

Constitution of the Athens Institute for Education and Research Canada (ATINER-CANADA)

1. Name

The name of the group shall be **Athens Institute for Education and Research Canada (ATINER-CANADA)**

2. Aims

The aims of ATINER-CANADA group will be:

- Promote and develop education and research in Greece and Canada in collaboration with researchers and institutions from all over the World under the auspices of the ATINER-GREECE.
- Promote and develop an exchange of academics in Greece, Canada and the rest of the World.
- Develop a global network of communication and knowledge exchange among academics, researchers and teachers of educational institutions.
- Organize academic meetings such as conferences, symposiums, workshops, lectures, talks etc about Canada in Athens.
- Publish academic books, monographs and journals.
- Undertake common research projects; especially with the aim of developing inter-disciplinarity.
- Develop and implement vocational training programs.
- Provide bursaries, scholarships and other awards to students studying at Canadian Universities.

3. Membership

Membership is open to anyone who: (a) is Citizen or Permanent Resident of Canada with a university degree and (b) supports the aims of ATINER-CANADA

Membership will begin as soon as the membership form and first annual payment has been received.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given and the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

ATINER-CANADA will not discriminate on the grounds of sex, race (including color, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Board - Officers and committee

The business of the group will be carried out by a **Board of Directors** elected at the Annual General Meeting every five years. The Board will meet as necessary and not less than two times a year. The Board will consist of 5 members, and be composed of 4 officers and 1 Board member. Up to 2 additional members may be co-opted onto the Board at the discretion of the Board. The officers' roles are as follows:

- President, who shall chair both General and Board meetings and represent ATINER-CANADA.
- Vice President, who will replace the president in his absence.
- Secretary, who shall be responsible for keeping records of members, the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts and with the president will open an account in a Canadian bank.

All offices may be assisted by administration and secretarial support which can be provided strictly on a voluntary base. A board decision is required and the name of the assistant should be approved. The board may appoint a Chief Executive Officer who will manage the everyday affairs of the organization

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members. Any Board member who does not attend two consecutive meetings without providing a valid reason will be contacted by a designated Board member and asked if they wish to resign. The Board meetings will be open to any member of ATINER-CANADA Group wishing to attend, who may speak, but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. Meetings will consist of a combination of virtual and on-site attendance. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM: -

- The Committee will present a report of the work of ATINER-CANADA Group over the year.
- The Committee will present the accounts of ATINER-CANADA for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the President or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. Online meetings in combination with onsite will be allowed.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to reach a general consensus that has been agreed upon by everyone present.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present (50% plus one). If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank that is agreed upon and in the name of a designed member. All payments will be signed by the President. All money raised by or on behalf of ATINER-CANADA is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed by voting to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organization. The organization will be agreed at the meeting which approves the dissolution.

This constitution was agreed at the Inaugural General Meeting of the ATINER-CANADA on: -
Date/...../.....

Name and position in group
Signed

Name and position in group
Signed