Student Services Administrators' Association of Manitoba

Revised: April 2026

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 ll.2 Beliefs

SSAAM believes that:

- all students can learn.
- a strength-based approach to learning is best practice.
- 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.
- collaboration and coordination in the provision of programs and services to all students and families is essential.
- 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 advocate for best practices in education and facilitate opportunities for professional development and support of all its members.
- we communicate our 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 administrators, resource teachers, school counselors and general education teachers.

2. Active membership, upon payment of the annual membership dues and applicable regional dues entitles members to:
    a) attend all general meetings of the Association.
    b) attend all regional meetings of the Association.
    c) vote on all questions presented to the membership.
    d) hold elected office.
    e) 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 Early Childhood Learning

2. Associate membership, upon payment of the Provincial membership dues and applicable regional fees entitles members to:
    a) attend all general meetings of the Association.
    b) attend all regional meetings of the Association.
    c) serve as committee members as appointed by the Provincial Executive, but not hold elected office.
    d) 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 served on the SSAAM provincial committee 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 at the end of the current membership year.

2. Honorary life members of SSAAM shall:
    a) Be invited to attend an annual SSAAM conference to receive the Honorary life membership award.
    b) Be provided one complimentary registration, accommodations, and travelling expenses from the last place of employment within Manitoba to attend the annual conference. This is for those who on the day of receiving the award are no longer in the Student Services Administrator Role the following year.
    c) Pay no membership fee.
    d) Have a seat at all general meetings.
    e) Be permitted to debate all questions and issues.
    f) Hold no elected office.
    g) Cast no vote.
    h) 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 October 15.
    b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
    c) Nominees approved by the SSAAM Provincial Executive will receive recognition at the next conference.

Section III.4 Regional Member Organizations

The provincial organization serves its members in six regions: Division scolaire franco-manitobaine, Metro Winnipeg, Northern, South Central, Southeast Interlake, Westman /Parkland.

a) Regions shall follow the constitution of Provincial SSAAM.
b) Regions are required to hold one or more General Regional Meetings each year. Some regions may choose to hold their meetings jointly.
c) Each region is entitled to appoint one Active member as their representative to the Provincial Committee.
d) When regional representatives are absent, a written report is required. Alternate representation is not permitted at the provincial table.
e) The regional representative on the Provincial Committee will bring forth the provincial SSAAM membership application to their first regional meeting.
f) The regional representative on the Provincial Committee will bring forth the current provincial SSAAM membership list to the November regional SSAAM meeting to ensure accuracy.
g) 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

a) The Provincial Committee shall set the membership dues during the June meeting. annually.
b) 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 provided one complimentary registration, accommodations, and travelling expenses from the last place of employment within Manitoba to attend the annual conference. This is for those who on the day of receiving the award are no longer in the Student Services Administrator Role.
   c) Be welcome to attend future SSAAM conferences at their convenience and expense.
   d) NOT qualify for SSAAM membership in the subsequent membership year unless they meet the criteria outlined under Article III – Membership. Receipt of the award alone does not confer membership privileges.

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 October 15.
   b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
   c) Nominees approved by the SSAAM Provincial Executive will receive recognition at the next conference.

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 conference to receive the Certificate of Merit Award.
    b) Be provided one complimentary registration, accommodations, and travelling expenses from the last place of employment within Manitoba to attend the annual conference. This is for those who on the day of receiving the award are no longer in the Student Services Administrator Role.
    c) Be welcome to attend future SSAAM conferences at their convenience and expense.
    d) NOT qualify for SSAAM membership in the subsequent membership year unless they meet the criteria outlined under Article III – Membership. Receipt of the award alone does not confer membership privileges

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 October 15.
    b) All nominations made by SSAAM members will be presented to the SSAAM Provincial Executive for consideration and approval.
    c) Nominees approved by the SSAAM Provincial Executive will receive recognition at the next conference.

Article V – Officers

Section V.1 Condition of Office

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.

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

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.
b) 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, who holds an active membership appointed annually in June 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.
f) One Executive Assistant appointed by the Provincial Executive, who is monetarily compensated and holds no vote.

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 support the PD chair as requested and 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 independent verification of the financial records by an individual or entity not involved in the daily financial operations of SSAAM, and shall present the verified financial 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.
    b) may be delegated by the President to represent SSAAM.
    c) shall serve as chairperson of the Awards Committee.
    d) shall receive nominations by October 15 for Certificates of Recognition, Certificates of Merit and Honorary Life Memberships; and organize the plan for presentation of those awards at the Winter Conference 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 for distribution to all Student Services Administrators at the beginning of each school year.
    d) shall chair the nomination committee for the provincial executive. The committee will consist of the chairpersons of each regional SSAAM group.

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, with support from the Second Vice-President, chair 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.
    b) shall provide liaison between the Provincial Committee and regional members.
    c) shall discuss Provincial Committee meeting minutes at regional meetings.
    d) shall review Provincial membership in November with their regional committee and promote 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 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) in consultation with the Professional Development Committee, shall assist in organization of the SSAAM Conferences.
    d) shall provide any necessary support to committee chairs in carrying out tasks assigned to them by the Executive.
    e) shall support the executive in the development and implementation of SSAAM Resolutions/goals/strategic plan.
    f) shall support the organization of the AGM.
    g) 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.

h) Will share the membership list with the Provincial Committee
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 seven (7) times per year on the first Monday of the month, excluding September, December and May. The first meeting of the Provincial Committee occurs in June of each year.
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, Executive Assistant 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 from Provincial Executive, Regional, and Committee groups.
c) Financial statements and an independent verification of financial records.
d) Proposed budget for the following year.
e) Strategic Plan / Resolutions
f) Constitution
g) Election of Executive

Section VII.2 Resolutions

a) Resolutions are intended actions by the SSAAM that are different from the actions in the Strategic Plan and have a sense of urgency, needing to be addressed within the year.
b) A call for resolutions accompanied by the Resolution Guidelines will take place in January with a strict submission deadline in late February to the First Vice-President.
c) Regions submit resolutions following the Resolution Guidelines.
d) The First Vice-President along with the Resolution Committee will review submissions for clarity, form, currentness, urgency and potential consolidation of substantially similar items, and contact the submitter if clarification is required.
e) The reviewed resolutions will be circulated to members no later than 14 days before the AGM.
f) The resolutions will be presented by a representative of the region at the AGM and recorded in the minutes.
g) Adopted resolutions will be actioned and reported on the following AGM.

Section VII.3

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.