



The Association of Educational Researchers of Ontario | L'association Ontarienne des chercheurs et chercheuses en éducation

Constitution & By-Laws

Association of Educational Researchers of Ontario

L'Association Ontarienne des chercheurs et chercheuses en Éducation

Approved: Friday, December 4, 2020
Reviewed: Tuesday, November 21, 2023
Revised: November 21, 2023
Approved: Friday, December 1, 2023

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ARTICLE I - NAME

The name of this association shall be AERO-AOCE of Educational Researchers of Ontario and the French version shall be L'Association Ontarienne des chercheurs et chercheuses en Éducation, and shall be referred hereafter to AERO and AOCE.

ARTICLE II - PURPOSES AND RATIONALE

The objectives of AERO-AOCE shall be to promote planning, development, research, and evaluation pertaining to education in Ontario school systems.

ARTICLE III - MEMBERSHIP

Article III, Section 1 - Membership Types

Membership of AERO-AOCE shall be divided into two classes:

- I. active members, and
- II. associate members.

Article III, Section 2 - Active Members

Active members have full rights and privileges of membership including the right to attend all meetings of AERO-AOCE, to participate in its affairs, to vote, and to hold office. Eligibility shall be based on current employment by an Ontario school board, in a position involving planning, development, research and evaluation. Active members who cease to be employed by an Ontario school board in a position involving planning, development, research and evaluation shall assume Associate membership status upon payment of dues.

Article III, Section 3 - Associate Members

Associate membership is open to persons who have demonstrated an interest in or who have supervisory responsibility for, or who have been employed in the past planning, development, research, and evaluation within the education sector and who subscribe to the purposes of AERO-AOCE. Associate members have the same rights and privileges as active members except that they do not hold elective office.

ARTICLE IV - THE ASSEMBLY AND EXECUTIVE

Article IV, Section 1 - Assembly

The Assembly shall consist of active and associate members in attendance at the annual or special meetings. The Assembly shall be the legislative and policy-making body for AERO-AOCE. The Assembly may delegate its authority between Assembly meetings to the Executive.

The Assembly shall have power to:

- approve the appointment of the Executive of AERO-AOCE,
- approve the budget,
- AERO-AOCE approve amendments to the Constitution and By-laws, and
- direct and review the general affairs of AERO-AOCE.

One third or fifteen of active members whichever is the larger shall constitute a quorum for meetings of the Assembly.

Unless otherwise specified in the Constitution or By-laws, decisions of the Assembly shall be by a majority of those voting.

Article IV, Section 2 - The Executive

The Executive shall consist of the President, Vice-President, Treasurer, the immediate Past-President, at least one but not more than 6 Member(s)-at-Large. Executive positions shall be held by current employees of a public school board in Ontario, with the exception of one Member-at-Large position which may be open to one graduate student in educational research. No more than two of the Executive shall be from any one Ontario school board.

The term of office is outlined in Article V, Section 2.

The Executive shall hold an Annual Business Meeting each year at the AERO-AOCE Fall Conference. The President may call meetings at other times giving due notice as to date and agenda.

Three members of the Executive shall constitute a quorum, and, unless otherwise specified in the By-laws, decisions shall be by majority of those voting.

The Executive shall see that the policies and the legislation of the Assembly are put into effect, and assist the President in carrying on the affairs of AERO-AOCE between meetings of the Assembly. The Executive shall have the power to act for the Assembly between meetings, but any legislative action should be reviewed by the Assembly. The Executive may at any time conduct a vote regarding any legislative action proposed.

All actions taken by the Executive shall be made available in writing to the members of AERO-AOCE at the Annual Business Meeting.

ARTICLE V - OFFICERS, NOMINATIONS, ELECTIONS

Article V, Section 1 - Officers

The Officers of AERO-AOCE shall be a President, Past President, Vice-President, Treasurer and Member(s)-at-Large.

Article V, Section 2 - Term

The term of office of the President, Past President, Vice-President, Treasurer and Member(s)-at-Large, shall be:

- a minimum of two years each, and
- limited to a maximum of 3 consecutive terms

If an elected officer reaches the maximum allowable consecutive terms, they may:

- continue to serve in their current role until a replacement is determined, via the nomination process, or
- may be elected into an alternate office role, via the nomination process.

If an elected officer is not able to take office within one month of the time his/her term is to begin, a quorum of the Executive may declare the office vacant or appoint a temporary substitute.

Article V, Section 3 - Nominations and Elections

The President, Vice-President, Treasurer and the Member(s)-at Large of the Executive shall be elected by simple majority vote from active and associate members of AERO-AOCE.

Initial nominations for the offices (except Past President) referred to in Article V, Section 1, shall be made by a Nominating Committee appointed by the President.

Article V, Section 4 - Vacancies

When a vacancy in the office of the President occurs, the Vice-President shall succeed, and their term of office as President shall end at the expiration of the term of the original President.

When a vacancy in the office of the President occurs during the first year of their term, the Vice-President shall become President and is eligible for election the following term, under which circumstances the immediate Past-President stays in office for a second term.

If an officer is unable or fails to perform their duties satisfactorily over a period of time, a quorum of the Executive is authorized to declare the office vacant. The Executive also has the authority to take other reasonable steps to preserve intact the offices of AERO-AOCE and to maintain the continuity of AERO-AOCE's operation.

Article V, Section 5 - Duties of Officers

The duties of the President, Vice-President, Treasurer, and Member(s) at-Large, shall be the same as those usually performed by such officers in organizations similar to AERO-AOCE.

The President shall be Chairperson of the Assembly and of the Executive (Article IV).

ARTICLE VI - COMMITTEES

The committee structure of AERO-AOCE may consist of Committees which can be appointed or dismissed as the need arises.

ARTICLE VII - FINANCES

Article VII, Section 1 - Dues

Annual dues of members shall be set by AERO-AOCE Executive in accordance with AERO-AOCE's financial needs. Dues may be changed by a majority vote of the AERO-AOCE Executive when it is deemed necessary to cover the costs of AERO-AOCE activities and events. Payment of dues cover membership for a one year period ending November 30th. Reminder emails are sent to all current and previous members.

Article VII, Section 2 - Financial Accounting

The financial accounts of the Treasurer shall be reviewed at every meeting of the Executive by the Executive. If external funding accrues, the subject of external audit will be undertaken. The Treasurer shall receive dues and other payments, keep accounts, authorize drawing cheques, and render reports as required.

Article VII, Section 3 - Use

All revenue derived from dues, gifts, grants or from any other source shall be used entirely for the work of AERO-AOCE. Such funds shall be expended in accordance with AERO-AOCE purposes in keeping with its budget, or with the special terms of a grant or bequest.

No member, or group of members, shall commit the funds or other assets and resources of AERO-AOCE in any way except as stipulated in the By-laws.

No part of the income of AERO-AOCE shall be paid to any members as a share or as a monetary benefit. Executive or committee members may be reimbursed for necessary expenses related to their duties.

Article VII, Section 4 - Budget

The Executive shall recommend to the Annual Business Meeting of the Assembly a budget for the forthcoming year. When approved, this budget shall govern financial commitments of AERO-AOCE for the fiscal year.

Should circumstances prevent distributing a budget at the Annual Business Meeting, the budget adopted by the Executive shall be electronically shared as promptly as possible to active and associate members.

If a budget for the new fiscal year has not been adopted by the Assembly by the time the preceding budget expires, the Executive is authorized to continue spending or committing AERO-AOCE's funds, as far as seems reasonable, as a rate in keeping with the provisions of the preceding budget pending adoption of a new one.

Article VII, Section 5 - Grants to AERO-AOCE

In keeping with its objectives, AERO-AOCE may receive grants for special purposes and may deposit and expend these funds according to terms laid down by the grantor and accepted by the Executive. According to the terms accepted or the recommendation of the Executive such grants may or may not enter into and become a part of the budget approved by AERO-AOCE. If they are not part of the budget, the disbursing agent and conditions for disbursement shall be especially established by the Executive in terms agreeable to the granting agency. Such funds shall be kept inviolate for the purposes for which granted and received, with special accounting. They may be accepted with the agreement to preserve and use them for as many years into the future as is reasonable and desirable.

Article VII, Section 6 - Disposal of Assets

In the event AERO-AOCE is dissolved, the Executive shall remain in existence for not more than twelve months to terminate the affairs of AERO-AOCE.

That funds be made available at dissolution to an approved charitable educational organization(s).

ARTICLE VIII - MEETING AND BUSINESS

Article VIII, Section 1 - Calling of Meetings

The Executive shall have authority to set the time and place of meetings of AERO-AOCE.

On the petition of six active and associate members, the Executive must call a meeting to be held within two months of the date of the petition.

Except for sufficient reason, there shall be an Annual Business Meeting for the conduct of official business by active and associate members of AERO-AOCE.

Announcement of the time and place of any meetings of AERO-AOCE shall be made as far ahead as is reasonably possible. In any case, notice shall be sent in time to reach each active and associate member at least two weeks in advance.

Article VIII, Section 2 - Rules of Order

In all cases to which they apply and do not conflict with the provisions of the Constitution or By-laws, Robert's Rules of Order, shall govern Annual Business Meetings of AERO-AOCE.

ARTICLE IX - AMENDMENTS AND REVISIONS

Article IX, Section 1 - Amendments to Constitution

Amendments to the Constitution may be initiated in any of the following three ways:

- I. The Executive may formulate proposals for amendment of the Constitution and submit them, with any arguments it chooses, to the active and associate membership for a vote.
- II. The President may appoint a committee to consider reviewing the Constitution in general or amending some particular point or points. They must then submit to the membership of AERO-AOCE the committee report together with recommendations of the Executive for or against the proposals.
- III. Any six active and associate members of AERO-AOCE may submit to the Executive a proposed amendment or amendments to the Constitution then submit the proposed amendment with any arguments advanced by its sponsors, and with the Executive recommendation for or against the proposed changes, to the members of AERO-AOCE for action. An amendment to the Constitution formulated in this manner may not be submitted to the Executive within a period of one month preceding the date of the Annual Business Meeting.

Article IX, Section 2 - Amendments to By-laws

Amendments to the By-laws may be initiated similarly to amendments to the Constitution Article IX, Section 1 I), II) and III).

Amendments to the By-laws may be proposed by an active or associate member with a seconder at any meeting of the Assembly.

Article IX, Section 3 - Adoption

Amendments or revisions may be acted on by the active and associate members of AERO-AOCE as follows:

- The Executive shall forward the proposed changes to the Constitution and changes to By-laws with explanations and arguments to the active and associate members. At least 30 days must elapse between the date on which the proposal is electronically shared to the members and the Annual Business Meeting. The President shall appoint a committee to count the votes. An affirmative vote of at least two-thirds of active and associate members present at the Annual Business Meeting shall be required to accept revisions or amendments for acceptance of the Constitution amendments and By-law changes. The results of the vote shall be reported to the membership. Quorum for the Assembly needs to be met in order to hold a vote.
- On the recommendation of the Executive, proposals to increase or reduce the number, or modify the name and functions of any of the standing committees may be introduced at any Annual Business Meeting or by electronic means and voted on by the active and associate members at once without prior notice.

Article IX, Section 4 - Effective date

The Effective date for each amendment should be specified. If no effective date is indicated, following approval by active and associate members as described, an amendment becomes effective on the date selected by official action of the Executive.

BY-LAWS

I. MEMBERSHIP

Section 1 - Time Frame

The membership year shall extend from December 1 through November 30.

Section 2 - Application Process

Applications for membership shall be sent to the Membership Chair, who shall accept and process them according to the provisions stated in Sections 2 and 3 of Article III of the Constitution. When eligibility is in doubt, applications shall be sent to the Executive, which shall have power of final decisions.

Section 3 - Membership Dues not Received

Failure of a member to pay their dues by February 1, automatically terminates their membership.

Section 4 - Membership Reinstatement

At their request and on payment of current dues, anyone whose membership has been automatically terminated for non-payment of dues may be reinstated by the Treasurer and Membership Chair. If it so chooses, the Executive may review the action of the Treasurer and Membership Chair.

Section 5 - Membership Investigations

If the Executive is given written notice that continued membership of any person is contrary to the interests, purposes or ethical standards of AERO-AOCE, a full investigation shall be launched upon a two-third vote of the Executive. When such an investigation is launched:

- the member in question shall be notified in writing of the investigation,
- the Executive shall appoint a special committee and delegate to it the conduct of the investigation and hearings,
- the member in question shall be given opportunity to defend themselves in person before the committee,
- the committee shall report its findings to the Executive, and
- the Executive shall make a final decision and inform in writing the member in question.

II. NOMINATIONS AND ELECTIONS

The procedure described in Sections 1 through 5 of this By-law shall be followed as far as possible, and the dates specified refer to an Annual Business Meeting in December.

Section 1 - Nominating Committee

On or before September 15 of every other year (after the first year), the President, with the advice and consent of the Executive, shall appoint a Committee of two members to serve with the Past-President as the nominating committee. One member should be chosen from the Executive and one from general membership. Nominations for any position may be received in writing from the general membership one month prior to the December Annual Business Meeting provided there are three active members as sponsors. The Nominating Committee will be expected to send its report to the Executive by November 15.

Section 2 - Ballot Preparation

The Executive shall prepare a ballot including names submitted by the Nominating Committee and of any other nominees, and electronically share the ballot to each active and associate member of AERO-AOCE on or before November 25.

Section 3 - Voting Methods and Deadlines

Active and associate members shall vote electronically (email, etc.). Balloting shall close at the office of the Past-President by noon on or before November 30.

Section 4 - Tie Resolution

The Nominating Committee shall certify the results to the Executive and the membership at the Annual Business Meeting. In case of a tie, an election to settle the tie shall be held at the Annual Business Meeting.

III. STANDING, TASK AND OTHER COMMITTEES

Section 1 - Standing Committees

Standing committees may be established or discontinued by the Assembly. Standing committees shall have not less than three members, appointed by the President with the advice and consent of the Executive. Appointment shall be for two years.

IV. FINANCES

Section 1 - Receipt and Deposit

All AERO-AOCE funds which are received shall be paid to AERO-AOCE unless received with contrary stipulation. They shall be deposited in an AERO-AOCE account in a Chartered Canadian Bank, Credit Union for withdrawal by the Treasurer as authorized elsewhere in these By-laws. The President or his designate and Treasurer shall be designated the signing officer of AERO-AOCE.

Section 2 - Investment

By Affirmative vote of a simple majority of members of the Executive, the Treasurer shall invest stated amounts of the funds of AERO-AOCE as directed.

Section 3 - Distribution

A copy of the budget as approved by AERO-AOCE Executive shall be distributed at the Annual Business Meeting, Article VI, Section 5.

V. VOTING

Section 1 - Voting Considerations

Items of business requiring the vote of the active and associate members may be shared electronically when the Executive considers such action desirable. The vote procedure shall safeguard as fully as possible the rights and interests of all members. It shall also be in order for any member to introduce these items for discussion and reconsideration at the next Annual Business Meeting.

Section 2 - Request for Vote

At any Annual Business Meeting the active and associate members may refer any business to the entire membership for a vote. A motion requesting a vote is subsidiary and may be made and voted on while a principal motion is pending.

VI. MISCELLANEOUS

Section 1 - ABM Reporting

A report of each Annual Business Meeting with a summary of any other material which concerns the program of AERO-AOCE shall be included in an annual report by the President.