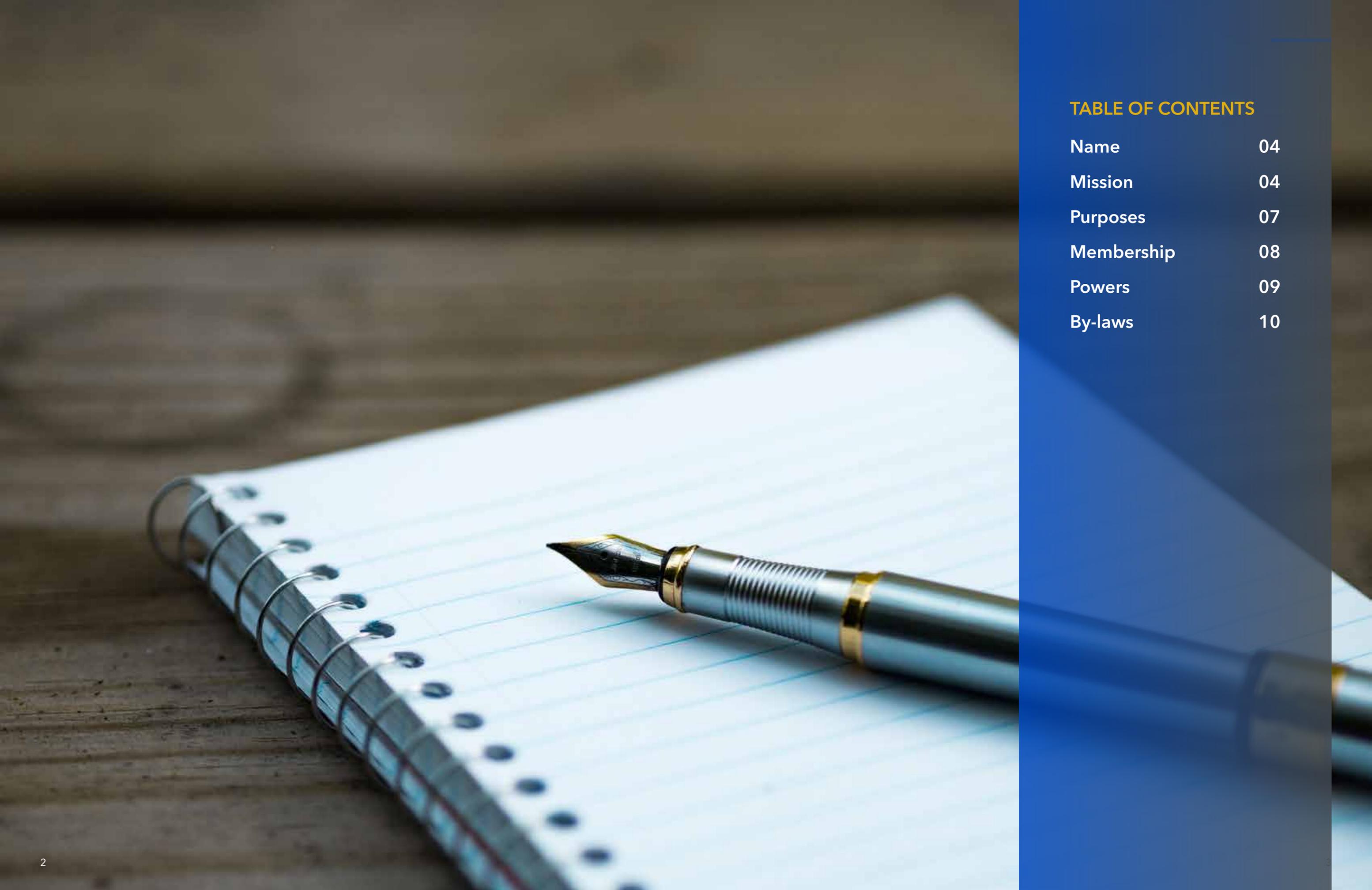


# Constitution

Association of Canadian Deans of Education

Amended August 2020





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## NAME

The name of the Association shall be the Association of Canadian Deans of Education (ACDE).

# Mission

The Association of Canadian Deans of Education (ACDE) is an association of Deans, Directors, or Chairs of Canadian university-based or university-college-based Faculties, Schools, Colleges, or Departments of Education committed to pan-Canadian leadership in professional and teacher education, educational research, and policy.

## Assumptions

ACDE's mission rests on five underlying assumptions:

- that high quality professional and teacher education together with robust and responsible educational policy are the foundations of a civil society and of Canada's future in the global context;
- that the role of the educator in a civil society is that of a public intellectual;
- that quality professional and teacher education and sound educational policy are essential for individual and societal development;
- that the affirmation and advancement of cultural diversity depends on a well-developed educational system and well-educated teachers; and
- that research and practice are mutually constitutive.

ACDE's mission is therefore to foster professional and teacher education, engage in educational research, and participate in educational policy development. ACDE supports access, participation, and success in education for all. ACDE supports the professional development of educators through undergraduate study, initial teacher education, graduate study and continuing professional development. ACDE is committed to high quality educational research and to developing policies and initiatives in conjunction with other educational partners such as provincial governments, colleges of teachers, teacher organizations, and professional societies and organizations.

ACDE members meet twice per year, once during the annual conference of the Canadian Society for the Study of Education and once in the fall.

# Purposes

“While respecting the institutional autonomy and unique characteristics of each member institution and the provincial prerogative in matters of education, the purposes of the Association shall be:”

- to develop a Canadian presence with regards to professional and teacher education, educational research, and educational policy;
- to create inter-provincial linkages and strengthen partnerships around professional and teacher education programs, educational research, and related matters of educational policy;
- to devise means for the joint examination of common policy problems and opportunities across the country, e.g. the inter-provincial recognition of educational credentials;
- to recognize our responsibilities locally, nationally, and globally in a manner that is ethical, respectful, and collaborative;
- to support thoughtful, considered, and deliberate research collaboration between member institutions and educational partners designed to foster continuing pan-Canadian research into questions of educational policy and teacher preparation;
- to engage representatives of government and communities in dialogue about pan-Canadian standards of professional and teacher education;
- to affirm and promote collaboration between university and school systems and other educational groups;
- to advocate strenuously for the role of public education in a democratic society, including, for example, increased investment;
- to provide leadership through educational critique and innovation; and
- to affirm the need for institutional autonomy and the pursuit of differentiated programs that respect regional and cultural differences.

# Membership

Deans, Directors, or Chairs of Canadian Faculties, Schools, Colleges, or Departments of Education may seek an institutional membership in ACDE. Active membership flows from payment of institutional membership dues to ACDE. Payment of dues to ACDE confers membership and good standing for the year in question. All members in good standing shall be voting members of ACDE.

# Powers

The Association shall have the power to amend its own constitution, establish its own by-laws, and appoint sub-committees or working groups for the purpose of discharging its functions. (See By-Law 1 attached). Amendments to the constitution shall occur at the annual meeting of ACDE.



“More information on membership in ACDE, and a membership application form, may be found on our membership page, [www.acde-acde.ca](http://www.acde-acde.ca)”

# BY-LAW NO. 1

## 1. General Operation of the Association

Executive Members of the Association shall consist of:

- 1.1 President (two-year term)
- 1.2 President-Elect (one-year term)
- 1.3 Secretary-Treasurer (one-year term, renewable indefinitely)
- 1.4 Two Members-at-large, anglophone (two-year term, to a maximum of two terms)
- 1.5 One Member-at-large, Francophone or Bilingual (two-year term, to a maximum of two terms)
- 1.6 A Past President (one-year term)

The nominating committee shall attempt to include gender representation, diversity, and regional differences. The President shall be responsible for the operation of the Association. The selection of Members-at-Large will take into consideration the role and functions to be performed. Continuity is provided through the permanent secretariat, which will also conduct the communications functions.

## 2. Duties of Executive Members

- 2.1 The President shall preside at all meetings of the Executive Members and of the Association, shall exercise general direction over the activities of the Association, and shall represent the Association in liaison with other organizations.
- 2.2 If any executive member ceases to be Dean, Director, or Chair of Education, the Executive shall appoint an interim executive member until the succeeding election.
- 2.3 The President-Elect shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President. Should the office of the President become vacant, the President-Elect shall become President immediately and shall serve the unexpired portion of the President's term.
- 2.4 The President-Elect shall function as Chair of the Program Committee for the ACDE component of the annual conference of the Canadian Society for the Study of Education/Société canadienne pour l'étude de l'éducation.
- 2.5 The Secretary-Treasurer shall have custody of and maintain the records of the Association, have custody of the funds of the Association, and with the Executive Director shall sign all cheques issued against the funds of the Association.
- 2.6 A Past President shall oversee the process of nominating candidates for election as Table Officers and, where an election is necessary, shall organize the election by electronic voting.
- 2.7 One member-at-large shall lead the portfolio representing Francophone and bilingual institutions. One member-at-large shall lead ACDE's strategic communications. The third member-at-large shall lead the membership portfolio.

## 3. Secretariat

- 3.1 The executive of ACDE, with the approval of the general membership, shall establish a permanent secretariat consisting of an Executive Director to advance the agenda of ACDE with due energy and diligence.
- 3.2 The appointee to the position:
- shall be a person familiar with and committed to the mission, organization, and purposes of ACDE;
  - shall normally be appointed for a fixed but renewable appointment of two years; and
  - shall be appointed by the Executive and remunerated on a basis consistent with the appointment.
- 3.3 The Executive Director shall:
- arrange secretarial support services for the work of ACDE, including translation of messages and materials distributed to the membership;
  - provide support services for the Accords and other initiatives of ACDE;
  - be responsible for the updating and maintenance of the Association website;
  - work to implement priorities established by the membership of ACDE; and
  - respect bilingualism in all documents and communications.

## 4. Meetings

- 4.1 At least two regular meetings will be held per year: the annual general meeting will usually be held in October or November in Ottawa and a second will be held at the annual meeting of CSSE; should other meetings be necessary they will be at the call of the President;
- 4.2 There may be occasions when ACDE has to respond quickly to emerging developments. In an emergency situation, members of the Association will be notified by fax or by e-mail about the nature of and reasons for such an emergency. Under these circumstances the President will try, wherever possible, to conduct such meetings by teleconference;
- 4.3 Deans, Directors, or Chairs who are members in good standing may attend the meeting of the Association or may delegate a representative to attend on their behalf. The membership is institutional, but the member attending the meetings is normally the incumbent Dean, Director, or Chair. The Dean, Director, or Chair may designate an alternate to attend meetings.

## Quorum

- 5.1 At a meeting of the Association 30 percent of the members in good standing in the Association shall constitute a quorum.

## Elections

- 6.1 The election of Executive Members will take place during the spring. A Past President will issue a call for nominations by email approximately eight weeks prior to ACDE's regular business meeting at CSSE. The names of those nominated shall be circulated by e-mail to all members in good standing four weeks before the meeting. Where a vote is necessary to choose between nominated members, the vote shall be by electronic voting system of all members the Association in good standing. The results shall be announced at the business meeting at CSSE.

## Sub-committees or Working Groups

- 7.1 In order to achieve the purposes as laid out in the Constitution, ACDE may establish sub-committees or special working groups to develop position papers or reports on designated issues, to liaise with education partners or to effect any other business of the Association. ACDE will designate some of its members to serve as liaison with each group so established. Minutes, or whatever records are kept at such meetings, will be circulated to all members of ACDE. Upon completion of their tasks, such special committees or working groups will report back to a regular meeting of ACDE.

## Finances

- 8.1 Membership dues will be reviewed and set at the annual general meeting. The Secretary-Treasurer will present financial reports at both regular meetings of the Association. The fiscal year shall follow the calendar year. The signing officers of the Association shall be the Secretary-Treasurer and the Executive Director. Periodically due diligence will be conducted in the form of an external audit.

## Communications

- 9.1 Given the bilingual nature of Canada all communications and records of meetings will be in both official languages. Normally, records of meetings of ACDE will be kept and will be circulated as early as possible but within three weeks of the meeting.

## Amendments to Constitution and By-laws

- 10.1 Constitution and by-laws shall be amended or suspended, or new by-laws shall be adopted at the annual general meeting only if:
- members of the Association have been informed of the proposed change as a notice of motion at a previous meeting; or
  - members of the Association have been notified of the proposed change by mail/e-mail at least two weeks before the meeting, in which instance the proposed change shall receive support of two-thirds of the voting members.

“The Association shall have the power to amend its own constitution, establish its own by-laws, and appoint sub-committees or working groups for the purpose of discharging its functions.”



