

Constitution of Parkland Teachers' Local No 10 of the Alberta Teachers' Association

1. Name

The name of this local shall be Parkland Teachers' Local No 10 local association of the Alberta Teachers' Association (the Association or the ATA).

2. Boundaries

The area served by this local association shall include the Parkland School Division.

3. Membership

3.1 All active members of the Association employed by the school division listed in section 2 are members of this local.

3.2 Subject to approval by the Provincial Executive Council of the Alberta Teachers' Association, associate members of the Association who hold the highest category of membership available to them and who pay the prescribed local association fee may become members of this local association with all rights and privileges of active members.

4. Objects

The objects of this local association shall be to further the objects of the Association as set out in section 4 of the *Teaching Profession Act* and the General Bylaws of the Association.

5. Fees

This local association shall have the power, subject to approval of the Provincial Executive Council of the Alberta Teachers' Association, to levy fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to and in no way part of the statutory fees for membership in the Association.

6. Rules of Procedure

The proceedings of all meetings - general, special, local council and table officers committee - shall be regulated by the official Rules of Order and Procedure as available on the website.

6.1 Officers of the Association and the district representative(s) of whose geographic district this local association forms a part shall be entitled to attend all meetings of the local association referenced in section 6 and any other meetings of local committees, including those portions of any meetings declared to be *in camera*.

7. Organization

The governing body of this local shall be a general meeting of its members; 50 of whom shall constitute a quorum.

- 7.1 A general meeting of this local association shall be held at least once a year to
- a. hear the president's report about the local association and the table officers committee;
 - b. hear the reports by the chairs of standing committees on committee activities;
 - c. hold elections;
 - d. approve and set policy; and
 - e. deal with such other matters as may arise.

7.2 In the event there is no quorum, all business of the general meeting shall be dealt with at the next local council meeting.

7.3 There shall be constituted a local council of this local association consisting of

- a. all members of the table officers committee;
- b. presidents of sublocals or designates;
- c. school staff representatives or alternate(s), other than table officers committee members;
- d. local Annual Representative Assembly (ARA) members, if not members of the table officers committee;
- e. the chairs of the standing committees, if not members of the table officers committee or staff representatives;
- f. convention representatives, if not included in (a) through (e);
- g. members of the teacher welfare committee, if not included in (a) through (g);
- h. members of the Teacher Board Advisory Committee
- i. the political engagement officer
- j. the communications officer;
- k. the web manager and/or technology specialist; and
- l. such other members as the local council may appoint from time to time, including the chairs of active ad hoc committees.

7.4 The following may attend council meetings and may speak with approval of the meeting, but may not vote:

- a. members of this local association who are not members of the local council, and
- b. guests on invitation of the local council.

7.5 The duties of the local council shall be

- a. to administer the affairs of this local association, including adoption of an audited

- financial statement and approval of an annual budget;
- b. to appoint or elect all standing and ad hoc committees, except the ARA committee;
- c. to appoint the chair of all standing and ad hoc committees, except as otherwise provided in the committee frame of reference;
- d. to develop and/or ratify frames of reference presented by each of the local's committees;
- e. to hear reports from committees and decide on action to be taken, if any;
- f. to appoint or elect representatives to the district convention committee, the ATA Summer Conference and any other events as decided by the local council;
- g. to deal with other matters not inconsistent with this constitution or the General Bylaws of the Association;
- h. to elect or appoint representatives to the joint health and safety committee;
- i. to appoint additional delegates and alternates to the ARA committee in the event that the number elected falls below the requirement during the year;
- j. to elect or appoint representatives to the Teacher Board Advisory Committee;
- k. to appoint the political engagement officer and develop a frame of reference for that office;
- l. to appoint the communications officer and develop a frame of reference for that office; and
- m. to appoint the web manager and/or technology specialist and develop a frame of reference for that office.

7.6 The local council shall meet every month except February, July and August.

- a. The local council may meet in June if the need arises.

7.7 A majority vote of those present shall govern the decision of the local council unless rules and regulations otherwise decree.

7.8 A majority of local council members are required to constitute a quorum.

8. Table Officers Committee

8.1 The table officers committee of this local association shall consist of the president, two vice-presidents, past president, secretary and treasurer.

- a. A quorum of the table officers committee shall be four members.
- b. The communications officer may be invited to attend table officers committee meetings in an advisory capacity.
- c. Any other member may be invited to attend table officers committee meetings in an advisory capacity.

8.2 It shall be the duty of the table officers committee to

- a. prepare the agenda of business for all meetings;
- b. to exercise general supervision of the affairs of the local association;
- c. to prepare and transmit to the head office of the Association such reports and

- statements with reference to the affairs of the local association as may be required by the Provincial Executive Council of the Alberta Teachers' Association;
- d. to ensure that all Association monies are used to further the objects of the Association as set out in the *Teaching Profession Act*;
 - e. to ensure that there is liaison between the local and all employing boards within the local;
 - f. to review proposed board policy changes and bring recommendations to local council; and
 - g. when time is of the essence, to assume the functions of the local council.

8.3 The table officers committee shall meet at least once a month during the school year or as often as local business requires.

9. Notice of Meetings

9.1 Notices of intent to hold a general, special, local council meeting shall be provided to an authorized representative at each school or worksite and the district representative(s) by the secretary at least 10 days before such meeting is to be held, and such notices shall include an outline or agenda of business to be discussed at the meeting.

- a. Any special or general meeting may, by a two-thirds vote of the total number of members present, providing there is a quorum, waive notice of a meeting or of any motion brought before the meeting.
- b. Notice of intent to hold a table officers meeting shall be provided to table officers by the secretary at least 10 days before such meeting is to be held, and such notices shall include an outline of business to be discussed.

9.2 Meetings of this local association or of any bargaining unit(s) within this local association shall be called by the president; or on the request of the table officers committee or the local council; or on the written request of 10 members of the local; or on the request of the chair of the teacher welfare committee, or an ATA officer or the district representative of whose district this local association forms a part.

9.3 An attendance record shall be kept of all those attending general, special, local council and table officers committee meetings of this local association. This record will serve as proof of a quorum when required.

9.4 An ATA officer shall not vote. A district representative shall not vote except at a general meeting of a local of which the district representative is a member.

10. Duties of Officers

- 10.1 ***President***—The duties of the president shall be
- a. to serve as chief executive officer of the local;
 - b. to call and preside at all general, special, local council and table officers committee meetings of this local association;
 - c. to exercise general supervision over the affairs of this local association;
 - d. to serve as a local representative to representative assemblies;

- e. to serve as an ex official member of all standing and ad hoc committees; and
- f. to serve as, or name a designate as, a representative at meetings of the school division as required.

10.2 *Two vice-presidents*—The duties of the vice-presidents shall be

- a. to take charge of the affairs of this local association in the absence of the president;
- b. to assist the president in the discharge of the president's duties;
- c. to serve as a representative to the teacher-board advisory committee; and
- d. to arrange social functions for the local in the absence of an active social committee.

10.3 *Past president*—The duties of the past president shall be

- a. to chair the constitution and bylaws committee;
- b. to act as parliamentarian at local and general meetings; and
- c. to carry out any other duties as assigned by the president and/or local council.

10.4 *Secretary*—The duties of the secretary shall be

- a. to ensure that there are accurate records of all proceedings of general, special, local council, table officers, and standing and ad hoc committee meetings of this local association;
- b. to bring before the table officers committee of this local association all communications received by the local;
- c. to prepare and send to the head office of the Association such statements and reports as may be required from time to time;
- d. to ensure notices are sent to call all meetings, whether regular, special, local council or table officers committee; and
- e. to ensure preparation and distribution of copies of the minutes of local council meetings to members of the local council, and minutes of table officers committee meetings to members of the table officers committee, such minutes to be distributed with notices of the next meeting.

10.5 *Treasurer*—The duties of the treasurer shall be

- a. to ensure there are accurate records of all monies received, collected and disbursed;
- b. to receive and compile accurate records of all monies received, collected and disbursed by all committees of this local association;
- c. to make the necessary disbursement of funds of this local association as authorized by the table officers committee or local association;
- d. to prepare and send to the head office of the Association such statements and reports as may be required from time to time;
- e. to prepare and present an annual budget for ratification at the Annual General Meeting (AGM) of the local; and
- f. to prepare and submit the financial records for audit within three months of the financial year end.

- g. to prepare and present a review of the financial guidelines of this local no less than every 2 years

Notwithstanding subsection 12.2(a), the treasurer on record on June 30 shall be responsible in consultation with the incoming treasurer for preparing the financial records for audit.

10.6 *Local representatives (ARA representative)*—The duties of each local representative of this local association shall be

- a. to represent this local association at all representative assemblies of the Association;
- b. to report the proceedings of all representative assemblies of the Association to the local council and to such other gatherings as may be decided;
- c. to attend meetings of the local council of this local association;
- d. to attend general meetings of this local association;
- e. to attend meetings of the ARA committee; and
- f. to attend regional conferences.

10.7 *Staff representatives*—It shall be the duty of staff representatives

- a. to attend all meetings of the local council of this local association;
- b. to represent their staff at these meetings;
- c. to report the proceedings of these meetings to their staff;
- d. to arrange for an alternate to attend and report in their absence;
- e. to be assigned such other duties as are requested by the local council or the Association; and
- f. to support and facilitate communication for central and local bargaining by ensuring that they report information, which is specific to local and central bargaining, to teachers on staff and further, to report teacher questions and concerns related to bargaining to local council meetings.

10.8 *Political engagement officer*- The duties of the political engagement officer shall be to:

- a. work in conjunction with locals and the ATA to mobilize teachers to respond to emergent political situations,
- b. encourage ongoing engagement, and assist with locally based capacity building and training;
- c. ensure that members are aware of issues facing Public Education in Alberta;
- d. contribute to the locals strategic planning efforts by identifying current political situations.

10.9 ***Communications officer***—The duties of the communications officer shall be:

- a. to improve and/or maintain methods of communication between and among teachers and employing boards within the boundaries of the local;
- b. to attend all meetings of the local council of this local association;
- c. to serve on the public relations committee;
- d. to maintain liaison with the web manager; and
- e. to disseminate information regarding the provincial Association and local activities, and items of interest to the local membership to the membership of this local association.

10.10 ***Web manager***—The duties of the web manager shall be

- a. to maintain the website of this local association;
- b. to attend all meetings of the local council of this local association;
- c. to serve on the public relations committee; and
- d. to maintain liaison with the communications officer.

10.11 Any elected member of the table officers committee, or any elected ARA representative or any chair of a standing committee representative who is absent from two consecutive meetings required as partial fulfillment of the duties of said elected office, without sufficient cause being given to the table officers committee of the local, will be deemed to have resigned from such elected position.

11. Committees

11.1 Standing committees

- a. ***Teacher welfare committee***;
- b. ***Professional development committee***;
- c. ***ARA committee***; and
- d. such other standing committees as the local and/or local council of this association may appoint from time to time.

11.2 Ad hoc committees

- a. ***Diversity, equity, and human rights committee (DEHR)***,
- b. ***Women in leadership*** and
- c. such other ad hoc committees as the local council may appoint from time to time.

11.3 Specific duties of standing committees

- a. ***Teacher welfare committee***—It shall be the duty of this committee to operate within the frame of reference as established by the local council and ratified by Provincial Executive Council.
- b. ***Professional development committee***—It shall be the duty of this committee to assume general responsibility for all professional development activities undertaken by this local association.

11.4 General duties of standing committees

- a. Develop and/or review existing, and present to the local council for ratification and amendment, a frame of reference for the committee concerned.
- b. Periodically, or when required by the table officers committee, present to the secretary of the local association accurate records of all proceedings of the committee concerned.
- c. The chairs of all committees shall present all accounts to the local treasurer for payment as per the local's financial guidelines

12. Election of Table Officers

12.1 The president, vice-presidents (2), secretary and treasurer shall be elected in each odd-numbered year for a two-year term commencing July 1 of the election year by a vote of the members of this local association.

12.2 Election of table officers shall take place at a general meeting which is to be held before June 30 of an odd-numbered year.

12.3 A vacancy on the table officers committee occurring between elections,

- a. if during the first year of the term, shall be filled by election at a general meeting; or
- b. if after an annual general meeting the first year, by appointment of a member of this local association by the local council.

12.4 Notwithstanding subsections 12.1 and 12.3, in the event that the office of president becomes vacant, one of the vice-presidents shall be chosen by the table officers committee to fill that office.

12.5 Immediately following their term, the president may assume the role of past president. In the event that the immediate past president is not available to fill the office, the table officers shall fill that position by appointment of a former member of the table officers committee.

- a. In the event that there is no former table officer available to fill the office, a member at large of the local shall be appointed to fill that position

13. Election of Local Representatives- Annual Representatives Assembly (ARA)

13.1 The local representatives, except for the president of this local association, shall be elected annually in each year for a one-year term by a vote of the members of this local association.

- a. The president of this local association is automatically a local representative.

13.2 Election of local representatives shall take place at a general meeting of this local association which is to be held before June 30 of each year.

- a. The term of office shall be for one year commencing July 1 of the election year.

- b. Candidates for local representative who are unsuccessful in the election may become alternate local representatives.

13.3 A vacancy of local representatives occurring between elections shall be filled

- a. by the first alternate local representative, or
- b. by appointment of a member of this local association by the local council if there are no alternate local representatives.

13.4 Convention association representatives shall be elected (or appointed) in the number prescribed by the convention association to assume duties not later than April 1 of each year.

14. Election of Staff Representatives

14.1 School staff representatives shall be elected in September by each school staff on the basis of the number of staff according to the following table:

Staff Members (not FTE)	School Representatives
1 to 20	2
21 to 40	3
41 to 60	4
Over 60	5

15. Sublocals

15.1 This local may create sub locals as required.

15.2 Each sub-local shall operate under a constitution which must be approved at a general meeting of this local association and ratified by the Provincial Executive Council of the Alberta Teachers' Association.

15.3 The powers and duties of each sublocal shall be as shown in its constitution.

15.4 In order to qualify for a grant-in-aid from the local association, the request must conform with the policies approved by the local council from time to time.

15.5 A rebate per teacher shall be forwarded to each sub-local upon receipt of budget, officers, and a financial statement. The amount of rebate per teacher in each sublocal shall be set in policy.

16. Substitute Teachers' Group

16.1 At the request of 10 or more substitute teacher members, this local shall organize a

substitute teachers' group.

16.2 Those eligible for participation in the group shall be members who substituted for one of the employing jurisdictions included in this local association for at least one day during the previous 12-month period.

16.3 An appropriate budget for the group shall be allocated.

16.4 The frame of reference for the group shall be as follows:

- a. Its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within this local association the special interest of substitute teachers.
- b. It shall have at least one general meeting per year.
- c. It shall elect a chair, a vice-chair, a secretary-treasurer and two members at large to an executive which shall be responsible for organizing activities to promote the objects of the group.
- d. Its executive shall present to this local association an annual report of its activities.
- e. An executive member of the substitute teachers' group shall attend local council meetings and shall report at the meetings.
- f. The chair shall present all accounts to the local treasurer for payment.

17. Human Rights Statement

17.1 The following Human Rights statement is required to be read aloud and/or distributed electronically and/or provided in print at the outset of all Association meetings, events and activities:

As an organization that promotes and is committed to respecting human rights and ensuring a safe, secure, and healthy environment for all, the Alberta Teachers' Association (ATA) works to ensure that all present at or participating in ATA programs and events are protected from violence and harassment. All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities, or other ATA work.

ATA members are expected to treat one another with fairness, respect, and dignity and to uphold the highest standards of professionalism, accountability, competence and integrity as representatives of the provincial Association as well as their respective locals and subgroups.

Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this statement that come to their attention.

17.2 An appropriate person at each subgroup meeting will be identified as an authority to receive complaints. Typically, this will be a district representative, staff officer or local official.

17.3 The Association president and the presidents of locals, specialist councils and convention associations or persons designated by the presidents, are authorized to warn, reprimand and/or remove from a meeting, event, activity, or representative role any participant whom they reasonably believe to be in breach of the statement.

17.4 Any further investigation or measures would be undertaken in accordance with other existing policies and procedures and processes.

18. Provincial Association Intervention

18.1 In this section

- a. *investigated local officer* means a local officer whose conduct is under investigation pursuant to subsection 18.2;
- b. *investigator* is the individual appointed by the table officers pursuant to subsection 18.2;
- c. *local officer* means the president, vice-president, past president or secretary treasurer (or secretary or treasurer) of a local association or any other officer appointed or elected by a local association;
- d. *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
- e. *table officers* means the Association's officers as defined in Bylaw 37; (f) *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- f. *executive staff officer* means a member of executive staff designated by the executive secretary.

Suspension or Removal from Office of Local Officers

18.2 Where the table officers have or receive information that leads them to believe a local officer

- a. has neglected their duties to the extent that the proper operation of the local association is being negatively affected,
- b. is mentally incapacitated,
- c. is engaging in corrupt practices,
- d. is engaging in financial malpractice, or
- e. has undertaken activities inconsistent with the principles and policies of the Association, the table officers may initiate an investigation into the conduct of the local officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

18.3 In the course of the intervention under Section 18, an investigated local officer is entitled to have access to an executive staff officer for advice.

18.4 The table officers may, taking into account the nature of the alleged conduct, the urgency of the matter in question and any submission from the investigated local officer, suspend an investigated local officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.

18.5 The table officers may appoint another individual to assume the duties of the investigated local officer during the period of the suspension.

18.6 The investigated local officer may appeal a suspension from office under subsection 18.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.

18.7 If an investigated local officer appeals the suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated local officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.

18.8 During the investigation, the investigated local officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated local officer's conduct.

18.9 An investigated local officer may, in the course of the investigation, submit his or her resignation to the executive secretary.

18.10 Where an investigated local officer resigns in accordance with subsection 18.9, the investigation shall be continued with the cooperation of the investigated local officer, and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts that occurred during the period the office was held.

18.11 The investigated local officer has a duty to cooperate during the investigation, and the investigator may direct the investigated local officer or any other member of the Association to

- a. answer any inquiries the investigator may have relating to the investigation;
- b. produce any records or other property in the investigated local officer's possession or under their control that are or may be related in any way to the investigation;
- c. give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
- d. attend before the investigator for the purpose of complying with (a), (b) or (c)

of this subsection.

18.12 In the event that the investigated local officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in the report to the table officers.

18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated local officer.

18.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:

- a. remove the investigated local officer from office;
- b. restrict the investigated local officer's eligibility for office in the future; and/or
- c. if the investigated local officer was suspended during the investigation, reinstate the investigated local officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances;
- d. and shall advise the investigated local officer and Provincial Executive Council of their decision.

18.15 If the table officers remove the investigated local officer from office, then the table officers may appoint another individual to assume the duties of the investigated local officer until a new local officer is elected or appointed to the position in accordance with this constitution.

18.16 The investigated local officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.

18.17 If an investigated local officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated local officer and shall determine if the decision of the table officers shall be confirmed, varied, or set aside.

18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

Official Trustee

18.19 Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the local, subject to any terms and conditions the Provincial Executive Council considers necessary

- a. when a local council fails to comply with the requirements of subsection 7.5 or
- b. when the Provincial Executive Council considers it in the interests of the Association to do so.

18.20 The local may appeal the appointment of an official trustee to a representative assembly.

18.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on a local and conferred by this constitution.

18.22 On appointment of an official trustee to the local association, the officers of the local cease to hold office as officers of the local.

18.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

19. Governance Emergency

In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation. For the duration of the governance emergency and for a period of 40 operational school days thereafter, Provincial Executive Council directs

19.1 that the local may, by a majority vote of its executive committee, extend the terms of office of elected office holders for a duration and subject to conditions acceptable to the table officers committee of the Association;

19.2 that the local may, by a majority vote of its executive, extend the terms of appointed office holders, committee members and local delegates to representative assemblies of the Association that would otherwise end during the period of the emergency for a period of time not to exceed what would have been their normal term had the office been filled conventionally during the period of the emergency;

19.3 that, should a vacancy occur in an elected or appointed office or on a committee, the local may, by a majority vote of its executive committee, appoint a member to fill the vacancy to the expiry of its normal term;

19.4 that, absent other relevant provisions in the local constitution or policy, the local may, by a majority vote of its executive committee, authorize meetings and votes (including meetings and votes of the executive committee) that would otherwise be conducted by conventional means at meetings with persons in attendance, to be conducted by mailout ballots, online conferencing, telephone or other means;

19.5 that, for the period of the emergency, the executive committee of the local may exercise the authority of a general meeting of the local; and

19.6 that, without restricting the general application of subsection 19.5, the executive committee of the local may, by majority vote, set a local budget, allocate funds, authorize expenditures and make an application to Provincial Executive Council for changes in the local levy for the duration of the emergency.

20. General

20.1 The financial year of this local association shall be July 1 to June 30.

20.2 This local association shall reimburse members acting on its behalf for approved expenses.

20.3 A general meeting and/or local council shall have the power to establish bylaws which will govern in the operation of local association business.

20.4 Bylaws may be changed with a one-meeting notice of motion and a two-thirds majority vote of local council, or a majority vote of a general meeting.

20.5 Any bylaw is binding on the actions of all members of this local association, provided such is not contrary to the General Bylaws or rules and regulations of the Association. Any disputes regarding interpretation of a bylaw will be arbitrated by a committee consisting of the president, two other table officers and two local council representatives.

20.6 Amendments to this constitution may be made after a two-month notice of motion and by a two-thirds vote at a general meeting of this local association and are subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.

20.7 Effective 2021 09 30 and notwithstanding any other provision in this constitution or in related policies or frames of reference,

- a. the local shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the executive secretary of the Association or an association official designated by the executive secretary for review and approval prior to its execution;
- b. the executive secretary or other signing officer of the Association shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the local; and
- c. the most recent, fully executed copy of a contract of employment or contract for the provision of personal services and/or related collective agreement shall be filed with the Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

Revised constitution ratified 1970 03 20

Amendments ratified by TOC on behalf of PEC 1972 12 01; 1973 09 06; 1977 01 11; 1977 03 09; 1983 10 13; 1986 05 15; 1986 11 24; 1988 10 11; 1989 09 14; 1991 06 05; 1995 06 15; 1996 06 03; 2001 06 12; 2005 09 02; 2007 10 12; 2009 09 09; 2018 10 05 Revised as per PEC requirements 2012 06 14–15; 2017 06 08–09; 2018 06 26–27; 2020 05 10; 2021 09 16; 2022 06 09–10; 2023 09 14–15; 2025 05–28