



# Student Services Administrators' Association of Manitoba

Revised: June 2020

## Article I – Name

The name of this organization shall be the Student Services Administrators' Association of Manitoba, herein after referred to as SSAAM.

## Article II – Mission Statement, Beliefs and Actions

### Section II.1 Mission Statement

SSAAM is committed to providing provincial leadership and informed advocacy to support appropriate educational programming for all students.

### Section II.2 Beliefs

- We believe that all students can learn.
- We believe that SSAAM should promote a strength-based approach to learning.
- We believe that all students have the right to be educated according to their diverse needs and that SSAAM is a leading advocate in ensuring inclusive and appropriate educational programming for all students.
- We believe that SSAAM should promote collaboration and coordination in the provision of programs and services to all students and families.
- We believe that building relationships, as a community of learners, is fundamental to ensuring the well-being/well-becoming of all students as contributing members of society.
- We believe that SSAAM should advocate for best practices in education and facilitate opportunities for professional development and support of all its members.
- We believe that SSAAM should communicate its beliefs to other educators and to community partners and organizations.

### Section II.3 Actions

SSAAM accomplishes its mission and beliefs through the implementation and expansion of:

- collaborative professional learning communities
- the use of validated, evidence-based practices
- on-going partnerships

## Article III – Membership

### Section III.1 Active Membership

1. Active membership is open to public educators who have divisional responsibilities and whose primary duties are:
  - a) to administer, coordinate and supervise student services supports, staff and programming at the divisional level and/or,
  - b) to provide consultation and support in the area of student services for resource teachers, school counselors and general education teachers.
2. Active membership, upon payment of the annual membership dues and applicable regional dues entitles members:
  - a) to attend all general meetings of the Association;
  - b) to attend all regional meetings of the Association;
  - c) to vote on all questions presented to the membership;
  - d) to hold elected office;
  - e) to speak on behalf of SSAAM, serve as committee members or chairpersons of committees as appointed by the Provincial Executive.

### Section III.2 Associate Membership

1. Associate membership is open to:
  - a) SSAAM alumni who have accumulated a minimum of at least two years membership, who have retired or moved on to other functions and who have a keen interest in the support and development of SSAAM as an organization or
  - b) educators and related service professionals who have a keen interest in the support and development of SSAAM and its priorities;
  - c) Employees of Manitoba Education and Training
2. Associate membership, upon payment of the Provincial membership dues and applicable regional fees entitles members:
  - a) to attend all general meetings of the Association;
  - b) to attend all regional meetings of the Association;
  - c) to serve as committee members as appointed by the Provincial Executive, but not hold elected office
  - d) to debate all questions and issues but cast no vote.

### Section III.3 Honorary Life Membership

1. Honorary life membership in SSAAM may be granted to persons under the following conditions:
  - a) The nominee must have had major involvement in SSAAM at the Provincial Committee level for at least four years.
  - b) The nominee must have provided distinguished service to education.
  - c) The nominee must no longer be eligible for active membership in SSAAM.
  - d) Recipients will receive one complimentary registration, accommodations and travelling expenses from the last place of employment within Manitoba.
2. Honorary life members of SSAAM shall:
  - a) Receive appropriate recognition at an annual SSAAM conference (with complimentary registration).
  - b) Pay no membership fee.
  - c) Have a seat at all general meetings.
  - d) Be permitted to debate all questions and issues.
  - e) Hold no elected office.
  - f) Cast no vote.
  - g) Be welcome to attend future SSAAM conferences at their convenience and expense.
3. Procedures:

- a) The Past President will call for nominations for candidates for honorary life membership from SSAAM members, to be submitted prior to March 15.
- b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
- c) Recipients approved by the SSAAM Provincial Executive will receive recognition at the next annual conference.

#### Section III.4 Regional Member Organizations

1. The provincial organization serves its members in six regions: Division Scolaire FrancoManitobaine, Metro Winnipeg, Northern, South Central, South East Interlake, Westman /Parkland.
2. Regions shall follow the constitution of Provincial SSAAM.
3. Regions are required to hold one or more General Regional Meetings each year. Some regions may choose to hold their meetings jointly.
4. Each region is entitled to appoint one Active member as their representative to the Provincial Committee.
5. When regional representatives are absent, a written report is required. Alternate representation is not permitted at the provincial table.
6. The regional representative to Provincial Committee will bring forth the provincial SSAAM membership on an annual basis to the regional table.
7. Active and Associate members may attend regional meetings.

#### Section III.5 Membership Year

The membership year shall follow the school year.

#### Section III.6 Membership Dues

1. The Provincial Committee shall set the membership dues annually.
2. Dues for associate members of SSAAM shall be less than for active members.

### Article IV – Awards

#### Section IV.1 SSAAM Certificate of Recognition

1. Conditions:

This prestigious award may be presented, at the discretion of the Provincial Executive, to long-term (six years or more) SSAAM members at the time of a change in position or retirement, or to those who have made significant contribution in the area of student services.

2. Recipients of a SSAAM Certificate of Recognition shall:
  - a) Be invited to attend an annual SSAAM conference to receive the Certificate of Recognition Award.
  - b) Be welcome to attend future SSAAM conferences at their convenience and expense.
3. Procedures:
  - a) The Past President will call for nominations for candidates for a SSAAM Certificate of Recognition from SSAAM members, to be submitted prior to March 15.
  - b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
  - c) Candidates approved by the SSAAM Provincial Executive will receive recognition at the next annual conference.
  - d) Candidates will receive complimentary registration, accommodations and travelling expenses from the last place of employment within Manitoba.

Section IV.2 Honorary Life Membership see  
Article III Section III.3.

#### Section IV.3 SSAAM Certificate of Merit

1. Conditions:

This award may be presented, at the discretion of the Provincial Executive, to SSAAM members who have provided distinguished service to education in the field of student services and have been active with the executive at the regional level at the time of a change in position or retirement, or to those who have made significant contribution in the area of student services.

2. Recipients of a SSAAM Certificate of Merit shall:

- a) Be invited to attend an annual SSAAM AGM to receive the Certificate of Merit Award.
- b) Be welcome to attend future SSAAM conferences at their convenience and expense.

3. Procedures:

- a) The Past President will call for nominations of candidates for a SSAAM Certificate of Merit from SSAAM members, to be submitted prior to March 15.
- b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
- c) Candidates approved by the SSAAM Provincial Executive will receive recognition at the next annual conference.

#### Article V – Officers

##### Section V.1 Condition of Office

1. The general membership of the Student Services Administrators' Association of Manitoba (SSAAM) shall provide for a representative Provincial Committee selected by systematic and democratic procedures that is granted appropriate authority to carry out their responsibilities.

2. Provincial officers must hold an Active membership at the time of their nomination, election or appointment and must remain so throughout the duration of their term of office.

##### Section V.2 Provincial Committee

1. The Provincial Committee of SSAAM shall consist of:

a) A Provincial Executive that will be elected at the Annual General Meeting by SSAAM members who hold an active membership. The Provincial Executive shall include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President, Second Past President, Professional Development Chairperson, Public Relations Chairperson, and Advocacy and Public Policy Chairperson.

A Provincial Table Officers that shall include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President, Second Past President.

- c) One Historian appointed annually by the Provincial Executive.
- d) One representative, who must hold an active membership, appointed annually by each of the regional member organizations of SSAAM.
- e) Representation from associate organizations as designated by the Provincial Executive.

##### Section V.3 Term of Office

1. All elected officers shall serve a one-year term, shall assume office at the close of the annual meeting, and shall continue until the close of the next annual meeting.

2. All appointed representatives shall serve a term determined by the appointing organization.

##### Section V.4 Vacancy of Offices

1. In case of vacancy occurring in the office of the President, the First Vice-President shall assume the office of President. In case of vacancy occurring in the office of the First Vice-President, the Second Vice-President shall assume the office of First Vice-President.
2. In case of vacancy occurring in any other Provincial Executive positions the President, with the approval of the Provincial Executive, shall appoint a temporary replacement to serve until the next annual general meeting of SSAAM.
3. A vacancy of the Provincial Committee shall occur when a Committee member has missed three meetings, or has tendered their resignation within a term of office. Removal of the Committee member due to non-attendance requires a 2/3 vote of the Provincial Committee.

#### Section V.5 Duties of Provincial Committee, Provincial Executive Officers, and Provincial Table Officers

1. The President
  - a) shall plan for and preside at the annual general meeting of SSAAM and meetings of the Provincial Committee and Provincial Executive.
  - b) shall represent or delegate representation of SSAAM at meetings of other groups where SSAAM representation is desired or required.
  - c) shall act as official spokesperson and official correspondent of Provincial SSAAM for all regional member organizations.
  - d) shall coordinate and present reports to the Minister annually.
  - e) shall meet with Chairs of the regional committees to review the constitution as requested.
2. The First Vice-President
  - a) shall serve in the event of resignation or absence of the President.
  - b) shall receive and prepare resolutions for presentation at the annual general meeting of SSAAM.
  - c) shall have such responsibilities as are designated by the President.
3. The Second Vice-President
  - a) shall assume the office of First Vice-President if a vacancy occurs.
  - b) shall co-chair the annual conference and other provincial P.D. activities.
  - c) shall review annually the Constitution and recommend any changes to the Provincial Executive.
  - d) shall assume such other responsibilities as are designated by the President and/or Provincial Executive Committee.
4. The Secretary
  - a) shall keep accurate minutes of all general business, Provincial Executive, and Provincial Committee meetings.
  - b) shall distribute all minutes to all Provincial Committee members.
  - c) shall keep cumulative records of minutes and correspondence.
  - d) shall carry on necessary correspondence as directed by the President.
5. The Treasurer
  - a) shall receive and disburse, under proper authorization, all funds of SSAAM.
  - b) shall keep an accurate record of receipts and expenditures.
  - c) shall arrange for an audit of that record, and present a report at the annual general meeting.
  - d) shall collect and deposit membership dues.

6. The Immediate Past President
  - a) shall support and advise the President and the Provincial Committee as to strategic directions and ongoing issues. Do we
  - b) may be delegated by the President to represent SSAAM.
  - c) shall serve as chairperson of the Nominations Committee.
  - d) shall receive nominations (6 weeks prior to the April AGM) for Certificates of Recognition, Certificates of Merit and Honorary Life Memberships; and organize the plan for presentation of those awards at the annual general meeting of SSAAM.
  - e) shall ensure that letters are sent to the school divisions of all executive members upon appointment and end of terms acknowledging the work of their employee on the SSAAM executive on behalf of the students of Manitoba.
  
7. The Second Past President
  - a) shall provide mentorship to the President and the Provincial Committee.
  - b) may be delegated by the President to represent SSAAM.
  - c) shall forward a membership application form along with the letter to Manitoba Education and Training for distribution to all Student Services Administrators at the beginning of each school year.
  
8. Public Relations/Communications Chairperson
  - a) shall manage and oversee the SSAAM website.
  - b) shall forward email information to the appropriate person.
  - c) shall obtain and distribute P.R. materials - i.e. pins, etc., as available and appropriate.
  - d) shall prepare press releases or make other media contacts as directed by the President.
  
9. Professional Development Chairperson
  - a) shall establish a Professional Development Committee.
  - b) shall coordinate all SSAAM provincial P.D. activities.
  - c) shall co-chair with the Second Vice-President, the annual SSAAM Conference and other SSAAM P.D. activities.
  
10. Advocacy and Public Policy Chairperson
  - a) shall establish an Advocacy and Public Policy Committee to:
    - draft SSAAM public policy, as designated;
    - act as SSAAM representative where advocacy is required, as designated by the Provincial Committee;
    - attend meetings with the Minister and government and collateral representatives.
  - b) shall encourage members to speak out and advocate for individual's rights and responsibilities.
  
11. Historian/Archivist
  - a) shall collect and file copies of AGM minutes, newsletters and other pieces of historical information, by years, to inform and to promote appreciation of SSAAM.
  
12. Regional/Organizational Representatives
  - a) shall prepare and present written reports of regional activities at Provincial Committee meetings.  
shall provide liaison between the Provincial Committee and regional members.
  - c) shall discuss Provincial Committee meeting minutes at regional meetings.
  - d) shall encourage membership and participation of regional members in SSAAM.

### 13. Executive Assistant

Under the direction of the SSAAM Executive, the Executive Assistant has the general responsibility of organizing the affairs of the Student Services Administrators' Association of Manitoba (SSAAM).

The Executive Assistant:

- a) shall attend all meetings and the Annual General Meeting at the request of the Executive.
- b) shall assist the President in the preparation of documents, reports, and agendas as requested.
- c) shall oversee the keeping of accurate records of proceedings, and carry out the appropriate follow-up on all meetings of the table officers and executive while keeping the membership informed of the progress on issues under consideration.
- d) in consultation with the Professional Development Committee, shall assist in organization of the SSAAM Conferences.
- e) shall provide any necessary support to committee chairs in carrying out tasks assigned to them by the Executive.
- f) shall participate with the executive in the development and implementation of SSAAM Resolutions/goals/strategic plan.
- g) shall support the organization of the AGM.
- h) in consultation with the Treasurer, shall maintain a current membership list, and maintain an accurate email communication list of all SSAAM members in good standing and forward communications to members as directed by the executive.
- i) shall submit an expense form (mileage and supplies) plus hours to the President as requested.
- j) shall perform other duties that the SSAAM Executive may delegate from time to time.

## Article VI - Duties of Provincial Committee, Provincial Executive and Table Officers

### Section VI.1 Provincial Committee

- a) The Provincial Committee shall meet minimum of seven (7) times per year with the first meeting of the executive in June of each year. Meeting dates to be set at the first meeting (June) after the AGM.
- b) shall approve payment of all bills.
- c) shall approve appointments, as recommended by the President, of officers to fill vacancies.
- d) shall act upon matters of business that may arise between annual meetings of SSAAM.

### Section VI.2 Provincial Executive

- a) The Provincial Executive shall meet at the call of the President in case of emergency.

### Section VI.3 Provincial Table Officers

- a) The Provincial Table Officers shall meet at the request of the President or as needed to advise the operations of the Provincial Executive and to oversee the implementation of Provincial Committee goals. In case of emergency, it shall act upon matters of business that may arise between Provincial Committee meetings.

### Section VI.4 Reimbursement of Expenses for SSAAM Provincial Executive members

SSAAM will reimburse executive members for expenses incurred (mileage and per diem – if applicable) if the member has been directed by the executive to represent SSAAM at a specific meeting or event.

#### Section VI.5 Quorum

A quorum for both Provincial Committee and Provincial Executive shall be six Provincial Committee members (or a majority of the Provincial Committee should vacancies occur).

#### Section VI.6 Signing Authority

The signing authority for Provincial SSAAM will be any two of the following: President, Treasurer, Professional Development Chairperson or other Executive Member appointed by the Provincial Executive Committee.

### Article VII - Annual General Meeting

#### Section VII.1

The annual meeting of the Association shall take place between April 1 and June 30 of any given year.

Provision can be made by executive motion for the annual meeting to take place outside of these days.

At each general meeting of SSAAM, the agenda will include:

- a) Minutes of the preceding general meeting
- b) Annual Regional reports
- c) Financial statements and Review Engagement
- d) Resolutions
- e) Constitution
- f) Election of Executive

#### Section VII.2

A quorum for the annual meeting of the Association shall be 19 active members.

### Article VIII - Parliamentary Procedures

The rules contained in Roberts' Parliamentary Law and the latest edition of Roberts' Rules of Order: Revised, shall govern SSAAM in all cases to which they are applicable, and in which they are not inconsistent with the articles of this Constitution.

### Article IX - Amendments of the Constitution

This constitution may be amended by a majority vote of the members present at a general meeting, providing the membership has been notified at least two weeks prior to the general meeting of intention for revision.