

# Constitution and By-Laws of the Ontario Council for Technology Education

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Approved: November, 2020

## Article I

### Designation

The organization shall be known as "The Ontario Council for Technology Education" and hereafter in this Constitution will be referred to as OCTE. This organization represents a system-wide and provincial perspective in all matters relating to technology education in the Province of Ontario.

## Article II

### The Purpose of OCTE

The Council was incorporated by Letters patent issued by the Lieutenant Governor of Ontario on the 9<sup>th</sup> day of March, 1999 for the following objectives:

To establish and maintain a non-profit organization in the Province of Ontario in order to:

- Provide an opportunity for its membership to assist in shaping the future of technology education in Ontario's Elementary and Secondary schools;
- Advocate for the best interests of elementary Science and Technology and secondary Technological Education, with Provincial Ministries, the Ontario College of Teachers, Federations, Faculties of Education, Industry and Business partners, and affiliate Provincial Associations;
- Provide a forum for the open and productive interchange of ideas and viewpoints in all aspects of elementary Science and Technology and secondary Technological Education;
- Provide in-service and upgrading opportunities for its members through a schedule of seminars and conferences;
- Establish links with educational vendors and service providers in developing a network of educational benefits to its members.

## Article III

### Membership

Annual membership in OCTE shall be from July 1<sup>st</sup> – June 30<sup>th</sup>.

#### 3.1- Head office

The head office of the Council shall be in such a place as the Board determines.

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## **3.2 - Types of Members**

Membership in OCTE shall be divided into classifications of Technology Educators, Associate Members, Student Members, Partner Organizations, and Honorary Life Members for identification purposes only. Unless otherwise noted, each type of member shall have the same membership privileges.

### **3.2.1 Technology Educators**

Technology Educators, on payment in full of annual membership fees, shall be defined as:

- Teachers, Department Heads/Curriculum Chairs, Technological Education Board Leads, Coordinators, Consultants in Ontario Public and Catholic School Board, Private Schools, and School Authorities who have responsibility for the delivery of elementary Science and Technology and secondary Technological Education programs.
- Ontario Board/School administrators (Superintendents, Principals, Vice-Principals) who have responsibility for the delivery of Technological Education and Science and Technology programs.
- instructors in Ontario Faculties of Education who have direct responsibility for Technological Education and Science and Technology teacher training.

### **3.2.2 Associate Members**

Associate Members, on payment in full of annual membership fees, shall be:

- Retirees from each of the Member groups as defined above who remain active in support of Technological Education and Science and Technology programs.
- Representatives of the Ontario Ministry of Education and Ontario Ministry of Training, Colleges and Universities who have direct responsibility for Technological Education and representatives of the Ontario College of Teachers who have responsibility for the certification/regulation of Technological Education teachers.
- Representatives of Ontario Federations who have responsibility for Technological Education and Science and Technology teachers.
- Chair (or designate) of affiliate Provincial Associations linked to Technological Education and Science and Technology programs.
- Representatives from each College of Applied Arts and Technology and Universities who have responsibility for Technological Education programs.
- Representatives from each Trade Union who have interest in the promotion of Technological Education.

### **3.2.3 Industry and Business Organizations**

Industry and Business Organizations, on payment in full of annual membership fees, shall be:

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- Representatives from Industry and Business partners who have interest in the promotion of Technological Education.
- Representatives from service providers and vendors of educational equipment and supplies.

### 3.2.4 Student Members

Student Members, during the year in which they are enrolled in a Pre-service Program, are exempt from annual membership fees and are defined as:

- Pre-service Technological Education and Science and Technology teacher candidates from Ontario's Faculties of Education.

### 3.2.5 Honorary Life Members (HLM)

Honorary Life Members are:

- Identified HLM's from affiliated Associations amalgamated with OCTE.
- Nominated from the active membership of OCTE or as designated by the Executive.

### 3.3 – Voting (at membership meetings)

Voting at membership meetings will adhere to the following criteria:

- Each Member as identified in 3.2.1 and 3.2.2 is entitled to vote at official OCTE member meetings.
- A quorum for any executive sanctioned OCTE meeting shall consist of those Members qualified to vote, present or electronically connected, and voting.
- Except for Constitutional revisions as outlined in Article V11, the mover of a motion shall provide the Secretary with a written copy of the motion, which shall then be read to the membership prior to voting.
- Except for Constitutional revisions as outlined in Article V11, a motion shall pass with a simple majority of the Members and Associate Members qualified to vote, present or electronically connected, and voting.
- In the case of disputes arising from motions at meetings, Robert's Rules of Order shall prevail.

### 3.3 Definitions:

In this Constitution and set of By-laws, unless the context otherwise requires:

"Act" means the Not-for-Profit Councils Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;

“Executive” means the operating executive of the Council;

"Board" means the board of directors of the Council;

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"By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Council as amended and which are, from time to time, in force; "Chair" means the chair of the Executive;

"Council" means the Council that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;

"Vice Chair" means an individual occupying the position of executive of the Council by whatever name he or she is called;

"BOD" means Board of Directors;

"Director" means an individual occupying the position of director on the BOD;

"Member" means a member of the Council; "Members" means the collective membership of the Council; and

"Officer" means an officer of the Council.

### **3.4 – Board of Directors**

3.4.1 The affairs of the Council shall be managed by a board of directors (the "Board") of a minimum of three directors, ideally larger (odd number) with representation from both Education, Government (ex-officio, non-voting member) and Business / Industry who may exercise all such powers and do all such acts and things as may be exercised or done by the Council and are not by the by-laws or any resolution of the Council or by statute expressly directed or required to be done by the Council at a meeting of members.

#### **3.4.2 Qualification of Directors**

Board of Director members are expected to have an intimate knowledge of OCTE and its mandate. Each should have extensive professional experience with leadership accomplishments in business and or education. Members should have a good mix of skills that include financial, marketing, technical, entrepreneurial, legal, and social skills.

Directors shall be individuals, eighteen or more years of age and shall, at the time of their election or within ten days thereafter and throughout the term of their office, be members of the Council. No un-discharged bankrupt shall become a Director.

#### **3.4.3 Term of office.**

The directors' term of office (subject to the provisions, if any, of the letters patent or any supplementary letters patent issued to the Council) shall be from the date of the meeting at which they are elected or appointed until the second annual meeting next following or until their successors shall have been duly elected or appointed whichever comes first. (Minimum of two years)

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Directors shall be elected by the membership at the AGM on a show of hands unless a poll is demanded and if a poll is demanded such election shall be by ballot. Subject to the provisions of this by-law, directors shall be eligible for re-election.

From time to time in the event of any vacancy however caused occurring in the Board (except through an increase in the number of directors), such vacancy may, as long as there is a quorum of directors then in office, be filled by the directors from among the members of the Council if they shall see fit to do so; otherwise such vacancy may be filled at the next meeting of members; and any director appointed or elected to fill any such vacancy shall hold office for the un-expired term of the director who ceased to be a director and who caused such vacancy.

Directors shall serve a two-year term but, no more than two consecutive terms (4 years) in that elected position. Directors can be elected for further consecutive terms if no new member stands for election in that post. Former directors can stand for re-election in that post after they have been out of it for one term (2 years) Board of Director member terms should be staggered to ensure continuity of the organization.

### 3.4.4 Vacation of office.

A person ceases to be a director of the Council:

- If he or she becomes a bankrupt; or
- If he or she is found by a court to be mentally incompetent or of unsound mind; or
- If by notice in writing to the Secretary of the Council he or she resigns his or her office; or
- If he or she ceases to be a member of the Council.

### 3.4.5 Removal of directors.

The members of the Council may, by resolution passed by at least two thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office and may, by majority of the votes cast at such meeting, elect any member in his or her stead for the remainder of his or her term.

### 3.4.6 Remuneration

The directors of the Council are entitled to fix reasonable levels of remuneration for the directors, officers and employees of a Council, unless the Council's articles or by-law provide for a different arrangement. The Not-For Profit Corporations Act (NFP Act) also specifically permits a director, officer or member to receive reasonable remuneration and expenses for any services to the Council that are performed in any other capacity (e.g., in the capacity of a consultant to the Council).

### 3.4.7 - Meetings of Directors

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Meetings of the Board may be held either at the head office of the Council or at any place within Ontario. A meeting of the Board may be convened by the Chair/President of the Board or any two directors at any time and the Secretary by direction of the Chair/President of the Board or any two directors shall convene a meeting of directors.

Notice of any meeting of the Board shall be delivered or mailed or sent by email or otherwise communicated to each director not less than seven days if mailed and not less than two days if delivered, sent by email or otherwise communicated (exclusive of the day on which the notice is delivered or mailed or sent by email or otherwise communicated but inclusive of the day for which notice is given) before the meeting is to take place; provided always that meetings of the Board may be held at any time without formal notice if all the directors are present or electronically connected or those absent have waived notice or have signified their assent in writing to such meeting being held in their absence. Notice of any meeting, or any irregularity in any meeting, or in the notice thereof, may be waived by any director.

For the first meeting of the Board to be held immediately following the election of directors at an annual or general meeting of the members or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice of such meeting need be given to the director or directors so elected or appointed in order for the meeting to be duly constituted, provided that a quorum of the directors is present or electronically connected.

Minimum of four (4) Board of Directors meetings be held annually. Each member of the Board of Directors is expected to attend a minimum of 50% of all meetings. There may be an occasion where emergency meetings are further scheduled.

Quorum. A simple majority of the Board shall constitute a quorum otherwise the meeting will not proceed and another date for a meeting shall be set.

### 3.4.8 Voting.

Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes, the Chair of the meeting, in addition to his or her original vote, shall have a second or casting vote.

At any meeting unless a poll is demanded a declaration by the Chair that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

### 3.4.9 Board of Directors Structure

The Board will be structured to have an odd number of members to avoid ties or other voting deadlocks. Within the scope of OCTE's mandate, it will be sufficient that we begin with three (3) members. This will include a chair and two members with specific assigned duties. The Board will support the duties of the Council Chair and the core executive with mission-based leadership

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and strategic governance. The day-to-day operations of OCTE are led by the OCTE Chair and core executive

Assigned duties for Board members include:

- Governance
- Finance
- And other duties as assigned

It will be the purview of the Board Chair, in consultation with the members, to determine if the assigned duties are member specific or dealt with in concert.

### **3.4.10 Overall Responsibilities**

- Serve in an advisory capacity to the OCTE Chair as he/she develops and implements the Council's mandate;
- Review the outcomes generated by the OCTE executive for evaluation of their impact on the system;
- Actively participate with the OCTE executive in organizational planning and decision making in making informed judgments;
- Ensure that OCTE complies with all applicable provincial and local regulations and that it remains committed to its mandate;
- Approve OCTE's annual budget, audit reports, material business decisions and becoming informed of all legal and trust responsibilities;
- Assist the OCTE Chair and Human Resources in identifying and recruiting executive and Board members;
- Be representative ambassadors to the council membership;
- Provide fundraising support to the OCTE executive;
- Provide a Board Report at the AGM.

### **3.4.11 Appointing/Electing Board Members**

In consultation with the Chair of OCTE, Human Resources will initially be responsible for the selection of Board members. Human Resources will seek input from the executive to develop a roster of potential Board members. The OCTE Chair and Human Resources will approach and appoint Board members identified as having the requisite skills. Thereafter, it will be the responsibility of the Board and Council Chairs in consultation with Human Resources to recommend and appoint Board candidates.

## **Article IV**

### **Organization**

#### **4.1 The Executive**

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Except where noted, the Executive of OCTE shall be elected from members in section 3.2.1 and 3.2.2, by the voting membership. With the exception of the Secondary Curriculum and Elementary Curriculum positions, all other elected positions are open to either elementary or secondary individuals who are current OCTE Members and hold the necessary qualifications as outlined in each position, or appointed by the Executive. The Executive will consist of a:

- Chair:
  - Must be Certified by the Ontario College of Teachers and in good standing
  - Must hold Technological Education Senior Qualification or Elementary who holds an Additional Basic Qualification in Science and Technology or equivalent as defined by the Executive
  - Must have demonstrated experience as a Vice Chair of OCTE or a Chair/ Lead of an OCTE Executive Committee as defined by our bylaws
  - Does not have a Vote, unless required to break a tie
  
- 4 Vice Chairs:
  - Elementary Curriculum:
    - Must be a Qualified Elementary Teacher, Certified by the Ontario College of Teachers and in good standing
    - Must hold an Additional Basic Qualification in Science and Technology or equivalent as defined by the Executive
    - Has a Vote
  
  - Secondary Curriculum
    - Must be certified by the Ontario College of Teachers and in good standing
    - Must hold Senior Qualifications in Secondary Technological Education
    - Has a Vote
  
  - Communications
    - Must be Certified by the Ontario College of Teachers and in good standing
    - Must hold Senior Qualifications in Secondary Technological Education, or an Additional Basic Qualification in Elementary Science and Technology or equivalent as defined by the Executive
    - Has a Vote
  
  - Stakeholder Relations
    - Must be Certified by the Ontario College of Teachers and in good standing
    - Must hold Senior Qualifications in Secondary Technological Education, or an Additional Basic Qualification in Elementary Science and Technology or equivalent as defined by the Executive
    - Has a Vote
  
- Secretary
  - Must be Certified by the Ontario College of Teachers and in good standing



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- Must hold Senior Qualifications in Secondary Technological Education, or an Additional Basic Qualification in Elementary Science and Technology or equivalent as defined by the Executive
- Has a Vote
  
- Treasurer
  - Must have the requisite financial skills and experience to be successful in the role
  - Must be Certified by the Ontario College of Teachers and in good standing
  - Must hold Senior Qualifications in Secondary Technological Education, or an Additional Basic Qualification in Elementary Science and Technology or equivalent as defined by the Executive or be approved by the Executive to run for the position
  - Has a Vote
  
- French Language
  - Must be Certified by the Ontario College of Teachers and in good standing
  - Must hold Senior Qualifications in Secondary Technological Education, or an Additional Basic Qualification in Elementary Science and Technology or equivalent as defined by the Executive
  - Has a Vote

The Executive of OCTE will also include the following non-elected members:

- Past Chair (Consultant); see article 11 in the By-Laws and section 3.2.5 above; Has a Vote.
- Industry/Business Consultant(s) (appointed by the OCTE executive) (Non-Voting)
- Co-Representatives from the Provincial Technological Education Board Leads, a sub-Committee of OCTE: One from a French language Board and one from an English language Board. The representatives are to be elected by the Technological Education Board Leads Committee. The TEBL will select one of the co-chairs to represent the TEBL on the Executive committee. That individual will have a vote.

The Executive shall be elected at the AGM and normally serve a two-year term.

Elections for the Chair, the Elementary Vice Chair of Curriculum, the Communications Vice Chair and the Treasurer will normally take place in even numbered years. Elections for the Secondary Vice Chair of Curriculum, the Vice Chair of Stakeholder Relations, the Secretary and French Language Lead will normally take place in odd numbered years.

The Executive may appoint Lead positions to sit on the Executive as appropriate based on educational stakeholders, community needs and current Ministry initiatives. The lead positions will provide an advisory role to the Chair and have responsibilities such as: liaising and communicating with key Ministry and board lead stakeholders, managing projects, developing resources and hosting related provincial meetings and events.

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The Executive may appoint by majority vote to create paid positions under contract as required to sit on the Executive and support the work of the Committees and projects.

The Executive shall act in the best interests of OCTE and that is consistent with the Purpose of the Organization. Where possible, Executive actions shall be brought to a General Meeting for consideration and ratification. Between General Meetings, all actions of the Executive, deemed urgent, shall receive majority consensus from all Executive Members. These actions shall be reported to the membership at the next General Meeting.

The Executive shall appoint Standing Committee Chairs who will solicit members (to be approved by the Executive) for the following Committees. The Standing Committees are divided into Divisions with assigned Department responsibilities (see Divisions and Departments in attached By-laws). The divisions are:

- Administration
- Communications
- Policy and Standards
- Human Resources
- Education

### 4.2 Meetings

A schedule of General Meetings within each school year shall be determined by the Executive and announced at the AGM. An emergency General Meeting of OCTE shall be called by the Executive at the request of 1/3 or more of the voting Membership. At least 21 days' notice to all members is required for any General Meeting.

The AGM of OCTE will be held in May of each year. The AGM shall include the election of the Executive, presentation of the financial report, reports of Standing Committees, supplementary reports, and other business as required.

At Executive meetings, only elected (or otherwise designated) Executive members are eligible to vote. These are:

- Chair
- Past Chair
- Vice Chairs
- Secretary
- Treasurer
- French Language Lead

**Article V**

**Duties of the Executive**

5.1 Chair

The Chair will:

- Establish meeting dates for the Executive and in consultation with the Executive, establish dates for General Meetings and the AGM;
- Establish, in consultation with the Executive, an agenda for all meetings;
- Assign and oversee the duties and responsibilities of members of the Executive, Standing Committees, and other committees as required;
- Attend, or appoint a designate to attend, all meetings dealing with issues related to Science and Technology and Technological Education to which OCTE has been invited;
- Maintain regular communications with the Treasurer and Conference Committee Chair to ensure the OCTE General Account and OCTE Conference Account are being operated and maintained in accordance with sound accounting principles and practices.
- Monitor changes to Ministry of Education, Ministry of Labour and Ontario College of Teachers regulations, and other applicable Acts
- If a Chair position becomes vacant during an elected term, refer to Succession Planning in the attached By-laws. An election for the vacancy will take place at the next General Meeting.

5.1.2 Vice Chairs

- Vice Chairs will assist the Chair and other Executive members with the performance of their duties;
- Vice Chairs will be aligned to one or more of the standing divisions, and be required to report to the Executive regarding the work of that division and subsequent departments.
- A Vice-Chair appointed by the Chair will assume the duties of the Chair for any temporary absence.
- If a Vice Chair position becomes vacant during an elected term, the Executive will appoint an eligible member to fill the interim position until an election for the position is held at the next General Meeting.

5.1.3 Secretary

The Secretary will:

- Take and distribute minutes for Executive, General, and Annual General Meetings;
- Facilitate all correspondence as directed by the Chair;
- Assist the Chair and Vice Chairs as requested;

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- Collaborate with the Treasurer in the filing of yearly reports and papers necessary to maintain a Provincial status;
- If the position of Secretary becomes vacant during an elected term, the Executive will appoint an eligible member to fill the interim position until an election for Secretary takes place at the next General Meeting.

### 5.1.4 Treasurer

The Treasurer will:

- Conduct the financial affairs of OCTE;
- Maintain a collaborative link to the Membership Committee Chair in the soliciting, collecting, and banking of yearly membership fees;
- Maintain a collaborative link to the Conference Committee Chair in the collecting and banking of conference and seminar fees;
- Maintain a collaborative link to the Membership Committee Chair in establishing an up-to-date membership list;
- Establish a joint account to be accessed by the Treasurer and Chair of OCTE;
- Collaborate with the Secretary in the filing of yearly reports and papers required to maintain a Provincial status;
- Prepare an Annual Financial Statement for presentation to the AGM;
- Assist the Chair and Vice Chairs as requested;

If the position of Treasurer becomes vacant during an elected term, the Chair will appoint an eligible member to fill the interim position until an election for treasurer take place at the next General Meeting.

### 5.1.6 Past Chair

- The Past Chair will be asked to remain active with the Executive for the term of the newly elected chair to assist with continuity and consistency in direction.
- The Past Chair will act as a consultant to the Executive and assist with the duties of the Executive as requested by the Chair;
- The Past Chair will Chair a Nominating Committee for new Executive nominees and facilitate the election process at the AGM or at General Meetings in the event of Executive vacancies during an elected term. Nominations for Executive positions must be solicited from the voting membership and be received 24 hours before the AGM for new Executive members or any General Meeting designated to fill Executive vacancies during an elected term;

If an immediate Past Chair is not active on the executive, or if the position becomes vacant during the term, the position shall remain vacant. The Chair will appoint another member of the Executive, not up for election, to chair the Nominating Committee.

### 5.2 Indemnities to Directors, Officers and Others

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Every director or officer of the Council or any other person who has undertaken or is about to undertake any liability on behalf of the Council and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Council, from and against:

- (a) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

### 5.3 For the Protection of Directors and Officers

No director or officer for the time being of the Council shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or for any loss, damage or expense happening to the Council through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of the Council or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Council shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or company with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of such director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through such director's or officer's own wrongful and willful act or through his or her own wrongful and willful neglect or default.

The directors for the time being of the Council shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Council, except such as shall have been submitted to and authorized or approved by the Board.

### 5.4 Fees

Fees for Members and Associate Members shall be determined by the executive and presented to the membership at the Annual General Meeting (AGM).

### 5.5 Execution of Contracts, etc.

Contracts, documents or instruments in writing requiring the signature of the Council may be signed:

- (a) by any executive members and authorized by a second, each of whom is the Chair, a Vice-Chair or the Secretary of the Council,

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(b) All contracts, documents or instruments in writing so signed shall be binding upon the Council without any further authorization or formality. The Council is authorized from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Council either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The corporate seal of the Council may, when required, be affixed to contracts, documents or instruments in writing signed as aforesaid, by any officer or officers, person or persons, appointed as aforesaid by resolution of the board of directors.

The term “contracts, documents or instruments in writing” as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

In particular, without limiting the generality of the foregoing:

(a) any two persons, each of whom is the Chair, a Vice-Chair or the Secretary of the Council, or

(b) any two directors of the Council, are authorized to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Council and to sign and execute (under the corporate seal of the Council or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

### **5.6 Financial Year**

The Executive in consultation with the Board may by resolution fix the financial year-end of the Council and may from time to time, by resolution, change the financial year end of the Council.

### **5.7 Interpretation**

In all by-laws and special resolutions of the Council, the singular shall include the plural and the plural the singular; the word “person” shall include firms and Councils, and the masculine shall include the feminine and the neuter. Whenever reference is made in any by-law or any special resolution of the Council to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

## **Article VI**

### **Standing Committees and Other Committees as Required**

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The Duties and Responsibilities of Standing Committees and other Committees as required will be determined by the Executive and attached as a separate appendices to this Constitution. Chairs of standing committees are required to consult with, and report to, the Vice Chair aligned to their committee.

### **Article VII**

#### **By-Laws**

A set of By-Laws outlining the governance of its members and regulating the affairs of OCTE will be determined by the Executive, approved by the membership, and attached as separate appendices to this Constitution.

### **Article VIII**

#### **Amendments to the Constitution**

Amendments to the Constitution and By-laws will be made by motion at a General Meeting by:

A) a two-thirds vote of the Members and Associate Members qualified to vote, present, and voting, provided that:

(a). a notice of the proposed amendments have been given to the Executive in writing at least 35 days prior to the General Meeting, and

(b).the proposed amendments have been sent to each voting member by those proposing the amendments at least 21 days prior to the General Meeting;

OR

B) a nine-tenths vote of the Members and Associate Members qualified to vote, present, and voting, if the previous notifications as in A) have not been given.

This constitution was amended and ratified by the Members of the Ontario Council for Technology Education, at the Virtual Annual General Meeting, held November 28, 2020.

ENACTED the day \_\_\_ of November, 2020

WITNESS the corporate seal of the Council:

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary

## By-laws and Appendices

Revised and Approved: October 2020

### 1: By-laws:

- Article 1: Membership
- Article 2: Disputes
- Article 3: Voice for OCTE
- Article 4: OCTE Logo
- Article 5: Publications
- Article 6: Attendance at Executive Meetings
- Article 7: OCTE Planning Retreat
- Article 8: Conflict of Interest
- Article 9: Privacy Statement
- Article 10: Hiring Process
- Article 11: Honourary Life Memberships
- Article 12: Succession Planning
- Article 13: Procurement

### 2: Divisions and Departments

Each Division is divided into departments necessary for the function of that division. The Chair of each Division will report back to the OCTE Executive seeking support and approval of all directions.

#### *Divisions:*

**Administration:** In addition to the duties outlined in Article 5, Section 1, of the Constitution, the Chair of the OCTE Executive will be responsible for monitoring and providing recommendations to the executive for the following departments:

Departments:

- Advisory
- Financial
- Insurance
- Archival
- Legal
- Procurement

**Communications:** The Vice-Chair responsible for the Communications Committee will provide a forum for the open and productive interchange of ideas and viewpoints in all aspects of elementary Science and Technology and Secondary Technological Education. The



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Communications Committee Vice Chair will also be responsible for overseeing and providing direction to Department Leaders.

Departments:

- Advertising and Marketing
- Social Media
- Publications
- Website

**Policy and Standards:** The Vice-Chair responsible for the Policy and Standards Committee will advocate for the best interests of elementary Science and Technology and secondary Technological Education, with Provincial Ministries, the Ontario College of Teachers, Federations, Faculties of Education, Business and Industry partners and affiliate associations. The Policy and Standards Committee Vice-Chair will also oversee and provide direction for the following Departments. Where appropriate, the Vice-Chair may assign Department Leaders responsible for administering each.

Departments:

- Constitution and By-laws
- Standards of Practice
- Education Act
- Ontario Occupational Health and Safety Act

**Human Resources:** The Vice Chair responsible for the Human Resources Committee will provide an opportunity for its membership to assist in shaping the future of technology education in Ontario's Elementary and Secondary schools. The Human Resources Committee Vice-Chair will also be responsible for the management of appointed and hired personnel. This includes recruitment, hiring, reviewing, and the advancement of personal growth of each. The Vice-Chair will also provide support and direction in acknowledging achievements (eg. Awards).

Departments:

- Membership/Administration
- Remunerations for Services (see By-law Article 10.2)
- Posting and Hiring (e.g. Membership Secretary, Conference Coordinator)
- Awards

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**Education (Elementary and Secondary):** The Vice-Chair responsible for the Education Committee will provide in-service and upgrading opportunities for its members through a schedule of seminars and conferences; establish links with educational vendors and service providers in developing a network of educational benefits to OCTE members. The Vice-Chair of the Education Committee will also oversee, liaise, and provide direction for the following Divisions. Committee Leaders will be appointed or hired as appropriate.

Departments:

- Resource Development (e.g. unit/lesson planning for OCTELab, MOL Safety Training)
- Contracted Projects (e.g. MoE SafetyNet, SafeDocs)
- Professional Development (e.g. Conference, Elementary Committee, SecondaryY committee, Exhibitor Co-ordination)
- Industry (e.g. resources, products, services)
- Post-Secondary Education (liaisons)
- Affiliated Associations (liaisons)
- Formation of AD Hoc Committees:
  - From time to time it may be deemed necessary for the OCTE Executive to establish an Ad Hoc Committee. The purpose of establishing an Ad Hoc committee is for the completion of a specifically mandated goal within an established time frame. It generally signifies a solution designed for a specific problem or task, nongeneralizable, and not intended to be able to be adapted to other purposes. The committee, upon completion of its work then ceases to exist. Members may be drawn from the existing membership but could also include the recruitment of recruit outsiders if it is covering a new or unfamiliar issue.

### **Appendices**

**Reviewed, Revised, and Approved October, 2020**

The By-Laws and accompanying Appendices are considered to be an addendum to the Constitution for the Ontario Council for Technology Education, hereafter referred to as O.C.T.E. These By-Laws and appendices are to provide operating procedures to issues, policies, and directions not covered within the body of the Constitution for O.C.T.E. The same directions outlined for the Constitution will guide amendments to the By-Laws.

### **Appendix 1**

#### **Article 1: Membership**

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The OCTE Executive, following written notice to the member or organization, reserves the right to deny or suspend membership to any person or organization who, in a majority consensus of the Executive, is not acting responsibly within the mandate of OCTE. The member or organization has the right to appear in a closed private session before a quorum of the core executive to appeal the decision. A simple majority of votes of those in attendance and/or electronically connected will apply.

### **Article 2: Disputes**

Any person(s) or organization(s) that is in dispute with the decisions of the Executive, if requested, shall be given an audience with a quorum of the Executive in attendance and/or electronically connected to appeal the decision. The results of a secret ballot, conducted in the presence of the person(s) or organization, shall be binding.

### **Article 3: Voice for OCTE**

No one person or persons from the Executive or membership of OCTE shall be a spokesperson for policies and issues specific to operations and directions of the Council unless so directed by a majority consensus of the Executive. All inquiries about operations and directions, unless established as policy, shall be directed to the Chair, who will seek direction from a majority consensus of the Executive for appropriate answers to the inquiry.

### **Article 4: OCTE Logo**

No District School Board, school, or outside organization, will be granted use of the OCTE Logo in any publication that might be deemed as lending support to the directions of the Board, school, or organization, unless in receipt of written permission from the Executive of OCTE. In addition, written permission must be obtained from the OCTE Executive for any person, group, or organization to place their logo on any publication deemed the property of OCTE. Permissions will be determined by majority consensus of the Executive.

### **Article 5: OCTE Publications**

All publications (curriculum documents, resources, etc.), written by the OCTE membership shall, unless funded through personal or outside sources, be deemed to be the property of OCTE. Documentation funded solely by OCTE. sourcing will be subject to copyright statements within each document and must not be distributed, sold, or in any other means, provide profit to persons or organizations both within and outside the OCTE membership.

### **Article 6: Attendance at Executive Meetings**

The OCTE Chair will strive to set meeting dates to coincide with the schedules of the Core Executive. The Core Executive includes: Chair, Past Chair (Consultant), Industry and Business Consultant(s), 4 Vice Chairs, Secretary, and Treasurer. OCTE takes the position that attendance of the Core Executive at executive meetings, either through attendance or electronic connection, as mandatory for a professional and constructive facilitation of OCTE business. Standing Committee Leaders may be invited by Vice Chairs responsible for the committee. Standing

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Committee Leaders are not mandated to attend each executive meeting but in lieu of an invited attendance, a written, oral, or nil report should be provided to the Vice Chair responsible for that Committee (with a copy to the Secretary), prior to the meeting. In circumstances where a member of the Core Executive is through conflict, distance of travel, or personal reasons, not able to attend or be electronically connected for three consecutive scheduled meetings, without prior executive approval in a calendar year, he/she may be asked to resign.

### **Article 7: OCTE Planning Retreat**

Because of the nature, importance, and continuity required of the Planning Retreat process, participants must, unless extenuating circumstances with executive approval prevent it, commit to the full duration of the retreat. Participants must also be made aware that OCTE commits 2 nights of accommodation for each participant. Unless through prior approval of the executive, any participant leaving early and not using the second night's accommodations will be subject to a credit card charge.

### **Article 8: Conflict of Interest**

A member of the OCTE Executive has a conflict of interest when the member(s), through the performance of his/her Executive duties, at the same time identifies that in the performance of these duties there is the opportunity, either directly or by association, to:

- further his or her personal or any family member's professional or financial interests and/or
- be directed by conflicting policies and positions of his/her membership or association with other
- organizations or associated groups
- be currently in legal dispute with OCTE or one of its executive members.

A conflict of interest can be identified by:

- the member(s) themselves, or
- majority consensus of Executive members.

Where a conflict of interest has been identified, the member(s) will voluntarily withdraw from voting on issues in conflict, or by majority consensus of Executive members, be asked to withdraw from voting.

### **Article 9: Privacy Statement**

The Ontario Council for Technology Education (OCTE) respects and ensures that the privacy of its members is maintained. To this end, OCTE has adopted a Privacy Policy to direct the way in which personal information provided by its members is collected and used. The Privacy Policy is consistent with the "Best Practices for the Management of Personal Information" from the Ontario Access and Privacy Office. <https://www.ontario.ca/page/personal-information-and-privacy-rules>. Best Practices include the Collection, Use, Disclosure, Security, Privacy Breach, and Retention and Destruction of personal information.

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### **Definition:**

By definition, “personal information” is that recorded information about each OCTE member as an individual Technology Educator, Associate Member, Student Member, or Partner Organization that is not available in a telephone or business directory.

### **Collection of Information:**

Only information that is required to fulfill the Membership and Registration requirements for OCTE will be collected.

### **Use of Information:**

Personal information will not be used for any other purposes than for which it was collected.

### **Disclosure of Information:**

OCTE membership will have the assurances that the information collected and stored in the OCTE Member’s database will be protected and only used for purposes for which it was collected or for purposes as individual members or Partner Organizations allow.

### **Security:**

Personal information will be kept secure at all times. OCTE, as collectors of personal information, and will respect the privacy wishes of its members.

### **Privacy Breach:**

A privacy breach occurs when personal information, either purposely or inadvertently, is disclosed without permission. A privacy breach must be brought to the attention of the Chair of OCTE immediately. On identification of a breach, the OCTE Chair must contact the party(s) to explain the circumstances and attempt to resolve any issues. Failure to resolve the issue can result in the party(s), if requested, to be granted a hearing before a quorum of executive members in attendance or electronically connected to provide appropriate language within the Constitution and/or By-laws satisfactory to the party(s) that will avoid future issues.

### **Retention, Destruction, and Revision:**

OCTE will not retain personal information for any individual or partner organization who ceases to be a member or associate member. OCTE will honour any request from the membership of the Council to review his/her data currently within the database and revise as necessary.

## **Article 10: Hiring Process**

### **Definitions**

#### **Paid Positions:**

During the normal functioning of OCTE, persons within the organization may be hired to perform a necessary service requiring extraordinary time consuming workloads. The process will

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be the responsibility of the Hiring Committee and recommendations be subject to approval by the OCTE Executive.

### **Appointed Positions:**

Persons within the organization may be asked to provide above-and-beyond short-term duties. These will not require a direct remuneration rather, may be paid a honourarium plus incurred costs. The remuneration will be established by the Hiring Committee and recommendations be subject to Executive approval.

OCTE is in a position to recognize the attributes of its members. With this knowledge, it may be appropriate to appoint a member to the position rather than following a “hiring process” outlined below. Similarly, OCTE recognizes that from time-to-time, constraints of time may require an appointment of a position rather than following the hiring process. The Chair of OCTE, in consultation with the Executive and Chair of the Hiring Committee, will facilitate the appointment. Remuneration will be determined as outlined in “Appointed Positions” above.

The decision to appoint or to follow the hiring process is at the discretion of the Executive. Hiring Committee: The Hiring Committee is the responsibility of the Human Resources Division. The Human Resources Division will appoint a Committee Leader and together will identify an appropriate number of hiring committee members. Hiring committee members will be selected from among the executive and/or, if required, Leaders of standing committees.

### **Hiring Process: (Paid Positions)**

The Hiring Committee will:

- Clearly identify the parameters that identifies the need for the position and determine the process required to complete the task. Develop and prioritize the key attributes needed from the position and the special qualifications, traits, characteristics, and experience required in the candidate.
- Establish a scoring matrix of attributes/qualifications to be used in the selection process. Develop a job description and create a Position Application Form. Create a posting with instructions to return to the Hiring Committee Leader.
- Determine the scope and salary range for the position and post the position. (e.g. OCTE website and/or beyond)
- Committee members will individually review the applications and rank each according to the established matrix. Select a candidate based on a simple majority consensus. Create a contract and establish a salary range for the position. Solicit approval of the candidate from the OCTE Executive.
- Develop a Memorandum of Understanding (MOU) and a detailed contract that outlines the duties, responsibilities, reporting structure and remuneration associated with the position.
- Meet with the successful candidate and outline the parameters and remuneration for the position. Have the candidate sign the contract and be witnessed by at least two committee members.

### Article 11: Honourary Life Membership

Honourary Life Membership is a designation established to honour individuals who, through their service to the Executive of the Ontario Council for Technology Education (OCTE), have made significant contributions to the Council and Technological Education.

Criteria:

Honourary Life Membership (HLM) is considered for an individual in accordance with the following criteria:

- The candidate has been an active member of the OCTE Executive and/or Standing Committee for a minimum of five (5) years or at the discretion of the executive.
- The candidate's contributions have demonstrably and positively assisted with the advancement of OCTE;
- The HLM can be bestowed on an individual at any appropriate time and is not linked necessarily with that person's retirement from OCTE or from education.

Process:

Any OCTE Executive member may nominate any other Executive or Standing Committee member;

The nomination must be forwarded to the Chair of OCTE in writing at least two months prior to the AGM;

The nomination will be discussed by the Executive at a meeting following receipt of the nomination and prior to the AGM. (If present, the nominee should be excluded from the discussions) The nomination must be supported by a 3/4 majority of Executive members;

The Chair of OCTE, or designate, will introduce the HLM's at the AGM and provide words of acknowledgement of his/her achievements;

Honorary Life Members do not pay membership fees, but enjoy all the privileges of members.

### Article 12: Succession Planning

Overview:

The OCTE Executive takes the position that recruitment and succession planning should be an integrated approach to ensure that the Council is effectively positioned to provide a training ground for new executive members to succeed current ones. A structure with Standing Committees, chaired by current executive members selected with specific expertise matched to the committee role, will provide an opportunity not only for the Committee Chairs, but for appointed Committee Leaders and committee members to get a greater insight into the workings of OCTE and to provide a potential pool of executive personnel.

Basic premises:

- Developing OCTE leadership skills is a long term investment of time and training;

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- There should be many potential leaders in succession planning and each should be fully engaged to develop the competencies and experiences necessary to become a leader;
- Potential leaders will be motivated and engaged when they see a clear organizational structure
- and process within OCTE;
- Appropriate competencies and experiences within OCTE is a prerequisite for leadership.
- Types of vacancies:
  - Planned Departure is any vacancy created when a person informs the executive of his/her voluntarily withdrawal within a specified timeframe.
  - Unplanned Departure is any vacancy which is created suddenly and without warning.

The Recruitment Exceptionalities:

Currently, the OCTE Executive consists of the following elected positions:

Chair, a Past Chair (consultant), 4 Vice Chairs (2 Secondary and 2 Elementary), Secretary, and Treasurer. There is no distinction between each of the Vice Chair positions other than seniority and the background expertise they bring to the role. OCTE appointed members of the executive consist of: Business and Industry representatives (1) and a representative from the Provincial Technological Education Board Leads, a representative from Experiential Learning, a French Language representative and a representative from the Ontario Youth Apprenticeship Program

Within the recruitment process;

- Each candidate has the right of refusal of a position but should be fully aware of the normal expectations of succession;
- A candidate with proven commitment to OCTE activities should be a priority consideration;
- Attracting younger members should be a requisite consideration but years of background experiences should not be discounted;
- Requisite experiences for the Treasurer and Secretary roles should be an expectation. A logical candidate may come from members of the Standing Committees or failing this, be recruited from the general membership;
- The Vice Chair role should include a commitment to possible succession to be Chair. The current OCTE Chair, after consideration of the requisite experiences required, will make a recommendation for the position of Chair to the core executive.
- The executive will recognize that being outside of classroom duties to be beneficial to his/her ability to accept a position.
- Failing the normal succession of Vice Chair to Chair, other candidates could include A/ re-election of the Past Chair (must be still involved in education and out of the role for 2 years), B/ Treasurer, C/ Secretary, D/ Leader of a Standing Committee Department, E/ Representative from the Provincial Technological Education Board Leads(providing the executive deems their competencies and experiences as appropriate at the time).



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- OCTE Executive, Division and Department Chairs must, when taking office, be made aware of and in agreement of the succession plan as per Constitution By-law Article 12.
- Following each AGM, new position appointees (elected and appointed) should be provided with the supports necessary to fulfill his or her duties. (i.e. Constitution, Bylaws, Roles and Responsibilities etc.)
- Mentoring processes will be initiated following each AGM at the OCTE Retreat Planning Event and be ongoing throughout the year.

### OCTE Succession Planning Ad Hoc Committee

#### Committee Mandate:

To develop a succession plan which will guarantee leadership continuity, a process for ensuring a suitable supply of candidates for current and future key roles within the organization while optimizing the organization's needs. This plan should include a course of action for identifying talent throughout the organization. The Committee will select a chair at its first meeting. The Chair will provide monthly updates to the Executive

#### Committee Makeup:

- OCTE Chair
- Two members of the Core Executive (2)
  - One Elementary Representative
  - One Secondary Representative
- One Member from each Division (3)
  - Administration
  - Communication
  - Policy and Standards

#### Time Frame:

The committee should be dissolved no later than April 1st of the year of or following the committee completion. This will ensure appropriate timelines for posting the Succession Plan on the OCTE website prior to the upcoming May Conference as per OCTE Bylaws.

### **Article 13: Procurement Process**

The OCTE Chair, in consultation with the Executive, is responsible for the management of the organization's funds. It is the function of OCTE to procure equipment, supplies and services necessary to complete the goals of the organization in an efficient and cost-effective manner.

#### **Basic Premises:**

The following premises apply to all members acting in a position of responsibility which require conducts of sourcing, contracting and purchasing activities. These premises include:

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- Ethics and Conflict of Interest principles shall be practiced by any individual involved in purchasing or other supply chain related activities such as planning, contracting, logistics and/or payment.
- All individuals involved with purchasing or other supply chain-related activities must act and be seen to act, with integrity and professionalism.
- Honesty, care and due diligence must be integral within and between organizations, suppliers and other stakeholders.
- Respect must be demonstrated for each other and for the environment.
- Confidential information must be safeguarded.
- All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.
- Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for the money.
- Under no circumstances shall any OCTE member make personal purchases in the name of OCTE. Expenses incurred by an individual during the course of OCTE approved business will be reimbursed upon submission of appropriate receipts and/or documentation.
- Under normal operating procedures, yearly budgeted funds are established and approved by the Executive in an attempt to ensure each department has the funds required to fulfill its mandate.
- Each Department Chair will be responsible to keep accurate accounts, including all receipts and or supporting documents. An account summary, that includes all records and support documents, will be submitted to the OCTE Chair for perusal of accuracy and auditing purposes on a monthly basis or at an alternate date as determined by the Executive.
- Any purchase not previously approved by the Executive through Committee budget allocation which exceeds \$200 must be approved by the Executive prior to purchase. A request for such funds must be submitted to the executive in writing.

### **Appendix 2:**

#### **OCTE STANDING COMMITTEES**

The Executive will determine the need for Standing Committees to provide necessary services and functions as part of the on-going work of OCTE. Standing Committees will be divided into Divisions with each having several Departments within that Division. Each Division will be allocated by the Chair (in consultation with the executive) as an overseeing responsibility of a Vice Chair. With the exception of Division 1 (Management/Chairmanship), the Vice Chair shall appoint a Standing Committee Leader who may solicit supporting members for the following Committees.

#### **Division 1: Management/Chairmanship**

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In addition to the duties of the Chair identified within the Constitution, the OCTE Chair will be responsible for liaising, overseeing and providing direction for the management of the following committees:

**Advisory:** Liaise with the Consultants (Past Chair and Industry Rep.); provide recommendations to the OCTE Executive for an honourarium allotted to executive members and HLM's, who no longer have board financial support, for use with conferences fees, conference accommodations, and mileage.

**Financial:** (Treasurer) maintaining an up-to-date set of books and arranging their audit.

**Insurance:** (Treasurer) Oversee and be the keeper of all insurance documentation; liaise with an Insurance Broker when appropriate.

**Archival:** (Secretary) Retain copies of all Executive and AGM minutes; copies of all current and past Constitutions, By-laws, and Appendices; and copies of all Legal and Policy Documents.

**Legal:** Liaise with a Lawyer when appropriate and forward all legal documentation to the secretary for safe keeping.

**Procurement:** Management of the organization's funds in procuring equipment, supplies and services.

### **Division 2: Communications Advertising and Marketing**

Overall Responsibilities:

- Advertising in magazines, at Conferences, with other organizations (OCEA, OYAP, SHSM, STAO, Skills Canada);
- Presentations to University Technological Studies Teachers;
- Working with membership to promote OCTE through contests, free memberships incentives;
- Implement promotional recruitment strategies encouraging non-members boards to participate;
- Working with vendors, organizations for FREEBIES to insert into delegate bags;
- Initiate and manage advertising/promotion opportunities;
- Work with conference Chair to ensure appropriate photographs taken at OCTE events;
- SWAG items advertising OCTE-Golf Shirts, Ball Caps, Memory Sticks, Planners, OCTE self-adhesive stickers, Magnets;

### **Social Media**

The OCTE Social Media platforms will be used to support the goals and the Mission of OCTE only. Use of the OCTE Social Media to express personal opinions, political or otherwise, is strictly forbidden.

Responsibilities:

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- monitor, update, and promote OCTE through social media (Twitter, Facebook, Google Groups, etc.);
- Moderate and administer social media ;
- Provide technical support as needed
- Create, source and post content to social media that supports the O.C.T.E. Mission Statement

### **Publications**

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### **Website**

It is recognised that the website is the public face of OCTE.

Responsibilities include, but are not limited to:

- Proposing design and layout changes;
- Liaison with the service provider;
- Liaison with the French Language Lead (who is responsible for and maintains the French website);
- Sourcing stock photos as required;

Reviewing and maintaining active and accurate links;

- Posting news and notices;
- Posting documents

### **Constitution and By-Laws**

Responsibilities:

- Maintain, review, and revise the OCTE Constitution and accompanying By-laws and Appendices;
- Annually, solicit proposals from the Executive for necessary amendments to the Constitution, Bylaws, and Appendices;
- Solicit approval of amendments from the Executive;
- Present and solicit approval of amendments at the AGM;
- Provide a copy of the revised and approved documents to the OCTE Website administrator for posting at least 4 weeks prior to the AGM;
- Maintain an open dialogue with the Director responsible for Policy and Standards Division;
- Seek assistance as necessary for the review and revision of the documents.

### **Standards of Practice**

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### Responsibilities:

- Become familiar with the Standards and its implications for the membership;
- Keep the executive apprised of the implications of the Standards and provide recommendations to identify these and/or respond to the implications.

### **Division 3: Human Resources**

### Responsibilities:

- Recruitment/Administration (see Article 10 – Hiring Process)
- Remuneration for Services (see Article 10 – Hiring Process)
- Posting and Hiring (see Article 10 – Hiring Process)

### **Manager of Growth and Innovation**

### Responsibilities:

- Leadership and Strategic Development: Work with the OCTE Chair and Executive to strategically plan OCTE initiatives and professional development opportunities to innovate the organization and meet provincial Technological Education needs
- Conference and Professional Development Co-Chair: Work with a committee to plan and deliver OCTE Conferences and professional development sessions
- Member Communications: Manage board affiliation, email updates, member registration and communications to support the growth of the organization
- Grant Writing and Report Development: Pursue new and existing funding opportunities, grant writing and report development to secure additional funds for OCTE initiatives
- OCTE Committee Support: Work with each OCTE Committee to support the development and implementation of strategic plans and projects
- Financial Management: Responsible for invoicing, tracking payments and working with the OCTE Treasurer to ensure transparency and accountable bookkeeping
- Work with the OCTE Communications Committee to update and maintain the OCTE website as required

### **Awards**

### Responsibilities:

- As required, maintain and revise the OCTE criteria and requirements for all award categories;
- Solicit nominations for each award;
- Review all nominations and select candidates most deserving of recognition
- Submit a candidates list to the OCTE executive for approval;
- Notify award recipients and of the awards presentation format at the AGM;
- Notify the recipient's Principal, and/or other supervisory officers of the OCTE recognition;
- Obtain framed award certificates for presentation to each recipient;

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- As directed by the OCTE executive, obtain special awards and/or gifts to be presented at the awards ceremony;
- Arrange for photos to be taken of each recipient at the presentation ceremony;
- Maintain correspondence with Skills Ontario regarding the Dick Hopkins award;
- Report the status of the Awards Committee functions to the OCTE executive;
- Provide the Communications Committee with awards information;
- Actively seek awards committee members as needed. Maintain a list of potential members.
- Division 5: Education (Elementary and Secondary)

### Resource Development

OCTE will continue to position itself, with its knowledgeable membership in both the Elementary and Secondary panels, to develop resources to benefit its membership.

Responsibilities:

- Be an ear to the membership in determining their needs;
- Coordinate and facilitate the development of all resources;
- Liaise with project owners such as the MOE, OCT, MOL, and CODE in the coordination and facilitation and development of resources;
- In consultation with the OCTE Executive and Human Resources Division, establish resource development managers, teams, and the parameters for each project;
- Liaise with project managers during resource development;
- Provide progress reports to the OCTE Executive;
- Facilitate the management, review, and uploads of existing resource projects.

### Professional Development

Beyond the Professional Development initiatives outlined below, OCTE will continue to be in search of additional PD opportunities. These initiatives would include the facilitation and coordination of initiatives such as web-seminars, group seminars and workshops.

### Conference Co-ordinator(Contract Position)

Responsibilities:

- Following a determination of the conference date and location, book the site and date, sign a tentative contract, and forward the required deposit to the conference site;
- Create and maintain a Presenter's Form and forward to the Communications Committee for a November posting on the OCTE website;
- Request and approve all conference workshop proposals;
- Arrange for keynote speakers;
- Solicit and forward workshop descriptions to the Communications Committee for website posting and creation of the conference Program;

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- Manage the selection and purchasing of conference favours (delegate bags etc.) for each conference attendee;
- Assign presentation rooms and forward the information to the Communications Committee;
- Arrange for presenter gifts/cards and members to introduce and thank each; Liaise with conference presenters and strive to fulfill their presentation needs;
- Confirm conference location accommodation fees and forward to the Communications Committee for website posting;
- Develop signage for the conference and place in appropriate locations;
- Finalize attendance numbers, dietary and allergy considerations, and break requirements and forward to the conference site management;
- Manage the attendee information obtained from the Membership Committee and the assembling of the registration packages;
- On receipt of the conference site invoice, forward it to the Treasurer and request payment;
- Collect and forward all conference receipts to the Treasurer;
- Attend monthly Executive Meetings to provide a conference progress report. Exhibitor Co-ordination Responsibilities:
- Ensure the exhibitors reflect a good cross-section of the elementary and secondary education subjects areas;
- Actively seek new exhibitors that align with current technologies;
- Provide the Communication Committee with relevant exhibitor information;
- Maintain an up-to-date database of exhibitor contact information;
- Provide the executive with status updates regarding exhibitor table reservations;
- Manage and forward table fees to the treasurer;
- Oversee exhibitor room setup;
- Welcome and liaise with exhibitors,

### Elementary and Secondary Committees

#### Responsibilities:

- Promote awareness, to educators, of existing programs/resources that provide support for elementary Science and Technology and secondary Technological Education;
- Provide learning opportunities for teachers of Science and Technology and Technological Education;
- Identify connections between elementary Science and Technology, secondary Technological Education and other subject areas;
- Strengthen the technological education component of Science and Technology;
- Show linkages between elementary Science and Technology and secondary Technological Education and promote collaboration;
- Work and liaise with other OCTE committees;

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- Work and liaise with other subject associations e.g. The Science Teachers Association of Ontario (STAO) and the Ontario Association of Mathematics Educators (OAME);
- Ensure OCTE is responsive to elementary needs;
- Raise awareness of OCTE among elementary educators;
- Develop technological literacy at the elementary level;
- Advocate for sustained Ministry of Education funding for all technological education;
- Report the status of the Elementary and Secondary Committees to the OCTE executive;
- Keep the Communications Committee abreast of relevant information;

Actively seek new elementary and secondary committee members. Industry Representative

Responsibilities:

- Provide a consulting function to the OCTE executive;
- Assist OCTE standing committees when requested;
- Be available to attend OCTE conferences, functions, and meetings as requested;
- Make in-roads to provide industry focuses and support to elementary and secondary school career functions;
- Identify industry related issues that might affect or contribute to the educational agenda and forward these to the Chair;
- provide resources, products, and services where appropriate;
- Actively promote OCTE and technological education to industry contacts and Ministry liaisons.

### **Post Secondary Education**

Responsibilities:

- Provide an avenue to liaise with Post-Secondary Institutes in search of a process of co-operation.
- Provide support and input as it relates to technological education e.g. program development and delivery, pre-service Technological and Science and Technology education teacher training.

### **Affiliated Associations, Non-Education Related**

There are associations that offer educational support as part of their mandate. These associations although not directly related to education, provide support and opportunities to the technology teaching community e.g. Canadian Welding Bureau (CWB), Professional Engineers of Ontario (PEO), Ontario Association of Certified Technicians and Technologist (OACETT)

Responsibilities:

- Provide an avenue to liaise with Affiliated Associations in search of a process of co-operation.