

# By-laws of the Council of 3M National Teaching Fellows of the Society for Teaching and Learning in Higher Education

(Version 6c modified March 20, 2012)

## 1 Preamble

- 1.1 The name of the organization shall be the Council of 3M National Teaching Fellows, hereinafter referred to as ‘the Council’, members of the Council (4.2) are hereinafter referred to as “Fellows” or the “Fellowship”, Fellows who have paid their annual membership fees or dues (4.3) shall hereinafter be referred to as “Supporting Fellows, and the Executive of Council are hereinafter referred to as the “Executive”
- 1.2 The Council is a constituency of the Society for Teaching and Learning in Higher Education, hereinafter referred to as “STLHE”, in accordance with “Article 15: Constituencies” of the STLHE Bylaws.
- 1.3 The Council will be represented on the STLHE Board of Directors by the Chair of the Council or designate.
- 1.4 As a constituent group within the STLHE, the Council will receive administrative support (STLHE By-Law 15.07) and may receive financial support (STLHE By-Law 15.06) from the Board of Directors of STLHE.
- 1.5 The Council shall report annually on its activities and financial affairs to the STLHE Board of Directors as required by STLHE By-law 15.08.04.

## 2 Defining and interpreting the Bylaws



- 2.1 This document contains the mission and aims and bylaws of the Council that regulate the transactions of business and affairs of the Council and the Executive. Where there is a conflict between these bylaws and the Constitution and Bylaws of the STLHE, the latter shall take precedence.

## 3 Mission and Aims of the Council of 3M National Teaching Fellow


- 3.1 The Council aims to inspire and engage all Fellows and Supporting Fellows, harnessing their experience, wisdom, and passion to celebrate and promote teaching excellence and to develop and nurture post-secondary teachers in Canada.
- 3.2 The aims and goals of the Council are:
  - 3.2.1 To promote the Fellowship, its members and activities to outside constituencies and with strategic partners.
  - 3.2.2 To celebrate and share news about and projects spearheaded by the Fellows.



- 3.2.3 To create communities of practice both regionally and nationally amongst 3M Fellows to discuss important issues in Higher Education teaching.
- 3.2.4 To design and carry out projects which enhance teaching and learning excellence in Canadian Higher Education.
- 3.2.5 To develop relationships and exchange with award-winning teachers outside of Canada
- 3.2.6 With the STLHE, assist in the coordination and adjudication of the 3M National Teaching Fellowship and the 3M National Student Fellowship.
- 3.2.7 Is a voice in public in debates and discussions about post-secondary teachers, their teaching and learning in Higher Education.

## 4 Membership



- 4.1 There shall be two classes of Membership in the Council, consisting of Fellows and Supporting Fellow 
- 4.2 Fellows include all recipients of the 3M National Teaching Fellowship or the 3M Teaching Fellowship and are life-time members of the Council.
- 4.3 All Fellows who have paid the annual membership fee or dues shall be Supporting Fellows.
- 4.4 Supporting Fellows membership shall run annually from Jan 1 to Dec 31.
- 4.5  Membership fees or dues for Supporting Fellows shall, in consultation with the Fellows and Sponsoring Fellows, be such amounts set by the Executive by ordinary resolution at least two months prior to the new membership year of Jan 1.
- 4.6 Membership fees or dues are payable in Canadian funds save for the fees or dues of Fellows who reside outside of Canada, whose fees shall be paid in US funds.
- 4.7 Failure of a Sponsoring Fellow to pay dues or membership fees or dues for the current year by June 30 of that year will return their membership to that of a Fellow for that year and all following years.

## 5 Meetings

- 5.1 There shall be one scheduled Annual General Meeting of the Council to be held at the STLHE Annual Conference (STLHE bylaws Article 15.08.01 
- 5.1.1 The Chair shall inform the Fellows at least fourteen days in advance of the meeting the place, date, time of the meeting and any business to be considered at the meeting.

- 5.2  Special meeting may be called at any time on a written request of at least either one third of the Fellows or half the Supporting Fellows. The request must state the reason for the Special meeting and the motion or motions to be presented at such meeting.
- 5.2.1 No business shall be transacted at any Special Meeting of the Council save that for which the Special Meeting has been called.
- 5.2.2 Fellows and Supporting Fellows must be given at least a 30 day notice of a Special meeting.
- 5.2.3 Special Meetings may be held with Fellows and Supporting Fellows attending through the use of synchronous and/or asynchronous electronic communication.
- 5.3  Which is the lesser of twenty Fellows, ten supporting Fellows, or twenty percent of the total membership of the Council, present in person at any meeting, special meeting or in any online ballot or vote will constitute a quorum threat.


## 6 Governance

- 6.1 The Executive shall work within the aims and structures of the STLHE to govern and manage the affairs of the Council
- 6.2 Powers and duties of the Executive include:
- 6.2.1 Promote the aims of the Council
- 6.2.2 Prepare an annual budget for the coming year and to maintain all accounts and financial records of the Council, except where such accounts and records are maintained by the STLHE head office.
- 6.2.3 With the approval of the Board of Directors of the STLHE, seek funds from external sources to finance the operations or special projects of the Council.
- 6.2.4 Pay all expenses for operating and managing the Council
- 6.2.5 When given the authority to do so by the Board of Directors of the STLHE, approve all contracts for the Council.
- 6.2.6 The Executive consists of elected and appointed members. The members-at-large are elected and may serve as members-at-large or, as required under 15.08.02 of the STLHE Bylaw s either Chair, Vice-Chair/(Chair elect) or Secretary-Treasurer. The  positions of Chair, Vice-Chair/Chair Elect and Secretary-Treasurer are filled by election by members of the Executive.

### 6.3 Roles of Elected members

6.3.1 **Members-at-large.** The members-at-large are responsible for participating in meetings of the Executive and contributing to the goals of the Council. Members-at-large are also elected to hold the positions of Chair, Vice-Chair and Secretary-Treasurer by the Executive. The term of office as member-at-large, without election to Chair, Vice-Chair or Secretary Treasurer, shall be two years with a maximum of two consecutive terms.

6.3.2 **Chair** is responsible for representing the Council at the STLHE Board of Directors. The term of office shall be two years, with a maximum of two consecutive terms.


6.3.3 **Vice-chair or Chair-elect**  responsible for representing the Council and the Chair at Board meetings, when designated. The term of office shall be two years, with a maximum of two consecutive terms. On Dec 31 if the Chair's term ends or is declared to end the position of Vice-Chair becomes the Chair-elect. If the Vice-Chair declines the position of Chair-Elect the Vice-Chair retains his/her position and a Chair-Elect is elected by the Executive.


6.3.4 **Secretary-Treasurer** is responsible for keeping up-to-date records of the Council, and for acting as recording secretary, when required. The secretary-treasurer co-ordinates with the STLHE the use of any services and infrastructure: such as the administrator and secretariat. The term of office shall be two years with a maximum of two consecutive terms.

### 6.4 Appointed members of the Executive include:

6.4.1 The 3M National Teaching Fellowships Program Coordinator, their designate or the designated Co-Coordinator.

6.4.2 The 3M National Student Fellowships Program Coordinator, their designate or the designated Co-Coordinator.

6.5  or before Dec 31 of the second year of their election, Members of the Executive must declare whether they will be renewing their term for a second term of two years. This will allow the Executive to identify the number of members-at-large to be elected in any upcoming election of new members-at-large.


- 6.6 Election of members-at-large
  - 6.6.1 All Fellows and Supporting Fellows are eligible to cast a vote for election of the Members-at-large and may cast the number of votes corresponding to the number of positions that are to be elected. Multiple votes for a candidate are not permitted. (If two positions are vacant, each Fellow and Supporting Fellow can cast a vote for two different candidates.)
  - 6.6.2 Election of Members-at-large will take place after Dec 31 and prior to April 30 and new Members-at-large will assume their positions on the date of the Annual General Meeting.
  - 6.6.3 In January each year a nomination Committee will be formed to fill the positions on the Executive that will be vacant prior to the Annual General Meeting.
  - 6.6.4 The nominating committee shall: 
    - 6.6.4.1 Consist of one member of the Executive and two Supporting Fellows. Members of the nomination committee shall not be candidates for election to Executive.
    - 6.6.4.2 Prepare and circulate an announcement of the positions to be filled and invite nominations from the Council membership
    - 6.6.4.3 Actively seek out nominations where no candidates are forthcoming from the membership.
    - 6.6.4.4 Confirm the eligibility of nominations and their willingness to run for office and obtain from them the information required for the purposes of the election. This information shall include a brief statement to be circulated to the Fellows with the candidate's reasons for seeking a position on the Executive.
    - 6.6.4.5 Organize an election using electronic means.
    - 6.6.4.6 Confirm the results of the election by notifying the Chair of the Executive.
    - 6.6.4.7 Confirm the results of the election to the Council membership and notify the candidates of the outcome.

6.6.5 Candidates will be ranked in descending order by the number of votes they have received and this descending order will be used to fill the number of positions available. Candidates receiving the highest number of votes shall be considered elected. In the event of a tied vote for the last position, a run-off vote will be held and the two tied candidates' names will stand in the run-off vote.

## **7 Remuneration of Executive**

7.1 The Executive shall receive no remuneration for acting as such and shall neither directly nor indirectly receive any profit from their positions. Where possible, the Executive may receive reasonable compensation for expenses incurred by them in the normal course of their duties.

## **8 Amending the Bylaws**

- 8.1 These Bylaws may be cancelled, altered, or amended by a Special Resolution at any General or Special Meeting of the Council or by an electronic vote of the Fellows and Supporting Fellows subject to the quorum threat defined in 5.3.
- 8.2 Proposals to change the Bylaws may be made by the Executive or by at least ten (10) Supporting Fellows.
- 8.3 Written notice of motion informing Council of the details of the proposed changes or amendments to the Bylaws must be circulated by the Chair using email to current members at least 28 days prior to a vote on the acceptance of changes.
- 8.4  Amendments or changes to the bylaws shall be approved by either an electronic vote of the Fellows and Supporting Fellows arranged by the Executive, or at the annual meeting of the Council.
- 8.5 The Council shall provide the STLHE Board of Directors a copy of the amended Bylaws.