

November, 2010

## CITE Bylaws

### **Bylaw 1: Membership Eligibility**

Membership in CITE is open to English, media studies, language arts and ESL/ELL teachers employed in CIS (Ontario) Schools and their designates. No fees shall be levied for CITE membership.

### **Bylaw 2: Membership Rights and Restrictions**

The right to serve on CITE Executive;  
The right to vote in CITE elections;  
The right to vote on CITE Constitution and Bylaw amendments;  
The right to vote on CITE Resolutions at CITE Annual General Meetings.

### **Bylaw 3: Officers**

The Officers shall consist of the Chair, Conference Chair, Conference Chair-Elect, Communications Officer, Administrator, Professional Development Coordinator, and Treasurer.

**The Chair** shall serve a three year term. The Chair shall be the Chief Executive Officer of CITE and shall preside at all meetings of the CITE Executive (voting member) and CITE Membership (without any right to vote except in the case of a tie. The Chair shall be a member *ex officio* of all committees struck by CITE. The Chair shall be the official representative of CITE.) The Chair shall, with direction and approval by the CITE Executive, plan and direct CITE programs. The Chair will present the annual report of CITE to the CITE Annual General Meeting.

In the absence or disability of the Chair, a member of the Executive will perform such duties and exercise such powers of the Chair until such time as an election can occur.

**The Conference Chair** shall serve a two year term; the first year after election as Conference Chair-Elect and the second year as Conference Chair. The Conference Chair shall be responsible for overseeing all planning and budgeting of the annual CITE Conference, with the support of the CITE Executive.

**The Administrator** shall serve for a term of three years. The Administrator shall record the minutes of all meetings and ensure that copies are distributed promptly to all members of the CITE Executive and the Director of CIS(Ontario), the correspondence and notice of meetings of the CITE Executive and General Membership.

The Treasurer shall serve for a term of three years. The Treasurer is responsible for overseeing budgeting matters at host schools, ensuring that budgets meet CITE guidelines. The Treasurer will coordinate the transfer of any annual surpluses to the Conference host school. The Treasurer will work with the host school to ensure the maintenance of accurate records of expenditure of funds allocated against that budget, and for an annual report to the membership on those matters.

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The Chair, Administrator and the Treasurer shall be the signing officers of CITE.

The Communications Officer shall serve a term of three years. The Communications Officer is responsible for maintaining contact lists, liaising with CIS (Ontario), drafting and distributing press releases, managing the CITE website and coordinating digital marketing/promotion via social networking.

The Professional Development Coordinator shall serve a term of three years.  
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#### **Bylaw 4: The Executive Council**

The CITE Executive shall be composed of the Officers.

The CITE Executive shall meet at least twice yearly at such time and place to be determined by the Chair, provided that four weeks' written notice of such meeting shall be sent to each member of the Executive. In addition, meetings may be held at such time and place as may be chosen by a quorum of the CITE Executive provided that 10 days written notice shall be sent to each member of the CITE Executive.

Electronic media meetings of Council may be held, provided that all Council members consent to such a meeting, and that the media used permit all Council members to hear or otherwise communicate effectively with everyone else at all times during the meeting. Council may also deliberate and make decisions via electronic mail, electronic discussion groups or other electronic media, provided that all Council members consent to the decision-making process, that the media used permit all Council members to communicate effectively with everyone else, and that sufficient time is permitted for all Council members to participate.

A quorum of the Executive Council shall consist of **four** members.

The term of office of the Executive Council shall begin and end with the termination of the Annual General Meeting. The Executive will designate and announce at the AGM the person(s) responsible for overseeing the publication of *InCite*.

If any vacancy, however caused, occurs in any or all of the offices of the Conference Chair-Elect, Communications Officer, Administrator, Treasurer or Professional Development Coordinator more than 90 days prior to the expiration of the term of the office vacated, the remaining members of the Executive shall by resolution fill the vacancy with a personal member in good standing of CITE for the remainder of the term of office.

#### **Bylaw 5: Elections**

Vacate Executive positions will be posted 30 days prior to the Annual General Meeting. Nominations will be entertained in writing or verbally at the AGM. Nominations must be sponsored by no fewer than two attending members of CITE. Voting will be conducted by secret ballot by members attending the AGM.

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The Chair, Administrator and Treasurer, or their designates, shall supervise the counting of the ballots. The candidates receiving the highest number of votes cast for each office shall be elected. The Chair, or his/her designate, shall announce to the membership at the Annual General Meeting the results of the election.

**Bylaw 6: Meetings**

The Annual General Meeting of CITE shall be held during the first two months of the school year. A quorum shall consist of five (5) of the current CITE Executive members plus an equal or greater number of voting members present.

All meetings of all component bodies of CITE shall be open to all members of CITE to attend, to observe, and on invitation, to participate. From time to time, the CITE Executive may declare certain meetings or portions of meetings of CITE and its committees to be in camera.

Voting at all meetings of CITE and of any of its committees shall be by show of hands except for elections of Executive officers, or unless a vote by ballots is demanded by the majority of the members present. Each member shall be entitled to one vote.