

**Saskatchewan Outdoor and Environmental Education Association
(SaskOutdoors) Constitution (January 2015)**

1. Name:

Our name is Saskatchewan Outdoor and Environmental Education Association (SaskOutdoors). The Name of the Special Subject Council will be the Saskatchewan Outdoor and Environmental Education Association (SaskOutdoors).

2. Affiliation:

The council shall be affiliated with the Saskatchewan Teachers' Federation as a special subject council. We are a charitable organization under The Non-profit Corporations Act, 1995 (Section 164).

3. Objectives:

Saskatchewan Outdoor and Environmental Education Association (SaskOutdoors) encourages educators and people who participate in outdoor recreation to practice and teach environmental responsibility. SaskOutdoors values the following as guiding principles:

- Supporting education (formal, non-formal, and informal).
- Valuing and coming to know our own place (Saskatchewan).
- Environmental responsibility.
- Working cooperatively and strategically.
- Support educators to practice outdoor and environmental education.
- Encourage outdoor recreation, exploration of Saskatchewan, development of outdoor and environmental skills and practices, and the development of a sense of place.
- Actively connect diverse members and support environmental decision making encouraging ecological responsibility.
- Be a happy and healthy organization (leadership, communication, partnerships, networks, members, and membership benefits).
- To offer advice and recommendations to the Saskatchewan Teachers' Federation executive and its committees affecting outdoor and environmental education.

4. Membership:

Those eligible for membership are:

- a) All Saskatchewan Teachers' Federation (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 by the Board of Directors and approved by the membership at the Annual General Meeting.

6. Structure and Management:

- a) The affairs, funds and property of SaskOutdoors shall be administered by the SaskOutdoors Board of Directors.
- b) There will be a minimum of 6 Directors and a maximum of 15.

**Saskatchewan Outdoor and Environmental Education Association
(SaskOutdoors) Constitution (January 2015)**

- c) The majority of the Executive members (President, Past President, Vice President, Treasurer, Program Director, Secretary) on the Board of Directors must also be Saskatchewan Teachers' Federation members.
- d) The SaskOutdoors Board of Directors, responsible to the general membership shall consist of the President and elected members.
- e) Responsibilities for elected Directors include the following:

6.1 President:

The President holds the key management functions for the organization and special subject council. They are responsible for:

- a) Assigning and communicating responsibilities to SaskOutdoors Directors ensuring that there is a clear understanding of their roles.
- b) Establishing an annual schedule of SaskOutdoors Executive meetings and Board meetings.
- c) Following parliamentary procedure when conducting council business by:
 - a) Calling the meeting to order and declaring adjournment.
 - b) Ensuring there is a quorum.
 - c) Announcing the business and the order in which it will be considered.
 - d) Recognizing members who are entitled to speak.
 - e) Stating and restating motions, and putting motions to a vote.
 - f) Regulating and closing debate.
 - g) Expediting the meeting business without compromising the rights of the members.

6.2 Treasurer:

The treasurer's responsibilities include:

- a) Maintaining financial control of resources by:
 - o Ensuring that there are or will be sufficient resources available to complete approved projects.
- b) Ensuring safe custody of assets by:
 - o Ensuring that the physical assets of the council (i.e., cash in the bank and incoming monies) are used only for approved projects by the Board of Directors.
- c) Utilize accurate financial record keeping by:
 - o Recording financial transactions.
- d) Developing subsidiary records to assist in determining the current financial position at any given point (i.e., a running balance of current account and expenditure commitments).
- e) Providing accurate financial reporting by:
 - o Updating the SaskOutdoors Directors on current status on a regular basis (i.e., revenues received and expenses incurred since last reporting and providing current bank balances).
- f) Developing a proposed budget with input by the SaskOutdoors Directors for approval by the membership at the Annual General Meeting and forwarding to the Saskatchewan Teachers' Federation.

**Saskatchewan Outdoor and Environmental Education Association
(SaskOutdoors) Constitution (January 2015)**

- g) Providing a year-end statement of revenue and expenditure to the SaskOutdoors Directors.
- h) Providing an audited financial statement on an annual basis to the SaskOutdoors Directors and the membership at the Annual General Meeting, and forwarding it to the Saskatchewan Teachers' Federation.

6.3 Secretary/Past President:

The Secretary's responsibilities include:

- a) Writing, receiving and replying to correspondence.
- b) Making arrangements for, distributing notices of and recording and distributing the minutes of meetings (ensuring that the Saskatchewan Teachers' Federation Senior Administrative Staff liaison receives a copy of the minutes of the Board meetings).
- c) Setting up and maintaining an official Motion Book in which to keep all motions arising out of the minutes.
- d) Maintaining a list of committees and their members and any written procedures or rules of order.
- e) Ensuring that amendments to Constitution are submitted to the Saskatchewan Teachers' Federation before June 15 of each year.
- f) Maintaining safe custody of the corporate seal of the association if any.
- g) Along with the President, signing all official papers such as resolutions.
- h) Forwarding all records to the successor.
- i) Ensuring that minutes of meetings follow the format of the meeting agenda, and are compiled within two week of the meeting and include the following information:
 - o Date, time and place of meeting.
 - o Type of meeting (i.e., Executive, Annual General).
 - o Name of presiding officer, secretary and full names of all those attending meetings. In the case of a general meeting, full names of Directors and numbers of other members should be recorded. In both cases, regrets or absenteeism of Directors.

6.4 Member at Large:

The Member at Large responsibilities include:

- a) Attending all meetings and helping coordinate events.
- b) Offering input and voting on decisions made by the SaskOutdoors Board of Directors.
- c) Working to collect memberships and promote SaskOutdoors through Saskatchewan.

7. Representation:

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

**Saskatchewan Outdoor and Environmental Education Association
(SaskOutdoors) Constitution (January 2015)**

8. Meetings:

- a) SaskOutdoors 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 SaskOutdoors Board (with the exception of the Past-President) shall be elected at Annual General Meetings.
- e) Elected members shall serve a two year term with half of the Board elected at each the Annual General Meeting.
- f) When there is only one candidate for an office, the candidate will be declared by acclamation.

9. Nominations:

The SaskOutdoors Board shall establish a nominating committee for the purpose of preparing a slate of candidates for the elected member positions on the SaskOutdoors Board. Nominations will be accepted a week in advance of the Annual General Meetings.

10. Amendments to the Constitution:

The constitution will be amended or repealed at the Annual 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 SaskOutdoors Board.
- b) Notice of Amendments shall be communicated to the membership at least thirty days prior to the Annual Meeting.
- c) An amended constitution is then forwarded to the Executive of the Saskatchewan Teachers' Federation for approval.

11. Dissolution of the Council

Dissolution shall be affected by a two-thirds vote of members present at the Annual Meeting. Remaining assets will be disbursed in the following way:

- a) Subject to Section 47 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 Canada by the Association at a general meeting.