

Constitution of Saskatchewan Outdoors and Environmental Education Association

Approved March 15, 2022

1. **Name:** Saskatchewan Outdoor and Environmental Education Association (SaskOutdoors).

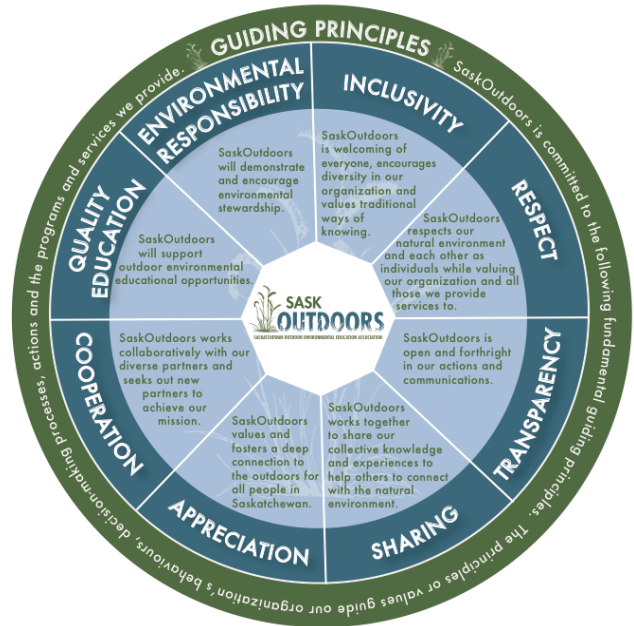
2. Affiliation

- Saskatchewan Teachers' Federation (STF) as a Professional Growth Network (PGN)
- Saskatchewan Parks and Recreation Association as a Provincial Recreation Association
- A membership corporation under The Non-profit Corporations Act, 1995 (Section 2).

3. Objectives

The mission of SaskOutdoors is to connect people of Saskatchewan to the outdoors and inspire a sense of curiosity and play within our natural environment by passionately delivering programs and services that promote awareness of outdoor recreation and environmental stewardship. We value the guiding principles of:

- Environmental Responsibility
- Inclusivity
- Respect
- Transparency
- Sharing
- Appreciation
- Cooperation
- Quality Education



4. Membership

Those eligible for membership are:

- a. All STF members as defined in STF Policy.
- b. Any other person with a professional or personal interest in supporting educators to practice outdoor and environmental education.

5. Membership fees

Membership fees shall be determined and approved by the board.

6. Structure and Management

- a. The affairs, funds, and property of SaskOutdoors shall be administered by the SaskOutdoors Board (the Board).
- b. There will be a minimum of 6 Directors and a maximum of 15.
- c. The majority of the Executive members (President, Past President, Vice President, Treasurer, Secretary) on the Board must also be STF members.
- d. The Board is responsible to the general membership and shall consist of the President and elected members.
- e. Responsibilities for elected roles include the following:

6.1 President

The President holds the key management functions for SaskOutdoors. They are responsible for:

- a. Assigning and communicating responsibilities to the Board ensuring that there is a clear understanding of their roles.

- b. Establishing an annual schedule of SaskOutdoors Executive and Board meetings.
- c. Following appropriate procedures when conducting board business.

6.2 Vice President

- a. Perform all the duties of the president should they be absent for any reason.
- b. Complete the president's term should it become vacant for any reason, unless the bylaws of the network provide otherwise.
- c. Complete administrative duties as defined in the constitution of the PGN.
- d. Assist the president in carrying out presidential responsibilities.

6.3 Past President

This position is not elected, but follows the term of presidency for a specific term as defined in the constitution.

Responsibilities may include:

- a. Serve as advisor to the president and other officers as it relates to past procedures and provide information to assist the network in maintaining quality and continuity.
- b. Other duties (i.e., chair, constitution committee or chair, nominating committee).

6.4 Treasurer

- a. Maintain financial control of resources.
 - Ensure there are or will be sufficient resources available to complete approved projects.
 - Provide the executive with an early warning if projects are too ambitious or too numerous to be achieved with the limited resources of the network.
- b. Ensure safe custody of assets.
 - Ensure cash in the bank and incoming funds are used only for approved projects.
- c. Maintain accurate financial record keeping.
 - Record financial transactions of the network.
 - Develop subsidiary records which determine a running balance of current accounts, expenditure commitments, etc.
- d. Provide accurate financial reporting.
 - Update the executive on the current status of accounts on a regular basis (i.e., revenue and expenditure since last reporting, current bank balances, etc.).
 - Develop a proposed budget with input by the executive for approval by the membership at the Annual General Meeting (AGM) and forward to the STF.
 - Provide a year-end statement of revenue and expenditure to the executive.
 - Provide an audited or reviewed financial statement on an annual basis to the executive and the membership at the AGM and forward to the STF.
 - File reports to the STF as required by recipients of special project grants.
 - File reports as required by government agencies (i.e., GST, Canada Revenue Agency, etc.).
- e. Coordinate with the bookkeeper, general manager, or other staff to transfer all relevant records to successors, such as:
 - Audited or reviewed financial statements for the last fiscal year.
 - Bank statements and canceled cheques for all accounts.
 - Receipt, deposit, account, and/or transaction books.
 - Paid and unpaid invoices.

6.5 Secretary

- a. Coordinates with the general manager to ensure PGN records are maintained.
- b. Makes arrangements for the constitution to be updated and submitted to the STF, as needed, on an annual basis.

6.6 Member at Large

- a. Attending all meetings and helping coordinate events.
- b. Offering input and voting on decisions made by the Board.
- c. Promote SaskOutdoors throughout Saskatchewan.

7. Representation

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

8. Meetings

- a. Board Meetings shall be held not less than three (3) times a year upon call of the President.
- b. Whenever possible, consensual decision-making will be used to make decisions at meetings. When this is not possible, Roberts' Rules of Order will be used to guide the voting process.
- c. Procedures at meetings: The voting body shall consist of individual members in good standing. There shall be no proxy voting.
- d. The elected members of the Board (with the exception of the Past-President) shall be elected at the AGM.
- e. Elected members shall serve a two year term with half of the Board elected at each AGM.
- f. When there is only one candidate for an office, the candidate will be declared by acclamation.

9. Nominations: The Board will accept nominations at the AGM.

10. Amendments to the Constitution

The constitution will be amended or repealed at the AGM **or at a special meeting** by a two-thirds vote of those eligible to vote in attendance, the changes to take effect immediately following the meeting at which they are approved.

- a. Amendments may be proposed by any member or organization in good standing or by the Board.
- b. Notice of Amendments shall be communicated to the membership at least thirty days prior to the meeting at which amendments will be proposed.
- c. An amended constitution is then forwarded to the Executive of the STF for approval.

11. Dissolution of the Organization

Dissolution shall be affected by a two-thirds vote of members present at the AGM. Remaining assets will be disbursed subject to DIVISION XVI of the Non-Profit Corporations Act 1995: in the event of dissolution of the Association, its property and assets shall after payment of all liabilities, be donated to one or more recognized organizations in Saskatchewan.