

**NORTH CENTRAL TEACHERS' CONVENTION ASSOCIATION
OF THE ALBERTA TEACHERS' ASSOCIATION**

POLICY AND STANDING RULES

1. CONVENTION PURPOSE, MISSION AND VISION	3
2. CONVENTION PROGRAM	3
3. CONVENTION PLANNING GUIDELINES	3
4. AMENDMENTS TO NCTCA POLICY DOCUMENTS AND CONSTITUTION	4
5. CONVENTION DATES	4
6. HONORARIUM, GIFT & EXPENSE GUIDELINES FOR SPEAKERS, CHAIRPERSONS, AND PROGRAM COMMITTEE MEMBERS	4
7. FINANCE AND BUDGET COMMITTEE	5
8. CONVENTION FEES	6
9. CONVENTION REGISTRATION	6
10. SESSION PREREGISTRATION	7
11. EXHIBITS	7
12. MEMBER MEETING EXPENSES	8
13. EXECUTIVE HONOURARIA, ALLOWANCES AND EXPENSES	9
14. COURTESIES	10
15. CONVENTION ATTENDANCE	11
APPENDIX 1 – FEE & EXPENSE GUIDELINES	12

1. CONVENTION PURPOSE, MISSION AND VISION

- 1.1 The purpose, mission and vision of the convention shall be as set-out in the constitution.

2. CONVENTION PROGRAM

- 2.1 All aspects of the convention program (including sessions and exhibits) will:
- 2.1.1 Align with and support the purpose, mission and vision of the convention;
 - 2.1.2 Align with and support Association policy, strategic directions and administrative guidelines;
 - 2.1.3 Enhance teachers' professional practice related to the *Teaching Quality Standard* and *Leadership Quality Standard*;
 - 2.1.4 Promote public education in Alberta;
 - 2.1.5 Enhance the image of the teaching profession;
 - 2.1.6 Promote the expertise of Association members and Association Specialist Councils;
 - 2.1.7 Provide opportunities for members to learn from and connect with Association partners and like-minded professional development and resource developers;
 - 2.1.8 Include sessions involving authorized curriculum resources; and
 - 2.1.9 Avoid alignment with any political party.

3. CONVENTION PLANNING GUIDELINES

- 3.1 The Director of Program and the program committee shall be responsible for planning and organizing convention sessions.
- 3.2 The executive committee shall be responsible for overseeing all decisions made by the executive members and their committees and reporting back to the convention board.
- 3.3 A total of 45 days of substitute release time each fiscal year shall be budgeted for, to assist convention executive officers with the completion of their assigned duties, if required, subject to the terms and conditions in each member's collective agreement.
- 3.3.1 These days do not include days on which the provincial Association will pay for the release of convention executive officers for provincial convention meetings and conferences.
 - 3.3.2 These days are to be used for convention work only and cannot be used as lieu days or personal days to offset the work done by executive officers; doing so may contradict members' collective agreements.
- 3.4 The convention shall have a minimum of four Featured Speakers.
- 3.5 The template shall include a sufficient number and a variety of sessions to accommodate the number of attendees on each of the two convention days. (Program template in Appendix 1)

4. AMENDMENTS TO NCTCA POLICY DOCUMENTS AND CONSTITUTION

- 4.1 Current copies of the convention association's policy, standing rules, executive guidelines and constitution will be posted on a public page of the convention's website.
- 4.2 The convention association's policy, standing rules, and executive guidelines can be amended by a simple majority vote (i.e. 50% + 1) of the convention board at any regular convention board meeting.
 - 4.2.1 The proposed amendments must be shared with the board 30 days prior to voting.
 - 4.2.2 Once approved by the convention board, these amendments can be made to the policy, standing rules, and executive guidelines immediately.
- 4.3 As explained in the convention's constitution:
 - 4.3.1 Amendments to the constitution require a notice of motion to be filed with the convention secretary at the regular meeting of the convention board preceding the meeting at which the board will vote on the amendments will be held;
 - 4.3.2 Once approved by a two thirds vote of the convention board, amendments are referred to member-locals for ratification;
 - 4.3.3 Once a majority of the convention association's member-locals (i.e. 10/18) have voted in favour of the amendments, the amendments must be approved by the Table Officers' Committee of the Alberta Teachers' Association.
- 4.4 Annual document review process
 - 4.4.1 At the fall board meeting, the President shall appoint an ad hoc committee made up of the Past President, Staff Advisor and at least two board members to review the convention association's policy and standing rules, executive guidelines and constitution.
 - 4.4.2 This ad hoc committee will prepare recommended amendments for the executive and convention board to consider at future meetings.

5. CONVENTION DATES

- 6.1 The convention shall be held on the Thursday and Friday of the first *full week* in February.
- 6.2 Convention dates are set by the provincial Association, but changes can be requested. Refer to the *Handbook for Convention Associations* for more information.

6. HONORARIUM, GIFT & EXPENSE GUIDELINES FOR SPEAKERS, CHAIRPERSONS, AND PROGRAM COMMITTEE MEMBERS

- 6.1 Each year during the budget approval process, the convention board shall review and approve the guidelines for speakers' fees and expenses (included in Appendix 1):
 - 6.1.1 The maximum honorarium for a featured speaker shall not exceed the set amount (Canadian funds). Any exceptions to this policy must be approved by the Board.
 - 6.1.2 The total cost of all featured speakers shall not exceed 60% of the total amount

- budgeted for speaker fees for the entire program within one budget year.
 - 6.1.3 There are set fees for one-hour sessions, one-and-a-half-hour sessions, two-hour sessions, three-hour (or half day) sessions, and six-hour (full day) sessions.
 - 6.1.4 If multiple speakers are presenting a session, the total honourarium for that session will be split equally among the speakers, provided the Treasurer/Financial Administrator has approved this request 30 days before convention.
 - 6.1.5 NCTCA will follow Indigenous protocol in consultation with the Association. In addition to honoraria, gifts and expense coverage will be provided to Elders and Knowledge Keepers, as appropriate, as a symbol of appreciation.
 - 6.1.6 Speakers who do not request an honorarium may be given a gift card or a token of appreciation.
 - 6.1.7 No honorarium or gift cards shall be provided to speakers who are employees of the Association and/or the Government of Alberta.
- 6.2 Speakers' expenses
 - 6.2.1 Speakers from outside the convention area will be reimbursed for reasonable receipted transportation, accommodation, meal expenses and their employer will be paid for invoiced costs related to their release time, as approved by the program committee.
 - 6.2.1.1 The claim for any single meal including GST, tip, and delivery charges shall not exceed the maximum amount (see Appendix 1).
 - 6.2.1.2 All claims for meals and accommodation must be supported by receipts.
 - 6.2.1.3 Claims for alcoholic beverages will not be honoured.
 - 6.2.2 Speakers from the member-locals will not be remunerated for any expenses or release time costs; they will receive the gift mentioned in 6.1.6.
- 6.3 Parking, transit, taxi, or ride share expenses for chairpersons assigned to support off-site sessions must be supported by original receipts and submitted for reimbursement to the Financial Administrator.
 - 6.3.1 In circumstances where the off-site venue the chairperson is assigned to does not have a host lounge, they may submit receipted expenses for lunch up to the maximum listed in Appendix 1.
 - 6.3.2 In cases where a session has more than one chairperson, expense arrangements must be made with the Financial Administrator or Director of Program in advance.
- 6.4 Members of the Program Committee may receive the token of appreciation with equal value to the gift referenced in 6.1.6.
- 6.5 Previous convention executive members and other individuals may be hired as office staff to work during convention and will be remunerated for this work in accordance with Appendix 1.

7. FINANCE AND BUDGET COMMITTEE

- 7.1 The committee shall consist of the Treasurer-Past President, Financial Administrator, President and two Board members to:
 - 7.1.1 review and make recommendations to the executive regarding the proposed annual budget;
 - 7.1.2 review the annual financial statement; and

7.1.3 review the Assistant to the Executive's and Financial Administrator's contracts annually.

8. CONVENTION FEES

- 8.1 As indicated in the constitution, convention fees are set during the annual budget process and require consultation with locals.
 - 8.1.1 The per member convention fee is set annually for all full-time and part-time teachers in the convention's member-locals.
 - 8.1.2 When setting the budget and determining the per member convention fee, the convention executive shall consider the fixed costs for holding the event, inflationary pressures, maintaining the convention association's surplus within limits established by the Association, and, above all, providing the best possible return on investment to members.
 - 8.1.3 As part of the budget approval process, the convention board will also approve fee and expense guidelines (see Appendix 1).
 - 8.1.4 The convention fee for all full-time and part time members shall increase by \$5 plus GST each year. [June 2011]
 - 8.1.4.1 This increase will be subject to review annually by the finance committee and the committee's determination about whether or not an increase will be implemented for the next year's budget will be announced at the first board meeting after convention.
 - 8.1.4.2 Changes to the set convention fee above and beyond the value outlined in 8.1.4 shall be proposed as a notice of motion at the first board meeting after the convention.
- 8.2 Member-locals shall remit 30% of the required convention fee based on the Association's official teacher count by the end of October with the remainder based on current year's teacher count to be paid at the end of January.
 - 8.2.1 Member-locals can request an alternative payment arrangement with the convention board that is mutually agreeable (e.g. paying 1/6 of the annual convention fees every two months when the local receives its local rebate from the Association).
 - 8.2.2 No refunds are to be made to locals or teachers who leave employment before convention.

9. CONVENTION REGISTRATION

- 9.1 Payment of convention fees by member-locals constitutes the official event registration for all teacher delegates.
- 9.2 Substitute teachers (including retired teachers) working in the NCTCA convention area are welcome to attend free of charge.
- 9.3 Student teachers who are participating in practicums in the NCTCA area at the time of the convention may attend free-of-charge provided that they have the Association-provided convention identification obtained from their college or university's student local or from their practicum facilitator.

- 9.4 Associate members and certificated teachers from outside of Alberta may register with the Association to attend convention as guest delegates at the price(s) listed in the Association's Administrative Guidelines.
- 9.5 Member-locals may invite only those trustees, superintendents, and MLAs from their corresponding school division and provincial constituencies to the Partners in Education Luncheon.
 - 9.5.1 Member-locals are responsible for ensuring that the names and positions of all guests for the Partners in Education Luncheon are registered with the convention executive and, if necessary, that clearance has been arranged through the office of the ethics commissioner as directed by Association staff.
 - 9.5.2 Additional guests may be invited, and may or may not be charged the non-member registration fee, subject to the approval of the President.

10. SESSION PREREGISTRATION

- 10.1 Session preregistration fees may be approved by the program committee and these fees shall be collected in advance from individuals.
- 10.2 Refunds for session preregistrations will be administered as follows:
 - 10.2.1 If the presenter or program committee cancels a preregistered session, the full registration fee shall be refunded to delegates and no service fee will be withheld.
 - 10.2.2 If a delegate cancels their registration before January 15, they shall be refunded in full and no service fee will be withheld.
 - 10.2.3 If a delegate cancels their registration after January 15, they shall be refunded but a service fee of 10% will be withheld.
 - 10.2.4 Cancellations after January 31 will not be refunded.
 - 10.2.4.1 In case of extenuating circumstances, a delegate may appeal to the Program Chair and President to receive a refund after January 31.

11. EXHIBITS

- 11.1 All exhibits are to be approved by the Director of Exhibits.
- 11.2 Vendors and displayers shall pay the fees outlined in Appendix 1 for for-profit exhibit and not-for-profit booth space on the two days of convention.
 - 11.2.1 The price per booth shall be reviewed annually and considered against current staging and booth costs and the fee structures of other conventions.
- 11.3 Cancellation refund schedule
 - 11.3.1 Once accepted, the exhibitor will have 45 days to pay the deposit or their booth will be released, and their application will be canceled.
 - 11.3.2 No refunds for exhibitor booths will be given after January 15 of the convention year.
 - 11.3.3 A 10% cancellation fee will be withheld for cancellations made before December 15 of convention year.
 - 11.3.4 A 25% cancellation fee will be withheld for cancellations made between December

16 to January 15 of the convention year.

- 11.4 Preference will be given to vendors who promote the teaching profession or public education.
- 11.5 Exhibitors must clearly state what is going to be sold or promoted on the application to exhibit form.
 - 11.5.1 Religious exhibits and controversial subject matter, so long as it is in alignment with the Association's Administrative Guidelines and supports the Alberta curriculum will be approved at the discretion of the executive.
 - 11.5.2 Applications from companies that sell, promote or display products and information that violate Association policy or damage the image of the teaching profession or public education will not be accepted.
- 11.6 Exhibitors will take into consideration the safety of convention delegates.
- 11.7 Consideration will be given to the Association's business partnerships with Morgex/belairstdirect and Capital Estate Planning.
- 11.8 The Association will provide disclaimer signage for display outside the exhibit hall.

12. MEMBER MEETING EXPENSES

- 12.1 Members shall be able to claim a meeting allowance for meetings that are held on evenings or weekends. (see Appendix 1)
- 12.2 Kilometrage for travel to and from convention meetings will be provided at the current provincial Association rate.
- 12.3 Hotel accommodation may be provided for one night if residence is more than 150 km one-way from the meeting site and road conditions and/or daylight hours prevent safe travel on the day of the meeting.
 - 12.3.1 Notwithstanding the above, hotel accommodation may be authorized by the President in extenuating circumstances.
- 12.4 In the event of a full day board meeting, a member who attends from a distance of 300 km or more is entitled to a maximum of two night's accommodation and meal according to the fee schedule in Appendix 1.
- 12.5 If a hotel stay is required, members can claim up to the maximum allowed in Appendix 1 for receipted accommodation expenses (or, if staying with friends or relatives, up to the maximum in Appendix 1 to buy a receipted dinner or a gift card for their hosts).
 - 12.5.1 Members staying in hotels or with friends or relatives the night before a meeting may claim dinner for themselves (in accordance with 12.6 and up to the maximums specified in Appendix 1).
 - 12.5.2 If breakfast is not being provided at the meeting and it is not included as part of the accommodation package, breakfast can be claimed before the meeting (in accordance with 12.6 and up to the maximum specified in Appendix 1).

- 12.5.3 If lunch is not being provided at the meeting, it can be claimed (in accordance with 12.6 and up to the maximum specified in Appendix 1).
- 12.6 The claim for any single meal including GST, tip, and delivery charges shall not exceed the maximum amounts listed in Appendix 1.
 - 12.6.1 All claims for meals and accommodation must be supported by itemized receipts that indicate which items were ordered (and, if the member dined with other individuals, which food and drinks on the receipt are the member's).
 - 12.6.2 Claims for alcoholic beverages will not be honoured.
- 12.7 Members shall be able to claim reasonable receipted meal expenses for meetings they attend at which no meal is provided (in accordance with 12.6 and up to the maximum specified in Appendix 1).
 - 12.7.1 "Reasonable" in this case shall mean that the meeting was at least 60 minutes in length and was held during the time of day at which a meal is typically consumed.
- 12.8 Other expenses may be approved by the President, Treasurer-Past President, and Financial Administrator.

13. EXECUTIVE HONOURARIA, ALLOWANCES AND EXPENSES

- 13.1 With the exception of the PEC Liaison and Staff Advisor, each executive member shall receive an annual honouraria according to the set fee schedule. (see Appendix 1)
- 13.2 Allowances shall be paid to each executive member listed in 13.1 on a monthly basis, to offset expenses for use of personal internet and phone used to fulfill executive duties. (see Appendix 1)
 - 13.2.1 To claim internet and phone expenses, executive members must submit one full internet and phone invoice to the Financial Administrator each fiscal year as verification that they are paying for these services.
 - 13.2.2 Executive members who are already being remunerated for all or a portion of their internet or phone expenses by other Association subgroups shall not be allowed to claim an allowance for these services.
- 13.3 Executives will be reimbursed for receipted printer ink, paper and other office supplies used to fulfill their duties.
- 13.4 To support new members of the executive during transition periods, the executive may appoint previous executive members to ad hoc co-chair positions for a period of one convention year.
 - 13.4.1 The duties, meeting attendance requirements, and honoraria for ad hoc co-chairs shall be determined by the executive at the time of appointment.
- 13.5 Elected members of the executive are encouraged to attend another convention or conference during the year they serve in office and will be reimbursed for all receipted travel, accommodation, food, registration and substitute teacher up to the maximum Executive Professional Development (PD) Allowances listed in Appendix 1.
 - 13.5.1 First-year members of the executive may only attend another Association teachers'

convention; those who have served two or more years may attend a teachers' convention, specialist council conference or subject specific conference.

- 13.5.2 Requests must be submitted to the President by email for approval.
 - 13.5.3 The President must submit their requests to the executive committee for approval.
 - 13.5.4 PD allowances must be used before the end of the current fiscal year. PD allowances will not accumulate or carry over into the next fiscal year.
 - 13.5.5 Once their requests have been approved, executive members can submit receipted expenses for reimbursement as soon as the costs are incurred. If the event is canceled or the executive member is not able to attend the event as planned, they must repay convention for any funds received within 30 days.
 - 13.5.6 Following their attendance at a PD event, each executive member is required to provide a short written summary of the event for the next executive meeting that details any keynote or breakout session speakers that should be invited to present at future conventions.
- 13.6 Contracted support staff who assist with convention administration organization and operation will be paid a monthly fee for their services. (see Appendix 1)
- 13.7 All members of the executive committee shall be provided with convention-owned password protected and encrypted laptop computers to support them in their convention-related duties.
- 13.7.1 Upon resignation from the executive committee, executive members' computers will be returned to the NCTCA.
 - 13.7.2 Once a convention-owned computer has reached the end of its useful life, it will be sent to the Association's privacy officer for secure destruction.

14. COURTESIES

- 14.1 The executive may, at its discretion, purchase courtesy gifts
- 14.1.1 to celebrate or offer support to executive or board members who have experienced/will experience a significant life event;
 - 14.1.2 to honour members who are retiring from the executive or board who served on the NCTCA for 10 or more years; and
 - 14.1.3 to express gratitude or support for other individuals, as approved by the executive.
- 14.2 One or more Honorary President(s) will be selected by the convention board for each convention.
- 14.2.1 Nominations will be accepted from all member-locals and must be sent to the President by the spring board meeting.
 - 14.2.2 Nominees for Honorary President must have been, actively involved in NCTCA as a board or executive member for 10 years or more and/or must have provided outstanding service to the members of the convention during this time.
- 14.3 The following expenses will be provided for each Honorary President and one guest of their choice:
- 14.3.1 Round-trip kilometrage at the current Association rate from their home to convention;

- 14.3.2 1 night of hotel accommodation during convention;
 - 14.3.3 dinner for the night of their hotel stay at convention (up to the maximum listed in Appendix 1);
 - 14.3.4 breakfast for the following morning (up to the maximum listed in Appendix 1);
 - 14.3.5 parking at the convention;
 - 14.3.6 tickets to the Partners in Education luncheon; and
 - 14.3.7 access to the host room during convention.
- 14.4 Each Honorary President will be presented with a gift (up to the maximum listed in Appendix 1) at a short ceremony before a feature speaker presentation during convention.

15. CONVENTION ATTENDANCE

- 15.1 Teachers have a legal, as well as professional, obligation to attend their annual teachers' convention. Teachers are paid for the two convention days because these days are defined in the *Education Act* as part of the school year.
- 15.2 Teachers who do not meet their convention attendance obligations can be investigated or sanctioned.
- 15.3 The convention executive and board are responsible for ensuring that all NCTCA members are aware of their convention attendance obligations as well as the options available through the Association to be released from convention, to attend an alternate convention, or to attend an alternate professional development event during convention.
- 15.3.1 The convention website will include a page that links to the Association's convention attendance pages.
 - 15.3.2 All convention attendance questions from members should be directed to Association staff.

APPENDIX 1 – FEE & EXPENSE GUIDELINES

SPEAKERS

The fee schedule for speakers shall be as follows

		<u>Last Reviewed/Updated</u>
6.1.1 Featured speaker (maximum)	\$35,000	Dec 2023/May 2021
6.1.3 one-hour session	\$300	Dec 2023/May 2021
one-and-a-half hour session	\$340	Dec 2023/May 2021
two-hour session	\$375	Dec 2023/May 2021
three-hour (half day) session	\$475	Dec 2023/Dec 2023
six-hour (full day) session	\$700	Dec 2023/May 2021
6.1.5 protocol, honoraria, gifts, and expenses for Elders, Knowledge Keepers, and Wisdom Keepers	as appropriate after consultation with Association staff	Dec 2023/Dec 2023
6.1.6 the gift will not exceed	\$50	Dec 2023/Dec 2023
6.2.1 Meals receipted maximums per meal including GST, tip, and service fees	Breakfast = \$25 Lunch = \$35 Dinner = \$40 Daily max = \$100	Dec 2023/Dec 2023

EXPENSES FOR CHAIRPERSONS OF OFF-SITE SESSIONS

		<u>Last Reviewed/Updated</u>
6.3 receipted parking, transit, taxi, or ride share expenses shall not exceed	\$50	Dec 2023/Dec 2023
6.3.1 when there's no host lounge at the off-site venue, receipted lunch up to the maximum indicated including GST, tip, and service fees	\$35	Dec 2023/Dec 2023

PROGRAM COMMITTEE MEMBER GIFTS

		<u>Last Reviewed/Updated</u>
6.4 the token of appreciation shall not exceed	\$50	Dec 2023/Dec 2023

OFFICE WORKER HONORARIA & EXPENSES

		<u>Last Reviewed/Updated</u>
6.5 Experienced	\$500	Dec 2023/May 2020
Inexperienced (1 st year)	\$400	Dec 2023/May 2020
Parking (with receipts)	actual cost	Dec 2023/Dec 2023

REGISTRATION AND PAYMENT OF CONVENTION FEES

The per member convention fee charged to member-locals for the number of full-time and part-time teachers listed in the Association’s annual teacher count shall be

		<u>Last Updated</u>
8.1 the per member convention fee	\$110.00 + GST	May 2023

EXHIBIT FEES

		<u>Last Reviewed/Updated</u>
11.2 For profit booth (regular)	\$625 (includes GST)	Dec 2023/Dec 2023
For-profit booth (corner)	\$675 (includes GST)	Dec 2023/Dec 2023
Not-for-profit booth	\$400 (includes GST)	Dec 2023/Dec 2023

EXECUTIVE & BOARD MEETING EXPENSES

		<u>Last Reviewed/Updated</u>
12.1 Meeting allowance	\$50/meeting	Dec 2023/Mar 2014
12.2 Kilometrage rate	\$0.65/km	Dec 2023/Jan 2023
12.5 Hotel accommodation		
with receipt maximum fee	\$170 + all taxes	Dec 2023/Dec 2023
receipt for dinner or gift card		
if staying with friends/relatives	\$50	Dec 2023/May 2020
12.6 Meals	Breakfast = \$25	Dec 2023/Dec 2023
receipted maximums per meal	Lunch = \$35	
including GST, tip, and service fees	Dinner = \$40	
	Daily max = \$100	

EXECUTIVE HONOURARIA AND ALLOWANCES

13.1 Total annual honouraria shall be

		<u>Last Reviewed/Updated</u>
President	\$2200*	Dec 2023/Dec 2023
Treasurer-Past President	\$1600*	Dec 2023/Dec 2023
Director of Program	\$2200*	Dec 2023/Dec 2023
Secretary	\$1600*	Dec 2023/Dec 2023
Director of Communication	\$1600*	Dec 2023/Dec 2023
Director of Exhibits	\$1600*	Dec 2023/Dec 2023
Director of Facilities	\$1600*	Dec 2023/Dec 2023
Ad Hoc Co-Chairs	TBD by the executive	

** New honouraria will take effect for the 2025 convention year*

		<u>Last Reviewed/Updated</u>
13.2 Technology, Internet Phone Allowance unless already being reimbursed by another ATA subgroup	\$110 per month	Dec 2023/Dec 2023

13.4 Executive PD Allowance to attend other conventions or conferences

		<u>Last Reviewed/Updated</u>
President, Director of Program, and Treasurer-Past President	\$4,000/2 yr term	Dec 2023/Dec 2023
Other members of the executive	\$2,000/1 yr term	Dec 2023/Dec 2023

CONTRACTED SUPPORT STAFF

		<u>Last Reviewed/Updated</u>
13.4 Contracted Support Staff monthly fee for service		
Assistant to the Executive	\$2,500	Dec 2023/Mar 2020
Financial Administrator	\$1,850	Dec 2023/Jan 2023

COURTESY FUND

		<u>Last Reviewed/Updated</u>
14.1 Courtesies	\$150 max per courtesy	Dec 2023/Dec 2023
14.4 Gift for Honorary President(s)	\$150 max per president	Dec 2023/Dec 2023