



The Kivalliq Science Educators' Community Constitution, Policies, and Regulations

Amended May 29, 2012

KSEC Consitution

The "Kivalliq Science Educators' Community" (KSEC) is an organization formed with a mission to promote, develop, and/or deliver youth science engagement activities in the Kivalliq region of Nunavut. Specifically, KSEC serves the communities of Arviat, Whale Cove, Rankin Inlet, Chesterfield Inlet, Baker Lake, Repulse Bay, and Coral Harbour. KSEC is a volunteer organization that does not allow financial gain for any members due to KSEC activities. Members volunteer their services in recognition of the importance of science and mathematics in the education of students in the Kivalliq region. All funds raised and accrued by KSEC are to be allocated to the purchase of goods and/or services required to meet the objectives of KSEC and its programs/activities, as specified below.

For administrative purposes, the mailing address of KSEC is:

Kivalliq Science Educators' Community
P.O. Box 875
Rankin Inlet NU X0C 0G0

Email correspondence may be sent to: ksecscience@gmail.com

Objectives Of The Kivalliq Science Educators' Community

The Kivalliq Science Educators' Community is a non-profit organization with the mission of engaging Kivalliq youth in science education programs and activities. KSEC believes that such programs must be fun, hands-on, and relevant for Kivalliq youth--relevant to their studies, their everyday life, their careers, and their culture. Kivalliq's historical and cultural context has a strong foundation in science and technology and KSEC endeavours to help youth make this connection. Specifically, through its programs, KSEC strives to promote the principles of Inuit Qaujimajatuqanit (IQ) including:

- *Inuuqatigiitsiarniq*- respecting others, relationships and caring for people
- *Tunnganarniq*- fostering good spirit by being open, welcoming and inclusive.
- *Pijitsirniq*- serving and providing for family and community
- *Aajiqatigiinni*- decision-making through discussion and consensus
- *Pilimmaksarniq*- the development of skills through practice, effort, and action
- *Piliriqatigiinni*- working together for a common cause
- *Qanuqturniq*- being innovative and resourceful in seeking solutions
- *Avatittinnik Kamatsiarniq*- respect and care for the land, animals, and the environment

Recognizing that many such youth science engagement programs are not funded by the Department of Education, or GN in general, KSEC has a mandate to raise funds to develop and/or deliver such programs.

Subject to funding and resources, KSEC strives to meet the following annual program objectives:

- Develop and deliver Kivalliq Regional Science Culture Camp
- Develop and deliver Kivalliq Regional Science, Engineering, Technology (SET) Challenge
- Promote and support School Science Clubs, Fairs and Camps
- Develop and deliver Kivalliq Math Month activities
- Develop and deliver Kivalliq Regional Science Fair
- Select and support Canada-Wide Science Fair Delegation
- Select and support KSEC Science Awards for Graduates
- Promote and support Youth Science Enrichment Opportunities

Membership and Governance of Kivalliq Science Educators' Community

KSEC's membership is open to all adult residents of the Kivalliq who willingly join and support its mission, goals, and objectives. Membership will be defined as those individuals who complete a membership form and submit it to the KSEC's secretary. A nominal membership fee may also be charged to all members. If such a fee is levied, these funds may be used to purchase promotional items, such as tee shirts or hats, for the membership. A membership form can be found as an appendix to this document or may be requested from the KSEC Vice President.

A Kivalliq School Council made up of a representative from each of the region's schools will represent the membership and elect a volunteer executive board to coordinate the activities of KSEC and deal with its day to day business. This board will be democratically elected by the School Council at an annual general meeting and serve a term of one year, unless re-elected at subsequent AGMs. KSEC will be governed by collaboration, consensus, and democratic vote.

School Representative

Each Kivalliq School (Elementary, Middle, Secondary, and K-Gr.12) may appoint an individual to act as liaison between his/her school and KSEC and to help guide and govern the programs and business of KSEC. A school's representative to KSEC may change throughout the year, as determined by the school. School Representatives will participate in KSEC telephone conference calls and be responsible for electing KSEC's Executive Board at the annual general meeting.

Kivalliq Schools' Council

Collectively, all of the School Representatives will be known as Kivalliq Schools' Council. The Kivalliq Schools' Council elects KSEC's Executive Board from the KSEC membership.

KSEC's Executive Board

The Executive Board will consist of seven elected positions. Any member of KSEC may seek the nomination of these positions, however, only members of the Schools' Council may vote in the election of these positions. The following positions will make up KSEC's Executive Board and be elected democratically by the Kivalliq Schools' Council. The new Executive Board will take office on July 1 after their election.

Secondary Co-President

The Secondary Co-President is responsible (with the Elementary Co-President) for co-chairing the annual general meeting and co-organizing, as required, further executive meetings during the year. The Secondary Co-President will speak and act on behalf of KSEC with the Elementary Co-President, or may delegate this role to another board member as necessary. The Secondary Co-President will have co-signing authority for the KSEC bank account. In particular the Secondary Co-President will be responsible for the fund-raising, development, delivery, and reporting of the following KSEC programs:

- Kivalliq Regional Science Culture Camp
- Kivalliq Regional Science Fair
- Canada-Wide Science Fair
- KSEC Science Awards
- Any ad hoc Youth Science Enrichment Camps and Programs

Elementary Co-President

The Elementary Co-President is responsible (with the Secondary Co-President) for co-chairing the annual general meeting and co-organizing, as required, further executive meetings during the year. The Elementary Co-President will speak and act on behalf of KSEC with the Secondary Co-President, or may delegate this role to another board member if necessary. The Elementary Co-President will have co-signing authority for the KSEC bank account. In particular the Elementary Co-President will be responsible for the fund-raising, development, delivery and reporting of the following KSEC programs:

- Kivalliq Science Engineering & Technology Challenge
- Kivalliq Math Month
- School Science Clubs, Camps, and Fairs

Vice President

The Vice President will act in place of a Co-President should either be unavailable. Should a Co-President vacate his/her position the Vice President will become the Co-President for the remainder of the term of office. The Vice President will receive membership forms and maintain the database of KSEC members. The Vice President will be in charge of program promotions and as such will (with the support of program chairs) determine and place all orders for swag and promotional items associated with KSEC programs. The Vice President will have co-signing authority for the KSEC bank account.

Secretary

The secretary will take and prepare the minutes of all meetings of the board, including conference calls. The secretary will be responsible for the thanking of donors by letter. The secretary will also be responsible for arranging for the advertising and publicity of the KSEC's projects and AGM. Specifically, the secretary will ensure that all KSEC trophies and plaques are updated annually with names of the recipients.

Treasurer

The treasurer will keep the financial records of the KSEC in accordance with the regulations of the board and generally accepted accounting principles and report to the board on a regular basis. The treasurer will act as liaison between the executive board and the accountant. The treasurer will ensure that all donations are deposited and recorded, the secretary has been informed of the donation and the donor has been issued with a receipt. The Treasurer is responsible for notifying the bank of any changes in signing authority by virtue of change of the executive board. The Treasurer will have co-signing authority for the KSEC bank account.

Regional Science Fair Chairperson

The Regional Science Fair Chairperson will chair the subcommittee responsible for organizing the Regional Science Fair. When ever possible the Regional Science Fair is to be held in the home community of the Regional Science Fair Chairperson. The Regional Science Fair Chairperson will be given a budget from the KSEC Executive and dispense these funds develop and deliver the regional science fair. Specific duties are outlined in the *KSEC Programs' Operation Manual*.

Science Camp Chairperson

The Regional Science Camp Chairperson will chair the subcommittee responsible for organizing the regional science camp. When ever possible the

Regional Science Camp is to be held in the home community of the Regional Science Camp Chairperson.

The Regional Science Camp Chairperson will be given a budget from the KSEC Executive and dispense these funds develop and deliver the Regional Science Camp. Specific duties are outlined in the *KSEC Programs' Operation Manual*.

Annual General Meeting

Kivalliq Science Educators' Community's AGM will be held on a Saturday in March, during the Kivalliq Regional Science Fair in the School and community that hosts the fair. Attendance is open to all members of KSEC, however only members of the Kivalliq School Council or Executive Board will vote. At this meeting the following items will be dealt with:

- activity report
- fund raising progress report
- financial report
- selecting the location of the next regional science fair election of the KSEC Executive Board for the coming year

KSEC Scheduled Conference Calls

Kivalliq Science Educators' Community will plan to meet by telephone conference call periodically throughout the year to discuss programs and initiatives. These calls will be arranged by the KSEC Executive and will involve the KSEC School Representatives and Executive. Generally, a conference call or two precede each of KSEC's program initiatives.

The KSEC Executive will also meet by telephone conference call on an ad hoc basis.

KSEC Policies and Regulations

1. KSEC Finances

- a. There will be no money paid from KSEC as salary or honoraria, except in the case where someone, who is not a committee member, nor an employee of the Government of the Nunavut Territories, has been hired to perform a task in support of KSEC's objectives. For example, elders could be hired to take participants on a land trip or build an igloo, a person could be hired to provide meals, a dog team could be hired to demonstrate traditional methods of travel, etc.
- b. The Kivalliq Science Educators' Community will obtain and hold a chequing account at a chartered bank. At least two signatures (of the possible four signing authorities) must appear on each cheque.
- c. The Kivalliq Science Educators' Community's ledgers and financial records are to be provided to an accountant for periodic inspections and/or audits. The accountant will verify that records are maintained in the manner required and provide assistance to rectify errors or omissions.
- d. Once the locations of the next Regional Science Camp and Regional Science Fair are known, the Treasurer will, with assistance of the Secondary Co-President, prepare a budget. This budget will be used to establish an account for the local organizing committees of these programs. The budget priority each year will be the cost of participant air travel to these events.
- e. The fiscal year for the Kivalliq Science Educators' Community will run from July 1 to June 30 of the following year. The treasurer will ensure that the books are balanced and a final statement issued for the yearend of June 30.

2. Kivalliq Regional Science Fair

a. Location and Timing of Fair

KSEC will endeavour to develop and deliver an annual Regional Science Fair to be hosted by a Kivalliq Community and run in the month of March from the Friday until the following Monday. All Kivalliq Secondary Schools may register to send up to four (4) secondary school (Gr. 7-12) students and one teacher. A registration fee will be levied for this event. The Kivalliq Delegation to the Canada-Wide Science Fair will be chosen at this event.

b. Registration

As soon as the information is known, School Representatives will email to the Secondary Co-President, the names of the students and teacher who will be attending the Regional Science Fair. In addition, KSEC members will ensure that parental permission slips are signed and the school

principal has received and approved a completed “Sponsored and Approved Student Excursion Form”. (Copies of this documentation are to accompany the supervising teacher to the regional science fair.) The supervising teacher will complete a “Proposed Staff Travel Form”, have it signed by his/her principal and forward it the Secondary Co-President before the trip occurs.

c. Participation and Projects

- i) In accordance with the Canada Wide Science Fair regulations, each project entered in the Regional Science Fair will be the work of one or two students only. Group projects cannot be entered. Students must be enrolled in the secondary grades (7 to 12) in order to participate in the Regional Science Fair.
- ii) Each community will be allowed to enter up to four (4) students and their projects in the Regional Science Fair. The students must be accompanied by a teacher or school representative. Wherever possible, the projects should be the winners of a school level science fair. The community hosting the Regional Science Fair will be allowed to enter up to ten (10) students and their projects.
- iii) If funding permits, the number of projects in the Regional Science Fair may be increased by the KSEC Executive Board. If there is a shortfall in funding, the number of participants from each community may be reduced accordingly.

d. Foul Weather Policy

- i) Each Regional Science Fair will be planned for a specific date in the month of March with the possibility of a back-up date that same month should foul weather force a postponement. The decision to postpone will be made by the KSEC Executive in consultation with airline officials, school council members and weather reports. A Regional Science Fair may only be postponed once.
- ii) Once a community has begun air travel to the Regional Fair, the Fair may not be postponed. All schools that successfully make it to the host community may participate in the fair activities. Schools who do not make it to the host community are not eligible to compete in the judging portion of the science fair.
- iii) School delegations that get waylaid enroute to or from the Regional Science Fair are eligible for reimbursement of modest travel costs (meals and accommodations). The nature of the meals and accommodations will be determined by the KSEC Executive on a case by case basis. Efforts will be made to billet participants and shop for groceries.

e. Canada-Wide Science Fair Participation

KSEC will affiliate with Youth Science Foundation Canada and register to participate in the Canada-Wide Science Fair.

- i) Only students who attend the Regional Science Fair and display a project are eligible to be selected to represent Kivalliq at the Canada-Wide Science Fair.
- ii) Three Kivalliq students and two teachers will make up the Kivalliq Delegation to the Canada-Wide Science Fair.
- iii) Students representing the first and second place prize projects at the Regional Science Fair will be selected a part of the Kivalliq delegation. If space allows, or if any selected students cannot attend the Canada-Wide Science Fair, then students representing the 3rd place (4th etc) project will be selected. From time to time, due to participation numbers, KSEC will need to choose only one of the students who worked on a project selected to go to the Canada-Wide Science Fair. If such a case arises, the school, teacher and students representing the project should decide which student is to attend. If this is not possible, then KSEC will choose a student representing the next winning project.
- iv) The Regional Science Fair Chairperson will attend the Canada-Wide Science Fair as Kivalliq Delegate and a science teacher representing one of the winning schools will attend as Kivalliq Chaperone/Alternate Delegate. Note: If the student delegation is of mixed gender, then the Kivalliq Chaperone/ Alternate Delegate must be the opposite gender to the Kivalliq Delegate. If a winning school cannot provide a suitable science teacher to serve as Kivalliq Chaperone/Alternate Delegate, then the School Council and KSEC Executive Board will select suitable candidate from the School Council.
- v) KSEC will endeavor to cover the following costs associated with the Canada-Wide Science Fair.
 - Substitute teacher costs for the Kivalliq Delegate and Alternate Delegate.
 - Travel-related costs (meals & accommodation) incurred by Kivalliq Delegation enroute to and from the Canada-Wide Fair.
 - Team jackets for delegation members.

3. Kivalliq Regional Science Camp

a. Timing and Location

KSEC will endeavour to develop and deliver an annual Regional Science Camp to be hosted by a Kivalliq Community and run in September from the first Wednesday after Labour Day until the following Monday. All Kivalliq Secondary Schools may register to send up to four (4) high school (Gr. 10,

11, or 12) students and one teacher. A registration fee will be levied for this event. Students who successfully complete the camp requirements will be registered for up to two (2) school credits.

Registration

- a. As soon as the information is known, School Representatives will email, to the Secondary Co-President, the names of the students and teacher who will be attending the Regional Science Camp. In addition, KSEC members will ensure that parental permission slips are signed and the school principal has received and approved a completed "Sponsored and Approved Student Excursion Form". (Copies of this documentation are to accompany the supervising teacher to the regional science camp.) The supervising teacher will complete a "Proposed Staff Travel Form", have it signed by his/her principal and forward it to the Secondary Co-President before the trip occurs.

Foul Weather Policy

- a. Each Regional Science Camp will be planned to commence the first Wednesday after Labour Day, with the possibility of a back-up date the following week should foul weather force a postponement. The decision to postpone will be made by the KSEC Executive in consultation with airline officials, school council members and weather reports.
- b. Once a community has begun air travel to the Regional Camp, the Camp may not be postponed. All schools that successfully make it to the host community may participate in the Camp activities.
- c. School delegations that get waylaid enroute to and from the Regional Science Camp are eligible for reimbursement of modest travel costs (meals and accommodations). The nature of the meals and accommodations will be determined by the KSEC Executive on a case by case basis. Efforts will be made to billet participants and shop for groceries.

School Credits

- a. Successful completion of the Kivalliq Regional Science Culture Camp may earn a participant up to two high school credits.
- b. KSEC will provide the course outlines and assessment tools and organize and/or deliver the instructional activities.
- c. Assessment of student work and participation will be the responsibility of the teacher-chaperones attending the camp. Course Assessment Summary sheets will be completed by the teacher-chaperones and used to calculate student results, which will be submitted to school principals.
- d. The school principal will submit the student course marks to student records. It is the school's responsibility to ensure that the course credit(s) appear on participants' validation statements.

4. Kivalliq Science Engineering Technology Challenge

KSEC will endeavour to develop and deliver an annual SET Challenge to be hosted by in participating schools in the month of October to celebrate National Science and Technology Week (Month). The SET Challenge will include leveled events appropriate for Kindergarten to Grade 12. Should funding allow, promotional items, materials and prizes will be provided by KSEC to participating schools.

5. Kivalliq Regional Math Month

KSEC will endeavour to develop and deliver an annual Math Month to be hosted by in participating schools in the month of January. Should funding allow, promotional items, materials and prizes will be provided by KSEC to participating schools.

6. KSEC Science Awards

KSEC will endeavour to provide, on an annual basis, two awards, one each for a male and female graduate who have demonstrated interest and excellence in science. The award will consist of a Laptop computer, printer and backpack.

Duration

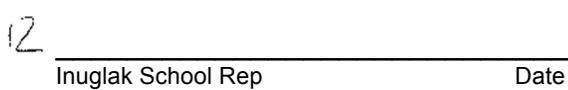
This document was created by KSEC members, through discussion, during the AGM held at Maani Ulujuk School, March 17, 2012 and amended by conference call on May 29, 2012. It will guide the business and operation of the Kivalliq Science Educators' Community until it is amended or annulled by a sixty percent (60%) majority of the KSEC Kivalliq Schools' Council.

Signatures

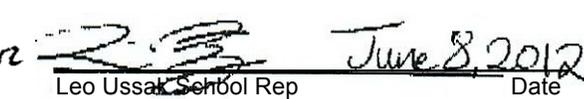
 June 8, 12
Levi Angmak School Rep Date

 June 20
Qittiq School Rep Date

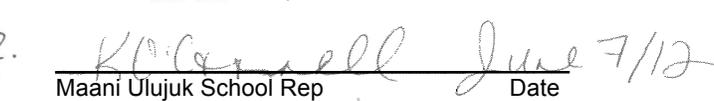
 May 31, 12
John Amaladjuak School Rep Date


Inuglak School Rep Date

 May 30 2012
Victor Sammurtok School Rep Date

 June 8, 2012
Leo Ussak School Rep Date

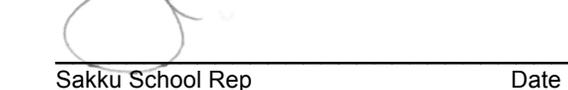
 June 1, 2012
Alaittuq School Rep Date

 June 7/12
Maani Ulujuk School Rep Date

 May 29, 12
Rachel Arignammaktuq School Rep Date

 June 4/2012
Jonah Amitnaaq School Rep Date

 June 4 2012
Tusarvik School Rep Date


Sakku School Rep Date

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Appendix I

KSEC Membership Application

Objectives Of The Kivalliq Science Educators' Community

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Name: _____ email: _____

Address: _____

Tel: (work): _____ Tel: (home): _____

Place of Work: _____

Membership Fees:

Contact KSEC for amount and payment options

Membership application can be mailed to:

Kivalliq Science Educators Community
PO Box 875
Rankin Inlet, NU
X0C 0G0

or emailed to: ksecscience@gmail.com (put membership in the subject line).