

**CONSTITUTION  
OF  
READING COUNCIL OF GREATER WINNIPEG,  
SPECIAL AREA GROUPS OF EDUCATORS  
OF  
THE MANITOBA TEACHERS' SOCIETY**

In accordance with the provisions of Bylaw VI, Part IV of The Manitoba Teachers' Society's Constitution, Bylaws and Policies, the *Reading Council of Greater Winnipeg* is permitted to formulate this Constitution and to pass Bylaws thereunder.

<p><b>SAGE CONSTITUTION</b> _____, 2____ (DATE APPROVED BY PROVINCIAL EXECUTIVE)</p>	<p><b>SAGE CONSTITUTION PROPOSED REVISIONS</b> _____, 2____ (DATE APPROVED BY PROVINCIAL EXECUTIVE)</p>
<p><b>ARTICLE I – Name</b></p>	<p><b>ARTICLE I – NAME AND AFFILIATION</b></p>
<p>The Reading Council of Greater Winnipeg, Inc. (RCGW), also known as the Reading Council of Greater Winnipeg, MB, Inc., located in the City of Winnipeg, Manitoba, Canada, shall herein be referred to as the Council.</p>	<p>The name of the Association shall be the “Reading Council of Greater Winnipeg”, and for the purpose of this Constitution shall hereinafter be referred to respectively as “RCGW” or the “Association”.</p>
	<p><b><u>[NEW] ARTICLE II – DEFINITIONS</u></b></p>
	<p>2.01 <i>Capitalized terms in this Constitution shall have the same meaning as in The Manitoba Teachers' Society Act and the Bylaws and Policies of The Manitoba Teachers' Society passed thereunder, unless otherwise defined herein.</i></p> <p>2.02 <i>“Annual General Meeting” shall mean a general meeting held once per year in accordance with this Constitution.</i></p> <p>2.03 <i>“Standing Committee” shall mean such Standing Committees established by the Association pursuant to this Constitution.</i></p>
	<p><b><u>[NEW] ARTICLE III – RELATIONSHIP TO THE SOCIETY</u></b></p>
	<p>3.01 <i>The Association shall exist as a Special Area Group of Educators in affiliation with The Manitoba Teachers' Society (the “Society”). The Association</i></p>

	<p><i>shall comply with the Constitution, Bylaws and Policies of the Society, and submit such reports and information to the Society required by its Constitution, Bylaws and Policies.</i></p> <p>3.02 <i>As per Bylaw I of the Society, the President of the Society shall be the official spokesperson for the Society. Prior to making any representations to Outside Bodies, the Association shall seek approval in accordance with Bylaw VI, Part IV of the Society.</i></p> <p>3.03 <i>The Association shall:</i></p> <ul style="list-style-type: none"> <li><i>(a) assist the Society when requested by the Provincial Executive or any committee of the Society, in the study of problems peculiar to the Association;</i></li> <li><i>(b) recommend Members, Substitute Teachers or Plan Teacher Recipients to Provincial Executive for consideration when the Society establishes a committee or is asked to name a representative to an Outside Body where issues affect the Association; and</i></li> <li><i>(c) keep the Society informed, through their SAGE liaisons, about the activities and events in its area so that the Society can maintain a broad view of educational trends and activities in the province.</i></li> </ul>
<p><b>ARTICLE II – Purposes</b></p>	<p><b>ARTICLE IV – OBJECTIVES</b></p>
<p>The purposes of the Council are:</p> <ul style="list-style-type: none"> <li>i) To improve the quality of literacy instruction at all levels by:</li> </ul>	<p>The objectives of the Association shall be:</p> <ul style="list-style-type: none"> <li>4.01 to provide professional <i>learning opportunities, programs, and</i></li> </ul>

<ul style="list-style-type: none"> <li>a) encouraging the study of the nature of the Language Arts processes;</li> <li>b) stimulating and promoting research dealing with all aspects of literacy;</li> <li>c) acting as a clearinghouse for information related to literacy;</li> <li>d) encouraging the development of high quality teacher education programs, both pre-service and in-service;</li> <li>e) sponsoring conferences and programs for the purposes of disseminating knowledge related to literacy.</li> </ul> <ul style="list-style-type: none"> <li>ii) To develop an awareness of the impact of literacy by:             <ul style="list-style-type: none"> <li>a) promoting the development of a lifelong interest in Language Arts;</li> <li>b) promoting an appreciation of the value of Language Arts in a democratic society.</li> </ul> </li> <li>iii) To promote the development of a level of literacy among all peoples that is commensurate with each individual's unique capacity.</li> <li>iv) To function as a council of the International Reading Association (IRA) and the Manitoba Reading Association (MRA.).</li> <li>v) To function as a Special Area Group of Educators (SAGE) affiliated with the Manitoba Teachers' Society (MTS).</li> </ul>	<p><b>conferences</b> for its members <b><i>in language arts and literacy across the curriculum</i></b>;</p> <p>4.02 to advocate the interests of its members with the Society;</p> <p>4.03 to <b><i>translate research into pedagogy</i></b>, promote innovative activities which provide for improved professional <b><i>learning</i></b>, and promote high standards of professional practice;</p> <p>4.04 to increase the overall participation in SAGE activities by all Members, Substitute Teachers and Plan Teacher Recipients; and</p> <p>4.05 to actively recruit members from outside the Metro Winnipeg area and from across the province;</p> <p>4.06 <b><i>to promote lifelong learning for all through literacy, professional learning, community outreach, and leadership development; and</i></b></p> <p>4.07 <b><i>to promote an appreciation of the value of language arts in a democratic society.</i></b></p>
<p><b>ARTICLE III – Corporate Seal</b></p>	
<p>The seal, an impression whereof is stamped in the margin hereof, shall be the Corporate seal of the Council.</p>	
<p><b>ARTICLE V – Membership and Dues</b></p>	<p><b><u>ARTICLE V – MEMBERSHIP, RIGHTS AND OBLIGATIONS OF MEMBERSHIP</u></b></p>
<p><b>Section 1 – Eligibility</b>          Membership in the Council shall be open to all persons engaged in the promotion of literacy, to parents, and to all others interested in the purposes of the Council. Members from outside the City of Winnipeg, whether or not an organized council exists in such member's geographical area, may be admitted as members upon request and payment of required fees. At least sixty percent (60 %) of</p>	<p>5.01 Membership in the Association shall be open to any Member, Substitute Teacher, Plan Teacher Recipient and Student Member in Good Standing and others who have an interest in <b><i>the language arts and literacy across the curriculum.</i></b></p>

<p>Council members shall be active members of the MTS.</p> <p><b>Section 2 – Membership Categories</b>          There shall be six categories of membership:</p> <ul style="list-style-type: none"> <li>i) <u>Regular</u>: The Regular Membership shall be available to all educators, to parents and to all others who are not Associate, Life, or Honorary members.</li> <li>ii) <u>Associate</u>: The Associate Membership shall be available to students at post-secondary educational institutions and to educational assistants.</li> <li>iii) <u>Life</u>: Life Membership may be presented to members of the Council deemed by the Board of Directors to be worthy of such recognition by their service and dedication to the Council either upon professional retirement or departure from the geographic area serviced by the Council. Life Members shall have the same rights and privileges as regular members in the Council.</li> <li>iv) <u>Honorary</u>: Honorary Membership, for one year, may be awarded to community leaders who have endeavored to raise the awareness of the importance of literacy. Honorary Members shall have all the rights and privileges of regular</li> </ul>	<ul style="list-style-type: none"> <li>5.02 A minimum of sixty percent (60%) of Association members shall be Members of the Society.</li> <li>5.03 Membership in the Association shall be voluntary.</li> <li>5.04 Membership in the Association is not required for attendance at the Association's major events and/or conferences.</li> <li>5.05 The Association shall maintain a membership of at least twenty (20) Members, Substitute Teachers, or Plan Teacher Recipients and shall record membership information as required by the Bylaws and Policies of the Society.</li> <li>5.06 Members must pay required annual membership fees to be in good standing.             <ul style="list-style-type: none"> <li>(a) Assessment of Fees:                 <ul style="list-style-type: none"> <li>i. For record keeping purposes for the Society and the Association, the membership categories shall be:                     <ul style="list-style-type: none"> <li>1) <b>Regular membership</b> – Members, Substitute Teachers, Plan Teacher Recipients, and others who are actively engaged in teaching or the education profession within Manitoba (full fee);</li> <li>2) <b>Associate membership</b> – retired teachers, Student Members, or other interested persons (<b>partial fee</b>) subject to the approval of the Executive and members; and</li> <li>3) <b>Honorary/Life membership</b> – (no fee).</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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<p>membership in the Council, except that of holding office and voting.</p> <p>v) <u>Complimentary</u>: The Complimentary Membership may be granted, for one year, to an individual or organization deemed worthy of such a membership, at the discretion of a majority of the Executive Officers of the Board of Directors. Individual Complimentary members shall have the same rights and privileges as regular members in the Council. Organizational Complimentary members shall not have voting privileges or reduced membership rates at programs and conferences.</p> <p>vi) <u>Subscription</u>: The Subscription (Institutional) Membership shall be available to schools, universities, and any other establishments for the price of a regular membership but without the voting privileges and reduced membership rates at all programs and conferences.</p> <p><b>Section 3 – Active Members</b>          Membership in the Council shall become effective upon payment of membership fees for the year commencing Sept. 1<sup>st</sup> in each year and ending August 31<sup>st</sup> of the following year.</p> <p><b>Section 4 – Council Dues</b>          Dues for annual membership in the Council shall be proposed by the Board of Directors. The Board of Directors may recommend a higher fee for any category of members than another category. The fee structure shall be a standing agenda item to be voted upon at each Annual General Meeting (AGM).</p> <p><b>Section 5 – IRA Membership</b>          The Council shall be in good standing and entitled to representation at the meeting of the IRA Delegates Assembly at the annual IRA convention if at least 10 members have paid dues to the Association for the current year.</p>	<p>(b) Fees and Finances:</p> <ol style="list-style-type: none"> <li>i. Membership fees shall be set annually at the Annual General Meeting.</li> <li>ii. Funds may also be collected from other professional activities consistent with the objectives of the Association.</li> <li>iii. All funds shall be used to further the objectives of the Association.</li> </ol> <p>5.07 Voting Rights</p> <p>(a) Association members may participate in political processes as follows:</p> <ol style="list-style-type: none"> <li>i. All members in good standing shall have the right to hold elected office on the Executive of the Association.</li> <li>ii. All members in good standing shall have the opportunity to participate in the election of the Executive including nominating candidates, running for office and voting in accordance with this Constitution.</li> </ol>
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<p><b>ARTICLE VI – Executive Officers</b></p> <p><b>Section 1 – Function</b> The executive officers shall have the general power to administer the affairs of the Council between Council meetings and shall report their actions to the Board of Directors for approval.</p> <p><b>Section 2 – Composition</b> The executive officers of the Council shall be the President, immediate Past President, President Elect, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and Membership Director. Any member in good standing, who is also a member of IRA, is eligible to be elected as an executive officer of the Council.</p> <p><b>Section 4 – Term of Office</b> Each executive officer shall assume the duties of office following the election at the AGM. The executive officers of the Council shall hold office for one year or until their successors are elected or appointed in their stead. In the event the office of President becomes vacant, the President Elect shall become President and shall serve the unexpired portion of the President’s term in addition to the following one-year term.</p> <p><b>Section 5 – Duties of the Executive Officers</b> The Executive Officers shall fulfill their Council duties as outlined in the Reading Council of Greater Winnipeg, MB <b>Policy Handbook</b>.</p>	<p><b>ARTICLE VI – EXECUTIVE</b></p> <p>6.01 Members of the Executive must be members in good standing of the Association.</p> <p>6.02 The Executive shall administer and manage the affairs of the Association between general meetings and develop interim policies. Its powers shall include the power to interpret the Constitution and Bylaws of the Association, to adopt a budget for the Association subject to approval by the members, to appropriate money, and to appoint Standing Committees or <i>ad hoc</i> committees of the Association.</p> <p>6.03 The members of the Executive shall consist of the following:          (a) President;          (b) Past President;          (c) Vice President;          (d) Secretary;          (e) Treasurer;          (f) Members-at-Large in a number to be determined by the Executive and not to exceed (3) three members; and          (g) Committee Chairpersons of the Standing Committees set out in this Constitution.</p> <p>6.04 The duties of the members of the Executive shall include the following:          (a) The President shall:              i. act as the representative of the Association and shall communicate on behalf of the Association;              ii. call, prepare the agenda for, and preside at all Executive Meetings;              iii. preside at the Annual General Meeting;              iv. be an ex-officio member of all Standing Committees</p>
<p><b>ARTICLE VII – Board of Directors</b></p> <p><b>Section 1 – Function</b> The Board of Directors shall exercise general supervision over the property and affairs of the Council as are not, by the Corporations Act of Manitoba, required to be exercised by the members at general meetings. The Board may</p>	

<p>prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Council as it deems expedient provided that such rules and regulations shall have force and effect only until the next AGM of the council when such rules and regulations shall be confirmed by simple majority and in default of confirmation at such annual meeting of members, shall at and from that time cease to have force and effect.</p> <p><b>Section 2 – Composition</b>          The Board of Directors shall consist of all executive officers, the chairpersons of standing committees and special committees, MTS SAG Council representative, MRA representatives and a minimum of three (3) members-at-large.</p>	<p>and <i>ad hoc</i> committees of the Association;</p> <ul style="list-style-type: none"> <li>v. present a written annual report to the Association at the Annual General Meeting as well as to the Society;</li> <li>vi. supervise the conduct of the affairs of the Association by all members of the Executive, including but not limited to its financial affairs, in accordance with the Constitution, Bylaws, and Policies of the Society;</li> <li>vii. delegate duties and supervise any duties so delegated;</li> <li>viii. serve as the SAGE Council representative; and</li> <li>ix. perform such duties as the Executive shall assign.</li> </ul> <p>(b) The Past President shall:</p> <ul style="list-style-type: none"> <li>i. provide information about Association business to the President and Executive upon request;</li> <li>ii. chair the nominating committee; and</li> <li>iii. perform such duties as the President or Executive shall assign.</li> </ul> <p>(c) The Vice President shall:</p> <ul style="list-style-type: none"> <li>i. assume the duties of the President in the absence of the President, unless unwilling or unable to do so, as delegated by the Executive; and</li> <li>ii. perform such duties as the President or Executive shall assign.</li> </ul> <p>(d) The Secretary shall:</p> <ul style="list-style-type: none"> <li>i. prepare and preserve, or appoint a designate to</li> </ul>
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	<p>cause to be prepared and preserved, an accurate record of all of Executive and general meetings of the Association;</p> <ul style="list-style-type: none"><li>ii. keep a record of attendance at all Executive and general meetings;</li><li>iii. <b>keep an accurate list of members;</b></li><li>iv. make and send to the Society such reports and statements as may be needed at any time;</li><li>v. send or cause to be sent notices to members of all general meetings;</li><li>vi. preserve the records of the Association, which records shall belong to the Association; and</li><li>vii. perform such other duties as the Executive shall assign.</li></ul> <p>(e) The Treasurer shall:</p> <ul style="list-style-type: none"><li>i. oversee the proper conduct of the financial affairs of the Association in accordance with the Constitution, Bylaws, and Policies of the Society;</li><li>ii. be custodian of all funds of the Association and keep such funds in such financial institution as the Executive may decide, subject to approval of the membership at the Annual General Meeting;</li><li>iii. preserve the financial records of the Association, which records shall belong to the Association, and ensure that financial records are preserved for at least seven (7) years;</li></ul>
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	<ul style="list-style-type: none"><li>iv. report on the financial affairs of the Association to the Executive and the membership;</li><li>v. prepare and present at the Annual General Meeting a balanced budget, which includes proposed budgets from each committee; and</li><li>vi. perform such duties as the Executive shall assign.</li></ul> <p>(f) Members-at-Large shall:</p> <ul style="list-style-type: none"><li>i. serve <b>on any of the</b> Standing Committees as assigned; and</li><li>ii. perform such duties as the Executive shall assign.</li></ul> <p>(g) Standing Committee chairpersons shall:</p> <ul style="list-style-type: none"><li>i. ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution of the Association, and any terms of reference assigned by the Executive;</li><li>ii. keep minutes of Committee meetings and a record of the Committee's work;</li><li>iii. report on the work of the Committee <b>at regular meetings</b>; and</li><li>iv. perform such duties as the Executive shall assign.</li></ul> <p>6.05 The Executive members of the Association have the same obligations respecting conflict of interest as Members of the Provincial Executive of the Society, in accordance with Bylaw I, Part V of the Society.</p> <p>6.06 The Executive members shall become familiar with Policies of the</p>
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<p><b>Section 8 – Liability When Acting on Behalf of the Council</b></p> <p>Every Director of the Council or other person who has undertaken or is about to undertake any liability on behalf of the Council and their heirs, executors and administrators, and estate and effects, respectively, from time to time and at all times, shall be indemnified and saved harmless, out of the funds of the Council, from and against:</p> <ul style="list-style-type: none"> <li>i) all costs, charges and expenses whatsoever, which such Director or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the person for or in respect of any act, deed, matter or thing whatsoever made, done or permitted in or about the execution of the duties of the office;</li> <li>ii) all other costs, charges and expenses sustained or incurred in or about or in relation to the affairs thereof, except as are occasioned by the Director’s own wrongful and willful act or omission.</li> </ul> <p>A Director shall not be under any personal duty or responsibility in respect of any contract, act or transaction, whether or not</p>	<p>Society that may affect their particular SAGE.</p> <p>6.07 A President of the Association who does not seek re-election or is defeated after one (1) or more terms in office is eligible to serve one (1) additional year on the Executive as Past President, provided the Past President remains a member in good standing of the Association at all times during that year.</p> <p>6.08 Subject to Article 6.07, members of the Executive shall hold a one (1) year term of office beginning following the end of the Annual General Meeting to the end of the subsequent Annual General Meeting.</p> <p><u>Vacancies</u></p> <p>6.09 A vacancy on the Executive shall occur in any of the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) the resignation of a member of the Executive; or</li> <li>(b) the member of the Executive being unable to act; or</li> <li>(c) the removal from office of a member of the Executive, pursuant to this Constitution; or</li> <li>(d) by Executive motion if a member of the Executive misses three (3) consecutive Executive meetings without reasonable excuse satisfactory to the Executive.</li> </ul> <p>6.10 The Executive shall appoint a member to fill the vacant position as soon as reasonably possible.</p> <p>6.11 The Executive is empowered to act notwithstanding any vacancy on the Executive.</p>
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<p>made, done or entered into in the name of the council except such as shall have been made, done or entered into by such Director without authorization or approval by the Board of Directors.</p>	
<p><b>ARTICLE VIII – Nomination and Election of Officers</b></p>	<p><b><u>ARTICLE VII – ELECTION OF EXECUTIVE</u></b></p>
<p><b>Section 1 – Election</b> Directors of the Council shall be elected at the AGM.</p> <p><b>Section 2 – Nominating Committee</b> The Nominating Committee shall consist of the immediate Past President as Chairperson, President and President Elect. The committee will recommend a slate of nominees for office as in Article X, Section 12 of this by-law.</p> <p><b>Section 3 – Other Nominations</b> A person may be nominated by any two members of the Council provided that person is a member in good standing of the Council. Such nomination shall be made on the form or forms as prescribed by the Board of Directors and shall be completed and provided to the Recording Secretary of the Council at least seventy-two (72) hours prior to the scheduled time of the meeting at which the elections are to take place. No nominations will be accepted from the floor of the general membership meeting.</p>	<p>7.01 Eligibility:</p> <ul style="list-style-type: none"> <li>(a) Any member in good standing of the Association is eligible to run for office, nominate candidates, and vote in elections of the Executive.</li> <li>(b) Executive members must hold and maintain membership in good standing in the Association during their term of office.</li> </ul> <p>7.02 Nominations:</p> <ul style="list-style-type: none"> <li>(a) The timeline of accepting nominations to run is thirty (30) Days in advance of the Annual General Meeting.</li> <li>(b) Nominations shall be received and presented by a Nominating Committee chaired by the Past President. If the position of Past President is vacant, the Executive may make a motion to appoint a former Past President or member in good standing as the chair.</li> <li>(c) Further nominations for any Executive position may be received from the floor at the Annual General Meeting.</li> <li>(d) Written notice of the nominations procedures shall be provided to members.</li> <li><b>(e) <i>Nominees must consent to their nomination.</i></b></li> </ul> <p>7.03 The election of the Executive members shall take place at the Annual General Meeting and the Executive shall make</p>

	<p>arrangements for any members attending the Annual General Meeting by approved alternate means of participation in accordance with Article 11.04 to be able to cast their vote.</p> <p>7.04 Following the opportunity to accept nominations from the floor, if there is only one (1) candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.</p> <p>7.05 If two (2) or more candidates run for an Executive position, a secret ballot vote of the members present at the Annual General Meeting shall be held to determine the successful candidate. The successful candidate in a vote amongst two (2) candidates wins by the majority vote. The successful candidate in a vote amongst three (3) or more candidates wins by the plurality of votes.</p> <p>7.06 Newly elected members of the Executive shall take office beginning at the end of the Annual General Meeting.</p> <p>7.07 The President shall provide the General Secretary of the Society a list of the members of the Executive within four (4) weeks of their election.</p>
<p><b>ARTICLE IX – Annual General Meeting</b></p>	<p><b>ARTICLE VIII – MEETINGS</b></p>
<p><b>Section 1 – Composition</b> The AGM shall consist of the Board of Directors and any other member of the Council.</p> <p><b>Section 2 – Function</b> The AGM shall be the legislative body of the Council and shall have full power and authority over the affairs of the Council, within the limits set by these by-laws. It shall have authority to review decisions made by the</p>	<p>8.01 Executive Meetings:                  (a) Executive meetings shall be held on a regular basis at the call of the President.                  (b) Members of the Executive shall be given at least seven (7) Days’ notice of Executive Meetings.                  (c) Business shall be decided by a majority vote of the members of</p>

<p>Board of Directors and to accept or reject the decisions.</p> <p><b>Section 4 – Meeting</b> A General Meeting of the Reading Council of Greater Winnipeg shall be held annually.</p> <p><b>Section 5 – Notification of Meeting</b> Notice of the date, time and place of the AGM together with the proposed slate of officers, proposed by-law amendments and nomination ballots shall be mailed to each member at least thirty (30) days before the time fixed for the holding of the meeting. No error or omission in giving notice of any AGM to the members of the Council shall invalidate such meeting or make void any proceedings taken thereat, and any member may at any time waive notice of any such meeting and may ratify and confirm any and all proceedings.</p>	<p>the Executive in attendance at the Executive meeting.</p> <p>(d) Between Executive meetings, the Executive may conduct business by taking a vote of Executive members through e-mail. Business conducted in this manner shall be passed by a majority vote of the members of the Executive and must be recorded in the minutes of the next Executive meeting.</p> <p>8.02 General Meetings:</p> <p>(a) An Annual General Meeting of all members of the Association shall be held between September and November.</p> <p>(b) Written notice shall be provided to all members a minimum of thirty (30) Days in advance and include the time, location and agenda of the Annual General Meeting.</p> <p>(c) Members may participate by way of conference call, or other alternate means of participation approved and provided for by the Executive. Any members who join the Association after the notice herein has been provided, shall be provided with as much notice as reasonably possible.</p> <p>(d) The agenda for the Annual General Meeting must include, but is not limited to, presentation for information of the budget approved by the Executive for the Association’s current fiscal year, and presentation for approval by the membership of the most recent audit or financial review of the Association’s financial statements.</p>
<p><b>ARTICLE VII – Board of Directors</b></p>	
<p><b>Section 3 – Meetings</b> The first meeting of the Board of Directors shall be held in June in order to facilitate the exchange of records among outgoing and incoming Directors. The Board of Directors shall be empowered to hold such meetings as it shall deem necessary on the call of the President, at such times and places as the President may determine.</p> <p>Meetings of the Board of Directors may be held at any time and place to be determined by the Board of Directors, provided that ten (10) days notice of meetings shall be sent in writing to each Director. No formal notice shall be necessary if all Directors are present at the meetings or waive notice thereof in writing. No fewer than three (3) meetings shall be held each year.</p>	

**Section 7 – Mode of Voting**

Each member with voting privileges shall be entitled to one vote. No member shall be entitled to vote by proxy. Except when the vote is by acclamation, voting shall be by secret ballot. In case of a tie, a ballot naming the nominees tied for the most votes shall then be distributed. The results of the election shall then be announced.

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**ARTICLE X – Representation at Annual Assemblies**

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**Section 1 – Representation at the IRA Delegates Assembly**

Representation of the Council at the IRA Delegates Assembly shall be in accordance with Article VII, Section 1 of the by-law of the IRA which reads, in part, “Each local council of 10-50 members who have paid current dues to the Association shall be entitled to one representative and an additional representative for each 50 members who have paid current dues to the Association. One person may represent only one council in the Delegates Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent.”

**Section 2 – Representation at the MRA AGM**

Representation at the MRA AGM shall be in accordance with that specified by the bylaws of the Provincial Council which reads in part “Authorized Local and Special Interest Council representatives include all those who have registered in advance for the MRA Annual General Meeting.”

- (e) The written notice to members of the Annual General Meeting must enclose the agenda, copies of any reports to be presented, motions to be heard, the Association’s budget for the current fiscal year, and the most recent audit or financial review of the Association’s financial statements.
- (f) If unforeseen, emergent issues arise after the minimum notice has been provided in accordance with Article 8.02(a), which are to be addressed at the Annual General Meeting, as much written notice of such issues must be provided to the members as reasonably possible.
- (g) Other general meetings of all members may be called at the discretion of the Executive and require a minimum of seven (7) Days’ written notice to members.
- (h) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.

**8.03 Special General Meetings:**

- (a) Special general meetings may be called to respond to emergent issues:
  - i. by a member of the Executive; or
  - ii. by any member in good standing of the Association if a written request is submitted to the President, which written request states the reason for the meeting and is supported by the signatures of at

	<p>least ten percent (10%) of the membership.</p> <p>(b) The membership must receive seven (7) Days' notice of a special general meeting. However, the President has the discretion to waive the minimum notice of a special general meeting in urgent circumstances, in which case the special general meeting shall be scheduled with as much notice to the membership as is reasonably possible.</p> <p>(c) The special general meeting shall be limited to the business stated in the written request.</p> <p>(d) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.</p>
<p><b>ARTICLE XI - Rules of Order</b></p>	<p><b><u>ARTICLE IX – RULES OF ORDER</u></b></p>
<p>Except as otherwise specifically provided herein, all meetings of the members of the Board shall be conducted in accordance with Bourinot's Rules of Order, as revised or amended from time to time.</p>	<p>The Rules of Order for Executive or general meetings shall be <i>Bourinot's Rules</i>.</p>
<p><b>ARTICLE XI – Committees and Representatives of Council</b></p>	<p><b><u>ARTICLE X – STANDING COMMITTEES</u></b></p>
<p><b>Section 1 – Standing Committees</b> There shall be a number of standing committees that may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority of votes cast at the AGM. It is recommended that there be a carry over of two (2) members on each outgoing standing committee into the membership of the newly formed standing committee. All such standing committees shall be answerable to the Board of Directors at all times.</p> <p><b>Section 2 – Chairpersons of Standing Committees</b></p>	<p>10.01 The Standing Committees of the Association shall be the following:</p> <p>(a) MTS PD Day Conference Committee;</p> <p><b>(b) Program Committee;</b></p> <p><b>(c) Awards &amp; Scholarship Committee;</b></p> <p><b>(d) Outreach Committee;</b></p> <p><b>(e) Public Relations Committee; and</b></p> <p>(f) Other, as assigned by the Executive.</p> <p>10.02 Duties of the Chairperson of Standing Committees:</p> <p>(a) to carry out the aims and duties of their respective</p>

<p>The chairperson of each standing committee shall be recommended by the Nominating Committee and be elected at the AGM.</p> <p><b>Section 3 – Mode of Appointment and Terms of Standing Committees</b> The members of the standing committees shall be proposed by the chairpersons and approved by the Board of Directors and shall serve for the term of the President unless otherwise specified in the charge to the committee.</p> <p><b>Section 4 – Membership Committee</b> The Membership Committee shall assist the Membership Director in administering the duties as outlined in ‘Duties of the Membership Director’, Chapter 8 of the Reading Council of Greater Winnipeg <b>Policy Handbook</b>.</p> <p><b>Section 5 – Program Committee</b> The Program Committee shall assist the President Elect in planning programs to be conducted during the year as outlined in ‘Duties of the President Elect’, Chapter 8 of the Reading Council of Greater Winnipeg <b>Policy Handbook</b>.</p> <p><b>Section 6 – Publicity Committee</b> The Publicity Committee shall assist the President Elect and Membership Director in promoting the council and its work. The council website would be managed by a member of the publicity committee.</p> <p><b>Section 7 – Journal Editor’s Committee</b> The Journal Editor’s Committee shall publish three (3) journals for the local membership under the direction of the editor. A copy of the journal will be sent to IRA Headquarters and to the Provincial IRA Coordinator.</p> <p><b>Section 8 – Awards Committee</b> The Awards Committee shall:</p> <p>i) advertise that the annual awards of Certificate of Merit, Honorary Membership, Life Membership,</p>	<p>committees and deal with all items of business referred to their committees by the Executive;</p> <p>(b) to recommend appointments to their respective committees to the Executive;</p> <p>(c) to report on the work of the committees to the Executive at each Executive meeting and provide an annual report to the Annual General Meeting;</p> <p>(d) to stay within the budgetary limits unless prior Executive approval is obtained for further expenditures;</p> <p>(e) to prepare budgets for their respective committees’ yearly operation and submit such budget to the Treasurer prior to the preparation of the Association’s annual budget; and</p> <p>(f) to be responsible for the formation of sub-committees when the need arises.</p>
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<p>Commendation and IRA’s Celebrate Literacy Award are available;</p> <ul style="list-style-type: none"> <li>ii) receive and review nominations and recommendations for the awards;</li> <li>iii) choose candidates only when there is good and sufficient evidence for such recognition by the Council;</li> <li>iv) prepare awards certificates and the awards program;</li> <li>v) arrange for presentation of the awards at the awards ceremony;</li> <li>vi) forward names and necessary information from Honorary and Life Membership awards to Membership Committee.</li> </ul> <p><b>Section 9 – I Love to Read Committee</b> The I Love to Read Committee shall organize celebrations and/or develop resources to support literacy during February.</p> <p><b>Section 10 – Community Outreach Committee</b> The Community Outreach Committee shall promote literacy by developing, maintaining or supporting links with the local and international community.</p> <p><b>Section 11 – Nominating Committee</b> The Nominating Committee shall consist of the Past President, President, and President Elect. The duties of the Nominating Committee shall be to select a slate of nominees for the officers of the Council;</p> <ul style="list-style-type: none"> <li>a) receive and consider nominations for officers of the Council from any members of the Council.</li> <li>b) make such inquiries as in its absolute discretion it deems necessary to ascertain the names and qualifications of other persons eligible to sit on the Board of Directors,</li> <li>c) inform nominees that all executive members must be IRA members;</li> </ul>	
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- d) obtain the consent of each nominee prior to including any name on the slate of nominees,
- e) present the proposed slate of nominees for the officers of the Council at the AGM for ratification.

**Section 12 – Members-at-Large**

The Members-at-Large shall represent the general membership at meetings of the Board of Directors and may be assigned specific duties as deemed expedient by the Board of Directors. The number of Members-at-Large may be increased at the discretion of the President.

**Section 13 – Manitoba Young Readers’ Choice Award (MYRCA) Representative**

The MYRCA Representative shall provide a liaison between the RCGW and the MYRCA Committee activities. The liaison shall be an active member of the Manitoba Young Readers Choice Award Committee.

**Section 14 – MTS SAG Representative**

The MTS SAG Representative(s) shall represent the Council at all SAG Council meetings.

**Section 15 – MRA Representatives and Term of Office**

The two (2) MRA Representatives, along with the President, shall represent the Council at the MRA meetings and act as liaison to the said MRA. The council is limited to two votes at the MRA meetings.

**Section 16 – Representative of Council**

The Board of Directors may create such council representative positions as it deems necessary for the conduct of the business of the Council. All such representatives shall be answerable to the Board of directors at all times.

<p><b>Section 17 – Special Committees</b>                  Special committees may be authorized from time to time by the Board of Directors at a Council meeting and shall serve until a specific project is completed. All such special committees shall be answerable to the Board of Directors at all times.</p>	
<p><b>ARTICLE VI – Executive Officers</b>  <b>Section 3 – Quorum</b>                  A quorum, for executive meetings, shall consist of five (5) executive officers.</p> <p><b>ARTICLE VII – Board of Directors</b>  <b>Section 4 – Quorum</b>                  Any nine (9) Directors, which must include the President or President-Elect, shall constitute a quorum.</p> <p><b>ARTICLE IX – Annual General Meeting</b>  <b>Section 3 – Quorum</b>                  A quorum shall consist of a minimum of ten (10) percent of the membership excluding Honorary, Complimentary and Subscription memberships as of March 31<sup>st</sup>. The decision of a simple majority of the quorum shall constitute the decision of the members upon any resolution.</p>	<p><b>[NEW] ARTICLE XI – QUORUM</b></p> <p>11.01 The quorum for Executive meetings shall be fifty percent (50%) of the members of the Executive. Only one (1) vote per member will be permitted regardless of the number of positions held by each member. Members participating in Executive meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance.</p> <p>11.02 If quorum for an Executive meeting is not met, the Executive meeting may continue, but no votes on business matters shall be conducted.</p> <p>11.03 The quorum for all general meetings shall be the members in attendance and in good standing, provided notice has been given in accordance with Article 8.02 or Article 8.03 in the case of a special general meeting.</p> <p>11.04 Members in good standing participating in general meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance for the purposes of Article 11.03, provided that they submit information to confirm their</p>

	<p>identity and membership in good standing.</p> <p>11.05 Except as otherwise provided in this Constitution, business at a general meeting shall be conducted by a majority vote of the members in attendance and in good standing.</p>
<p><b>ARTICLE IV – Fiscal Year</b></p>	<p><b><u>ARTICLE XII – FISCAL YEAR AND FINANCE</u></b></p>
<p>The fiscal year of the Council shall end on August 31<sup>st</sup> of each year.</p> <p><b>ARTICLE VII – Board of Directors</b></p> <p><b>Section 5 – Expenditures</b> The Board of Directors shall have the power to authorize expenditures on behalf of the Council for the purpose of furthering the stated purposes of the Council.</p> <p><b>Section 6 – Reimbursement</b> The Directors shall receive no remuneration for acting as such, but shall be entitled to reimbursement from the funds of the Council for all expenses necessarily incurred in furtherance of the Council’s objectives.</p>	<p>12.01 Budget and Expenses:</p> <ul style="list-style-type: none"> <li>(a) The Executive must pass an annual budget for the fiscal year, which shall be presented to the membership for information at the Annual General Meeting.</li> <li>(b) All proposed expenditures must be approved by motion by the Executive prior to the expenditure.</li> <li>(c) Motions to approve and make amendments to the budget must be discussed and approved by the Executive.</li> </ul> <p>12.02 The fiscal year of the Association shall commence on September 1 and end on August 31.</p> <p>12.03 The President, the Secretary, and the Treasurer shall have signing authority for expending Association funds. The signatures of any two (2) of these persons shall appear on all of the Association’s cheques. No person shall be authorized to sign cheques payable to oneself.</p> <p>12.04 The Association shall retain a qualified external auditor to annually undertake an independent audit or financial review of the Association’s financial records and shall submit a copy to the General Secretary by November 30 each year.</p>

	<p><b><u>[NEW] ARTICLE XIII – CHAPTERS</u></b></p> <p>13.01 <i>Any group who are members of the Association may form a chapter in their area.</i></p> <p>13.02 <i>Each chapter shall elect an executive from its own members. The size of the executive is dependent upon the size of the chapter.</i></p> <p>13.03 <i>Any chapters formed shall be subject to:</i></p> <p style="padding-left: 40px;">(a) <i>approval of the chapter’s establishment and continuing affiliation by the Association;</i></p> <p style="padding-left: 40px;">(b) <i>approval of the chapter’s constitution by the Association and the Provincial Executive of the Society; and</i></p> <p style="padding-left: 40px;">(c) <i>the condition that the chapter shall be considered defunct if it has not formed an executive for two (2) successive years.</i></p>
	<p><b><u>ARTICLE XIV – AMENDMENTS</u></b></p>
	<p><u>Constitution and Bylaws</u></p> <p>14.01 The Association shall formally review its Constitution and Bylaws at least every fifth (5<sup>th</sup>) year.</p> <p>14.02 All amendments to the Constitution and Bylaws the Association shall be voted on at the Annual General Meeting.</p> <p>14.03 A member of the Association may submit proposed amendments to the Constitution and Bylaws of the Association, by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the Annual General Meeting.</p>
<p><b>ARTICLE IX – Annual General Meeting</b></p>	
<p><b>Section 6 – Amendments to By-laws</b></p> <p>i) Amendments to the by-laws shall be proposed by a majority of the Board of Directors;</p> <p>ii) Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the Council present at the AGM provided that the proposed amendment has been circulated to each voting member at least thirty (30) days in advance of the AGM;</p> <p>iii) Amendments adopted at the AGM shall be incorporated into this by-law. A copy of all amendments shall be sent</p>	

<p>immediately to IRA headquarters, the MTS and Council’s legal representative.</p>	<p>14.04 Notice of proposed amendments shall be presented to the membership in writing at least thirty (30) Days prior to the Annual General Meeting at which the amendments are to be voted on by the membership.</p> <p>14.05 Amendments shall require a two-thirds (2/3) majority vote of members in attendance and in good standing at the Annual General Meeting to be approved.</p> <p>14.06 Amendments shall become effective on the date the Provincial Executive of the Society approves the amendments.</p> <p><u>Policy</u></p> <p>14.07 The Executive may establish policies, which outline operational details particular to the Association in relation to the matters regulated by this Constitution.</p> <p>14.08 Amendments to Association policies shall be made by the Executive.</p> <p>14.09 Amendments to Association policies shall be presented to the membership at the Annual General Meeting.</p>
<p><b>ARTICLE XII – Dissolution</b></p>	<p><b><u>ARTICLE XV – DISPOSITION OF ASSETS</u></b></p>
<p>In case of the dissolution of this Council, any assets remaining after paying or making provision for the payment of all liabilities of the Council shall revert to the IRA.</p>	<p>15.01 The Association shall be considered defunct if it has not maintained a membership of at least twenty (20) Members for a period of two (2) successive years.</p> <p>15.02 In the event that the Association is considered defunct, all funds, after payment of debts and liabilities, shall become the property of the Society.</p>

	<p><b><u>[NEW] ARTICLE XVI – REMOVAL OF A MEMBER OF THE EXECUTIVE</u></b></p>
<p><b>ARTICLE VII – Board of Directors</b></p>	<p>16.01 <i>A member of the Executive may be removed from office pursuant to this article on the basis that there are reasonable grounds to believe that the member is unwilling or unable to act in the best interests of the Association and its members, and the interests of the Association would be compromised by the member continuing to serve the member’s term.</i></p>
<p><b>Section 7 – Interim Replacement</b>          The office of a Director shall be vacated automatically:          i) should a written resignation be delivered to the President of the Council;          ii) should the President Elect and/or Vice President resign prior to becoming President and/or President Elect. The Executive Officers will be responsible finding a replacement;          iii) should death or insanity occur;          iv) should the person become bankrupt or should suspend payment or compound with creditors;          v) at a special meeting of the Board of Directors, a resolution be voted upon by secret ballot and passed by not less than three-quarters of the Board of Directors present at the meeting.</p>	<p>16.02 <i>An Executive meeting to consider the removal of a member from the office of the Executive may be called by any member of the Executive.</i></p> <p>16.03 <i>The request must be made in writing to the President. The request must identify the member whose removal is sought and provide the reason(s) for the requested removal and be supported by at least two-thirds (2/3) of the members of the Executive.</i></p> <p>16.04 <i>An Executive meeting called in accordance with Articles 16.02 and 16.03 shall be scheduled within five (5) working days of receiving the request.</i></p> <p>16.05 <i>The members of the Executive shall receive as much notice of the meeting as is reasonably possible. Such notice shall be in writing and shall state the purpose of the Executive meeting.</i></p> <p>16.06 <i>In the case where the removal of the President is sought, the written request shall be submitted to the Vice President.</i></p>

	16.07 <b><i>The Executive member whose removal is sought shall be provided with the opportunity to make a representation at the Executive meeting.</i></b>
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This Constitution was ratified by the Reading Council of Greater Winnipeg (RCGW), Special Area Groups of Educators at their Annual General Meeting on \_\_\_\_\_, 2019.

Approved by Provincial Executive on \_\_\_\_\_, 20\_\_.

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President, RCGW

\_\_\_\_\_  
Secretary, RCGW

\_\_\_\_\_  
General Secretary  
Special Area Groups of Educators  
The Manitoba Teachers' Society

**BYLAWS  
OF  
THE READING COUNCIL OF GREATER WINNIPEG  
SPECIAL AREA GROUPS OF EDUCATORS  
OF  
THE MANITOBA TEACHERS' SOCIETY**

**PART 1 – LIAISONS TO SPECIFIC GROUPS**

- 1.01 Liaisons shall be appointed by the Executive in a number not to exceed five (5) as determined by the Executive.
- 1.02 Liaisons shall report on the work of the organization they are affiliated with to the Executive as it pertains to the objectives of the Association upon request by the Executive.
- 1.03 As per Bylaw I of the Society, the President of the Society shall be the official spokesperson for the Society. Prior to making any representations to Outside Bodies, the Association shall seek approval in accordance with Bylaw VI, Part IV of the Society.

**PART 2 – AWARDS**

- 2.01 An Honorary Membership will be awarded to a retired RCGW member who has made a major contribution to the Association and meets one of the following two criteria:
  - (a) RCGW member (past); or
  - (b) RCGW member (current).
- 2.02 The Connie L. Dziedzic Life Membership Award (CLD)

The CLD is awarded by the Executive to members of the Association worthy of such recognition by their service and dedication to the Association either upon professional retirement or departure from the geographic area served by the Association.