



Canadian eLearning Network Policy Document

Canadian eLearning Network (CANeLearn) Policy Document

Adopted at the first Annual General Meeting – September 16, 2014

General Information

The Canadian eLearning Network (CANeLearn) is a Canadian not-for-profit corporation registered under Corporations Canada (Business Number 84754-8633). CANeLearn operates in accordance with its registered constitution and bylaws. This policy document can be amended only at an Annual General Meeting or an extraordinary general meeting.

The mission of the Canadian eLearning Network (CANeLearn) is to provide leadership that champions student success by supporting organizations and educators involved in online and blended learning through networking, collaboration, and research opportunities.

As a network of provincial online or e-learning programs, the purposes of the CANeLearn are to:

1. Support networking between and among program providers to build relationships, enhance communications, share resources and best practices, and encourage innovation;
2. Collaborate through supporting partnerships, sharing professional learning opportunities, and finding efficiencies through technologies and shared services;
3. Stay current and participate in research studies, promote research opportunities, and disseminate research results;
4. Work with post-secondary institutions to connect pre-service and in-service teachers to online and blended learning;
5. Inform policy and professional standards regionally, provincially and nationally; and
6. Educate stakeholders and promote online and blended learning to all.

Directors of the Corporation

Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such, provided that a director may be reimbursed for reasonable expenses incurred in performing his or her duties. A Director shall not be prohibited from receiving compensation for services provided to the corporation in another capacity.

The board shall consist of a minimum of 5 Directors and a maximum of 9 Directors. The number of Directors are determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board.

At the first election of Directors following the approval of CANeLearn By-laws, one-third (1/3) directors shall be elected for a three-year term, one-third (1/3) directors shall be elected for a two-year term and one-third (1/3) directors shall be elected for a one-year term. Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected directors shall be elected for three-year (3) terms.

Membership

There are two classes of membership: Voting (Class A) and Non-voting (Class B). There are two types of membership, individual and organizational. Membership, other than Honorary, is annual.

1. *Individual Membership*

- Individual membership is open to Canadian educators who are interested or involved in K12 blended and online learning, and confers on those members all of the rights, privileges and obligations of membership, including the right to cast a single vote on any matter brought before the Association.

2. *Organizational Membership:*

- Canadian education institutions, boards of education, government and not-for-profit education agencies, along with public, independent, band and charter schools in Canada with an interest in K12 blended and online learning can join as a group. Organizations will be profiled in the network. There are two levels, large and small. Small organizations can have a minimum of 4 and maximum of 10 voting members. Large organizations have a maximum of 10 voting members and up to 40 non-voting associate members. The organization's voting members will have all of the rights, privileges and obligations of membership, including the right to cast a single vote on any matter brought before the Association.

3. *Student Membership:*

- Student membership is open to individuals who are interested in and are registered in studies leading to possible careers in K12 blended and online learning. Such members are entitled to all rights, privileges and obligations of membership, **excluding the right to vote and/or hold office**. Any individual registered as a student in a post-secondary institution can qualify for student membership providing they forward a letter from advisor or their institutional identification.

4. *Associate Membership:*

- Associate membership is open to persons who are interested or involved in K12 blended and online learning. Such members are entitled to all rights, privileges and obligations of membership, **excluding the right to vote and/or hold office**.

5. *Honorary Membership:*

- A person selected by the Board of Directors in recognition of notable contributions to K12 blended and online learning in Canada. Such members are entitled to all rights, privileges and obligations of membership, **excluding the right to vote and/or hold office**.

The Directors may revoke membership in the corporation if a member does not adhere to CANeLearn Bylaws is deemed by the Directors to be a member not in good standing. To be a member in good standing with CANeLearn, members:

- Have paid membership fees in full;
- Meet CANeLearn Bylaws; and
- Do not have any unresolved complaints that have been received by CANeLearn Directors.

Directors Job Descriptions

Chair

- Chairs corporation meetings;
- Calls meetings of the executive;
- Oversees corporation administration to ensure business is conducted in a timely manner;
- Oversees the archived information and record keeping for the corporation; and
- Is one of the signatures on the corporation bank account.

Vice Chair

- Acts in place of the Chair for corporation meetings;
- Calls meetings of the executive;
- In conjunction with the Chair oversees corporation administration to ensure business is conducted in a timely manner; and
- Oversees the archived information and record keeping for the corporation.

Treasurer

- Oversees the corporation books, bank account and records;
- Prepares the corporation budget for the annual general meeting;
- Oversees preparation of reconciled bank statements, balance sheets, and income statements;
- Oversees the collection of corporation membership fees and other income; and
- Is one of the signatures on the corporation bank account.

Secretary

- Oversees the maintenance of minutes of membership general meetings and provision of minutes of general meetings to all members within 7 days of meetings;
- Ensures the provision of agendas of general meetings to all members in advance of a meeting;
- Maintains the policy manual for the corporation; and
- Oversees the maintenance of backup copies of all corporation files and documents.

Members at Large

- Support corporation marketing, membership and sponsorship;
- Serve as membership liaison for the corporation and board;
- Support professional learning opportunities, research, and resource sharing among members;
- Support corporation relations and activities as designated by Directors; and
- Provide input into the corporation annual budget.

Meetings

The CANeLearn Annual General Meeting is held online annually in September, and Directors call general meetings as needed. Committee meetings are called as required by committee members. The Annual General Meeting includes election of Directors, approval of the CANeLearn financial statements, proposed budget for the upcoming year and determination of annual membership fees, and any changes to policies and/or constitution and by-laws. The CANeLearn Directors meet as required and as determined by the Board Chair. Members may attend Directors meetings and add items to the agenda prior to the meetings. Agendas and minutes of Directors meetings are available to CANeLearn members on request and posted on the corporation member's website.

Finances

The CANeLearn fiscal year is from September 1 to August 31. CANeLearn holds a bank account at TD Canada Trust in Duncan, BC and has an online PayPal and Square/Register account. Cheques and payments from the CANeLearn account may be authorized by two of three CANeLearn Directors and Officers with signing authority – usually the Board Chair, Treasurer and the appointed President/CEO.