



# The ESL/ELD Resource Group of Ontario Constitution

Revision A, Approved by ERGO Members February 28, 2014

## 1 Article 1: Name and Affiliation

- 1.1 The name of the organization will be: The ESL/ELD Resource Group of Ontario (ERGO).
- 1.2 The resource group will serve members belonging to ERGO.

## 2 Article 2: Purpose

- 2.1 **ERGO is a provincial subject association dedicated to:**
- 2.2 Promote best educational practices for English language learners (ELLs) From K – 12;
- 2.3 Advocate for equitable educational opportunities for ELLs, both at the local and Ministry of Education levels;
- 2.4 Share and develop resources;
- 2.5 Build member capacity through networking and professional learning.

## 3 Article 3: Membership/Fees

### 3.1 Membership into ERGO requires Supervisory Officer approval and shall include

#### 3.1.1 Board representatives in the following roles:

- 3.1.1.1 System leaders who are responsible for ESL and ELD program and services; that is, a
- 3.1.1.2 coordinator(s),
- 3.1.1.3 consultant(s), and/or administrator(s).

At the system level, membership would also include Special Assignment Teacher(s) acting as instructional leaders in the area of elementary and/or secondary ESL and ELD programs and services.

#### 3.1.2 ERGO membership also includes:

- 3.1.2.1 Retired ERGO members who maintain involvement in the field of ESL and ELD;
- 3.1.2.2 Selected representatives from Faculties of Education and other post-secondary Educational institutions;
- 3.1.2.3 One representative from a Private School Association;
- 3.1.2.4 One representative from an Independent School Association;
- 3.1.2.5 Representation from other professional associations will include one person per subject association.
- 3.1.2.6 ERGO retired members will not be eligible to be ERGO representatives for other subject associations (excluding TESL).

#### 3.1.3 A subsidiary group of networked ERGO members includes board designated Initial Language Assessment teachers and Reception Centre teachers.

- 3.1.3.1 These members will organize a self-governing network that holds regular meetings separate from ERGO meetings.
- 3.1.3.2 Two network leads as designated by the networked members will represent the network at ERGO meetings.
- 3.1.3.3 Networked members will not attend ERGO meetings, have voting rights, or participate in PD events in ERGO (e.g., Retreat/Fall Conference) unless they are ERGO members as defined by 3.1 and have paid full ERGO dues.
- 3.1.3.4 Annual fees for networked members will be collected by the Network leads and submitted to the ERGO Treasurer.
- 3.1.3.5 The ERGO executive will present the network leads with an annual budget and proposed fee amount.
- 3.1.3.6 The network will be given a section on the ERGO web site to share information about the group's mission, goals, and membership.
- 3.1.3.7 Networked members will have access to the members area of the ERGO website for communication and access to ERGO resources.



### **3.2 Fees/Dues**

- 3.2.1 Members shall pay annual dues to the treasurer by November first of a new school year. Members are required to submit a completed form which indicates ESL/ELD role within their respective board, qualifications and Supervisory Officer approval.
- 3.2.2 If it is determined by the Treasurer and the Executive that a change to the determined membership fees be considered, the treasurer shall bring an explanation to the membership at a meeting and voted on as described in Article 8 of this Constitution.
- 3.3 ERGO Members as described in Section 3.1.2 who have paid their annual Membership fees shall be Members in good standing who represent their respective Boards and shall be eligible to:
  - 3.3.1 Participate in all General Meetings, events, and activities sponsored by the Association;
  - 3.3.2 Access the members area of the ERGO website;
  - 3.3.3 Be afforded voting privileges as per Article 8.

## **4 Article 4: Executive**

- 4.1 **Offices:**
  - 4.1.1 Chair
  - 4.1.2 Co-Chair
  - 4.1.3 Treasurer
  - 4.1.4 Co-Treasurer
- 4.2 The terms of office of all executive members shall be for two years and begin at the beginning of the school year following the election.

## **5 Article 5: Duties of the Executive**

- 5.1 **The Chair/Chairs duties shall be to:**
  - 5.1.1 Call a minimum of five General meetings, plus Executive and Special meetings as needed;
  - 5.1.2 Prepare an agenda for each meeting;
  - 5.1.3 Keep a record of all the proceedings of all meetings;
  - 5.1.4 Record number of attendees at all meetings;
  - 5.1.5 Verify and record open votes and conduct all ballot votes;
  - 5.1.6 Verify the minutes before distribution to the membership;
  - 5.1.7 Provide a copy of the record to all members as soon as possible following the holding of any meeting;
  - 5.1.8 Preside at all general, executive, and special meetings;
  - 5.1.9 Plan and organize committees or working groups as the need arises;
  - 5.1.10 See that the Constitution of the Association is upheld and to perform such other duties as customarily pertaining to the Office of the Chair/Co-chairs;
  - 5.1.11 Conduct the correspondence of the Association;
  - 5.1.12 Liaise with other organizations;
  - 5.1.13 Share the position with the Co-chair, if applicable;
  - 5.1.14 Attend, or in consultation with the Executive, to solicit member volunteers, to represent the organization at meetings when requested;
  - 5.1.15 Request to represent the interests of its members with the Ministry of Education.
  - 5.1.16 The duties of the Treasurer shall be to:
    - 5.1.17 Arrange the collection of fees in full each year;
    - 5.1.18 Render an account each year of all receipts and expenditures to the executive;
    - 5.1.19 Act as signatory;
    - 5.1.20 Pay all approved expenses incurred by ERGO;
    - 5.1.21 Share with the membership an annual overview of accounts at the first and last meeting of each school year;
    - 5.1.22 Keep a current roster of ERGO membership names and addresses;
    - 5.1.23 Provide the funds for membership hospitality.

**5.2 The duties of the Recording Secretary shall be to:**

5.2.1 Keep a record of all the proceedings of all General Meetings.

**5.3 The duties of the Past Chair will be to:**

5.3.1 Act in an advisory capacity on the Executive of the Association.

**5.4 The duties of the executive shall be to:**

5.4.1 Authorize the payment of all the Association's expenditures beyond those passed at General Meetings;

5.4.2 Represent the decisions, interests and positions of the ERGO membership.

## **6 Article 6: Bylaws**

6.1 **General Meetings** – There shall be a minimum of five General Meetings per year on days established by the Executive. Agendas and minutes of all General Meetings will be transmitted electronically to all Members and posted on the Discussion Forum of the ERGO website.

6.2 **Election of Officers** – Officers shall be elected at the last meeting of the school year, as mandated in bylaw

6.3 **Term of Office** – Officers shall be elected for a two-year term and may be re-elected.

6.4 **Vacancies** – Elections to fill vacant offices can be held at any General Meeting.

6.5 **Quorum** – A quorum of the executive shall be a majority.

6.5.1 At meetings, a minimum of one-third of the membership shall constitute a quorum for the transaction of business.

6.6 Working Groups will be created on an as per needs basis.

## **7 Article 7: Amendments to the Constitution**

7.1 The Constitution will be reviewed at a regular meeting in March, April, or May.

7.2 The Constitution can be amended by a two-thirds majority of the Members provided that notice of the proposed changes is distributed to all Members at least 14 days prior to the meeting and shall contain sufficient information to permit the regular voting Members to form a reasoned judgement on the decision to be taken.

7.3 Information will be posted on the Discussion Forum of the ERGO Website.

7.4 The Membership will vote on the Constitution according to the voting privileges allotted. (See Article 8.4, 8.4.1) at the annual ERGO retreat.

7.5 The Constitution shall be discussed at the first ERGO meeting of the year;

7.6 Upon completion of the vote the Constitution shall be dated and signed by: Two (2) members of the executive; the Chair and Co-Chair.

## **8 Article 8: Voting**

8.1 Voting members shall include only the ERGO members defined in Articles

8.2 Any of the above ERGO members may attend, speak, and vote at any duly convened Association meeting.

8.3 Members defined as per Article 3.1.2 may attend and speak at any duly convened Association meeting but will not have voting privileges.

8.4 One vote per board will be allowed using a point system.

8.4.1.1 Large boards will receive one vote valued at 3 points;

8.4.1.2 Medium boards receive one vote valued at 2 points;

8.4.1.3 Smaller boards will receive one vote valued at one point.

8.4.2 The parameters used to judge board size will initially be decided by the amount of the Ministry of Education ESL/ELD language grant allocation and shall be subject to review every 4 years or upon request or subsequent to a change in the Ministry funding formula. The funding formula is based on Table 2 of the Census which includes both the newcomer English Language Learner (ELL) as well as the Canadian born ELL. (See further details in the Definition Section of the Constitution).



## **9 Article 9: Meetings**

- 9.1 Although ERGO Meetings of the association shall generally be held in collegial informality, procedural questions raised at any meeting of the group shall be governed by the rules and guidelines as prescribed in Robert's Rules of order when required (See [www.robertsrules.org](http://www.robertsrules.org)).
- 9.2 Notice of ERGO Meetings and the major agenda items shall be sent to the membership at least ten days prior to the meeting date and will be posted it on the Discussion Forum of the ERGO website.
- 9.3 At each ERGO Meeting the following items of business shall be dealt with:**
- 9.3.1 Approval of the agenda of the Meeting;
- 9.3.2 Approval of the minutes of the previous ERGO Meeting and any intervening Special Meeting and/or Working Group Meetings;
- 9.3.3 Receipt of the financial report and/or membership concerns by the treasurer.
- 9.3.4 Receipt of reports from any standing committees;
- 9.3.5 Transaction of such other business as may be brought before the Membership.
- 9.3.6 At any ERGO Meeting, an allotment of time, as directed by the executive may be provided to the working committees, as per need basis.
- 9.3.7 The role of a committee overseeing the annual ERGO retreat shall be to report to the membership the details regarding location, cost, and agenda.
- 9.3.8 The role of any working committee shall be to share research findings and decisions to the Membership and a written summary to the Executive.

## **Definitions/Interpretations**

<b>Association</b>	the ERGO subject association.
<b>By-laws</b>	any by-law of the group in effect as stated in this Constitution
<b>Member</b>	any ERGO member as defined in Article 3.
<b>Meeting</b>	any of the five (5) ERGO Association meetings called throughout the school year.
<b>Special Meeting</b>	a meeting of the ERGO Association called for the purpose of addressing special business.
<b>Membership year</b>	August 31st to June 30th

## Voting process as per Board Size shall be defined as follows:

### ERGO Voting by School Board Point System

Size of school board determined by Table 2, (Legislative Grants – Pupils in Canada Component of ESL/ELD Grant)

Large board = 1 vote valued at 3 points

Medium board = 1 vote valued at 2 points

Small board = 1 vote valued at 1 point

<b>School Board</b>	<b>Size Determination</b>
Toronto District School Board	Very Large
Toronto Catholic District School Board	Large
Peel District School Board	
Dufferin-Peel Catholic District School Board	
York Region District School Board	
Ottawa-Carleton District School Board	
Waterloo Region District School Board	
Thames Valley District School Board	
York Catholic District School Board	
Hamilton-Wentworth District School Board	
Ottawa Catholic District School Board	
Greater Essex County District School Board	Medium
Hamilton-Wentworth Catholic District School Board	
Waterloo Catholic District School Board	
Windsor-Essex Catholic District School Board	
Durham District School Board	
Upper Grand District School Board	
London District Catholic School Board	
Halton District School Board	
District School Board of Niagara	
Halton Catholic District School Board	
Grand Erie District School Board	
Durham Catholic District School Board	
Avon Maitland District School Board	
Lambton Kent District School Board	
Niagara Catholic District School Board	
Bluewater District School Board	
Simcoe County District School Board	
Limestone District School Board	
Wellington Catholic District School Board	
Lakehead District School Board	
Simcoe Muskoka Catholic District School Board	
Brant Haldimand Norfolk Catholic District School Board	Small
Kawartha Pine Ridge District School Board	
St. Clair Catholic District School Board	
Algonquin and Lakeshore Catholic District School Board	
Hastings and Prince Edward District School Board	

<b>School Board</b>	<b>Size Determination</b>
Upper Canada District School Board	Small cont'd
Thunder Bay Catholic District School Board	
Rainbow District School Board	
District School Board Ontario North East	
Peterborough Victoria Northumberland and Clarington Catholic District School Board	
Catholic District School Board of Eastern Ontario	
Keewatin-Patricia District School Board	
Renfrew County District School Board	
Huron Perth Catholic District School Board	
Near North District School Board	
Sudbury Catholic District School Board	
Algoma District School Board	
Huron-Superior Catholic District School Board	
Northwest Catholic District School Board	
Northeastern Catholic District School Board	
Renfrew County Catholic District School Board	
Bruce-Grey Catholic District School Board	
Nipissing-Parry Sound Catholic District School Board	
Rainy River District School Board	
Kenora Catholic District School Board	
Superior-Greenstone District School Board	
Superior North Catholic District School Board	
Trillium Lakelands District School Board	