—FINANCE

<b>Task</b>	<b>Policy</b>
Budget	Budget
Annual General Meeting Approval	Membership Fees
Sale of Materials	Honorary Membership

- 20.1 Executive members should not be out of pocket for any expenses incurred conducting the Fine Arts Council business.
- 20.2 Additional expenses not covered by a budget item may be approved by the table officers and ratified by the executive.
- 20.3 Any single expense of an executive member over \$100 must be approved in advance by both the treasurer and president.
- 20.4 The treasurer and president will maintain confidentiality in relation to the personally claimed expenses by an executive member.
- 20.5 In the event of a disagreement concerning expenses between the treasurer and an executive member, an appeal can be first made to the president. If that fails the matter will be referred to the table officers. The table officers' decision will be final.

### **Budget**

- 21.1 The budget will be based on the following:
  - .1 Anticipated revenue from grant account
  - .2 Anticipated revenue from membership fees
  - .3 Expenses of the daily operations of the FAC
  - .4 Conferences and MADD Dashes will be revenue and expenses neutral
  - .5 The costs of honorary memberships and the MADD award will be included as a FAC (not conference) budget item
- 21.2 The conference and MADD Dash will have separate budgets and are expected to be self-supporting.
- 21.3 The president, the chairs of committees and the treasurer will prepare a budget and submit it to the table officers for approval, at least one month before AGM. Based on committee submissions, the budget will be created by the table officers at least one month before the AGM.
- 21.4 The budget will undergo further revisions at the executive meeting at the annual conference prior to the AGM.
- 21.5 The treasurer will submit the budget to the Fine Arts Council members at the AGM for *their approval*.

### **Membership Fees**

- 22.1 Based upon budget submissions, the table officers may recommend to the annual general meeting an increase or decrease in membership fees.
- 22.2 Honorary members will have their annual Fine Arts Council dues waived.

- 22.3 Honorary members who are ATA members will be considered full members of FAC.

Those who are not will have associate membership. Honorary members who wish to be full FAC members will be responsible for their own ATA fees.

### **Fundraising/Sales**

- 23 Fundraising may be undertaken to support special projects as well as regular Fine Arts Council business.
- 23.1 All fundraising for the Fine Arts Council must be approved by the table officers.
- 23.2 In order to avoid the duplication of resources, the purchase and subsequent sale of merchandise (T-shirts, bags, curriculum documents and so on) must be approved by the executive of the Fine Arts Council. This includes sales at conferences and other Fine Arts Council events.
- 23.3 Coordinators of conferences, MADD Dashes and other FAC committees wishing to purchase items to be used in fundraising must seek approval of the table officers.

### **Travel/Transportation**

- 24.1 All executive members are encouraged to travel by the least expensive mode of transportation, given time considerations. Carpooling is encouraged.
- 24.2 Cost per kilometre for private vehicles will be determined by table officers during budget considerations.
- .1 The current rate is \$.30 per kilometre.
- 24.3 Approval for executive to attend conferences and other Fine Arts Council business (committee meetings) excluding executive meetings must be obtained beforehand from the table officers.

### **Accommodations**

- 25.1 When possible all executive members are encouraged to share rooms while on Fine Arts Council business.
- 25.2 If staying with a friend or relative an executive member may claim \$24 per night for the purchase of a gift. No receipt is required.

### **Meals**

- 26.1 The Fine Arts Council will pay a per diem of \$45 per day for meals excluding those provided at Fine Arts Council functions.
- .1 The current rate is \$10 breakfast, \$15 lunch, \$20 dinner, including GST.
- .2 Changes in this rate must go through regular policy procedures.

### **Conferences and MADD Dashes**

- 27.1 *Every executive member is encouraged to attend all Fine Arts Council functions in order to maintain open communication lines between the membership and the executive.*
- 27.2 The Fine Arts Council will cover registration fees, travel expenses, accommodation expenses and meal expenses.

## **Advances**

- 28.1 The conference committees of the following and subsequent years shall be advanced \$2,000 for initial operating expenses. More may be provided on request.
- 28.2 An advance of \$200 may be made to the music, art, dance and drama representatives in order to make arrangements to attend a conference with Fine Arts Council support. Requests must be approved by the president.

## **Grant Account**

29. Only the treasurer has authorization to debit the grant account. Those who use *Barnett House for printing and mailing must seek prior approval from the treasurer who will bill the committee for the expenditures made.*

## IV—ADVOCACY

### Task

Advocacy Materials  
Communicate Events  
Letters/Marches/Panel Participation  
Surveys/Research  
Position Papers  
Student Presentations

### Policy

Stance on Relevant Issues  
Mission Statements

30. The Fine Arts Council will take a proactive stance in supporting fine arts education by preparing assorted materials that advocate our cause.
- 30.1 The Fine Arts Council will encourage and support position papers that reflect the aims of the council. They will publish these and make them available to the membership.
  - .1 Individuals or committees who wish to write position papers for the Fine Arts Council must obtain approval from the Fine Arts Council executive.
  - .2 The Fine Arts Council *may budget for the writing and production of a position paper, once it is approved.*
- 30.2 The Fine Arts Council will continually solicit the Alberta Teachers' Association and, through them, Alberta Education for representation and/or input on committees that directly or indirectly affect fine arts education in Alberta schools.
31. All advocacy efforts and materials must be approved by the Provincial Executive Council of the Alberta Teachers' Association.

