

CAMPBELL RIVER DISTRICT TEACHERS' ASSOCIATION

CONSTITUTION AND BY-LAWS (as amended and adopted May 9, 2012)

CLAUSE 1 -- NAME

The name of this organization shall be the Campbell River District Teachers' Association and it shall be a branch of the British Columbia Teachers' Federation.

CLAUSE 2 -- PURPOSES

The objects of this Association shall be:

- (a) To promote the cause of education in the public schools of School District #72.
- (b) To raise the status and promote the welfare of the teaching profession in the district.
- (c) To carry on such activities as may from time to time be prescribed or approved by the British Columbia Teachers' Federation.
- (d) To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

CLAUSE 3

The business of the Association shall be carried on in School District #72 and in surrounding districts.

**BY-LAWS OF THE CONSTITUTION OF
THE CAMPBELL RIVER DISTRICT TEACHERS' ASSOCIATION**

BY-LAW 1 -- MEMBERSHIP

- (a) Membership in the Campbell River District Teachers' Association shall be in accordance with the terms of the Constitution and Policies and Procedures of the British Columbia Teachers' Federation.

BY-LAW 2 -- EXECUTIVE

- (a) Table Officers. The Table Officers of this Association shall consist of a President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Treasurer, Past-President, and the Local Rep.
- (b) Executive Committee. The Executive Committee shall consist of the Table Officers, Standing Committees' Chairpeople, and other Chairpeople as designated from time to time.
- (c) Executive members of the CRDTA may hold up to two positions on the executive in the event that all of the positions are not filled.
- (d) Representative Assembly. Includes the Executive Committee, and all staff representatives.
- (e) Duties. The Executive Committee shall, subject to the authority of general meetings of the Society, govern the Society.
- (f) Quorum. A quorum for any meeting of the Table Officers, or the Executive Committee, or the Representative Assembly, shall be at least 50 per cent of the members.

BY-LAW 3 -- STAFF REPRESENTATION AND REP ASSEMBLY

- (a) Staff Representatives shall be chosen by each staff concerned as early as possible in the school year. The number of Representatives chosen shall be determined by the following schedule:
- 1-20 Staff Members - One Representative
21-45 Staff Members - Two Representatives
Above 45 Staff Members - Three Representatives
- (b) Each job site at which more than one teacher regularly works shall be entitled to staff presentation.
- (c) Duties of the Rep Assembly:
- i) advise the Table Officers on any question affecting association policy,
 - ii) authorize or prohibit any proposal of the Executive Committee for action which it deems to be contrary or beyond the scope of association policy,
 - iii) decisions of the Rep Assembly are subject to the approval of a general meeting,
 - iv) Rep Assembly shall meet at the call of the President and/or Executive Committee. 20% of the Staff Reps may call a meeting,
 - v) Rep Assembly shall review the budget prior to the Annual General Meeting,
 - vi) Rep Assembly may select an appeal/problem-solving/mediation committee,
 - vii) Rep Assembly shall undertake duties from time-to-time that may be assigned to it by a

BY-LAW 4 -- ELECTIONS

- (a) All Table Officers and Standing Committee Chairpeople, shall be elected at the Annual General Meeting in May. Subject to By-laws 4(i) and (k), such officers shall continue in office until June 30 of the following year, except for the Treasurer, whose term shall expire August 31. (Amended Feb 20/91)
- (b) The Local Association Representative shall be elected for a two-year term at the Annual General Meeting in even-numbered years. The first alternate Local Association Representative shall be the President; the second alternate Local Association Representative shall be the first Vice-President.
- (c) Active members only shall be eligible to vote and to hold office.
- (d) The Table Officers will appoint an "Annual General Meeting Returning Officer" who shall conduct the elections. Such person shall not be a candidate for any office.
- (e) Nominations for President shall close two (2) weeks prior to the Annual General Meeting, and the Returning Officer will notify all staffs, forthwith, in typewritten or handwritten form, of the nominee(s).
- (f) Balloting:
 - (1) Successful candidates must receive fifty (50) per cent plus one of the votes to be elected.
 - (2) Advance balloting will be permitted for the following situations:
 - i) members at Sayward School, Cortes Island School, and any other rural school designated by the Table Officers.
 - ii) members who on the day of the Annual General Meeting are to be absent due to School Board approved field trips, sports events, Professional Development, or special leave, which takes them out of the district.
 - iii) Where there are more than two candidates for an office, members may mark their ballots in a preferential manner.
- (g) Should a nomination not be received for President within the stipulated time for nominations, nominations may be accepted from the floor of the meeting.
- (h) If an office is not filled by election, that position shall be filled by appointment of the Table Officers, subject to approval at the next General Meeting.
- (i) Whenever a vacancy occurs among Table Officers or Chairpeople or where a position is declared vacant under By-law 4(k), such vacancy shall be filled for the remainder of the term by election at a General Meeting. (Amended Feb 20/91)
- (j) Delegates to the British Columbia Teachers' Federation Annual General Meeting will be elected at a general meeting of the Association.

- (k) Where a general meeting of the Association adopts a motion of non-confidence in a Table Officer or Chairperson, a subsequent general meeting may, with five (5) working days' written notice to members, adopt a motion declaring the position(s) in question to be vacant. If the general meeting adopts such a motion, it shall forthwith conduct an election for the position(s) for the remainder of the term, pursuant to By-law (i).

BY-LAW 5 -- DUTIES OF OFFICERS

- (a) The duties of the Executive Committee shall be as defined in the Simplified Rules of Order (BCTF version of Robert's Rules) when not in conflict with any clause of this constitution. These rules shall also govern the procedure of all meetings.
- (b) The newly-elected Table Officers shall, On July 1, assume the responsibility for the affairs of the Association.
- (c) The President, subject to negotiations with the Board of School Trustees, shall be entitled to 100 per cent time off for Association duties with the Association bearing the cost of the President's salary.
- (d) The President shall:
- i) be the presiding officer of the Association;
 - ii) be the Chairperson of the Executive Committee and a member ex-officio of all Committees and Sub-committees;
 - iii) have general supervision of all matters and affairs of the Association;
 - iv) provide a printed report at the Annual General Meeting; and
 - v) be the 'alternate' to the Local Representative, and shall attend each British Columbia Teachers' Federation Representative Assembly.
- (e) The 1st Vice-President or in his/her absence, the 2nd Vice-President, shall perform the duties of the President in his/her absence. Duties will also include liaison with business and labour. Benefits shall be the responsibility of the Second Vice-President.
- (f) The Recording Secretary shall keep accurate minutes of all meetings of the Table Officers, the Executive Committee, the Representative Assembly, and General Membership.
- (g) The Treasurer shall:
- i) Receive, disperse, and accurately account for all monies within budget allocation. He/she shall disperse monies beyond this allocation only on the instruction of seventy-five (75) per cent of the Executive Committee, or the Representative Assembly, or a general meeting.
 - ii) Deposit all monies received at a local Chartered Bank and/or Credit Union to the credit of the Association and shall draw on these funds by cheque signed in accordance with a resolution of the Executive Committee, or the Representative Assembly, or a general meeting.

- iii) Ensure that any expenditure of more than \$500 shall not be allowed at a general meeting unless it has been reviewed by Executive Committee meeting, or a Representative Assembly meeting.

(h) The Local Association Representative shall:

- i) Represent the Association at all meetings of the Representative Assembly of the British Columbia Teachers' Federation.
- ii) Keep the Association informed of all matters concerning the Representative Assembly and other provincial matters pertaining to the welfare of this Association, as stated in provincial policy.

BY-LAW 6 -- STANDING COMMITTEE

- (a) The Association shall have Standing Committees whose Chairpersons shall be elected in the manner established in By-Law 4(a) and 4(b) and 4(c). Other committees may be formed from time to time by the consensus or resolution of the Table Officers, the Executive Committee, the Representative Assembly, or a general meeting.

(b) The Association shall have the following standing Committees:

- Bargaining
- Professional Development
- TTOCs
- Health & Safety
- Social Justice
- Aboriginal Education
- Working & Learning Conditions

- (c) That in the event that a committee is left vacant, an executive member can represent more than one committee.

BY-LAW 7 -- FEES AND LEVIES

- (a) The Association annual fee shall be levied at the Annual General Meeting and shall be payable in accordance with the constitution of the British Columbia Teachers' Federation.

BY-LAW 8 -- MEETINGS

- (a) Members other than active members shall not participate in any matters relating to collective bargaining.

- (b) Meetings of the Campbell River District Teachers' Association shall be open only to members in good standing, together with guests admitted with the approval of the meeting.

- (c) The Annual General Meeting shall be held in May, prior to the Spring Meeting of the Representative Assembly, for the purpose of:

- i) receiving committee reports,
- ii) receiving a financial statement,
- iii) electing officers of the Association,
- iv) appointing an auditor,
- v) determining the budget for the following year and setting the fee,
- vi) adopting a policy and procedures,

- d) General Meetings shall be held at the call of the President, the Executive Committee, or at least fifteen (15) per cent of the active members of the Association. Such General Meetings shall be held for any purpose properly to be considered by the membership and specifically for the purpose of ratification of a contract settlement.
- e) The Executive Committee shall meet at the call of the President or at the call of fifty (50%) per cent of its members.

BY-LAW 9 -- VOTING AND REFERENDUM

- (a) Voting at all meetings shall be limited to active members in good standing of the Campbell River District Teachers' Association.
- (b) Voting at all meetings shall be by a show of hands except when a ballot is demanded by one third of the members present.
- (c) Voting for the approval or rejection of the Contract Settlement and governing clauses shall be by secret ballot, and shall require a majority vote of the ballots cast.
- (d) The Executive Committee may at its discretion, and shall when directed by a general meeting or the Representative Assembly, submit to the voting members any questions affecting the interests of the federation. The Representative Assembly shall determine the referendum voting procedures. No action shall be taken by the Executive Committee or Representative Assembly except as authorized by a majority of those voting.

BY-LAW 10 -- QUORUM

At any General Meeting of the Association, a quorum shall exist when there is at least fifteen (15) per cent of the number of full-time equivalents present.

BY-LAW 11 -- AUDIT AND FINANCIAL YEAR

- (a) The accounts of the Association shall be audited by a person or persons elected at the Annual General Meeting, or failing such election, by person or persons named by the Executive Committee.
- (b) The financial year shall commence on July 1st of each year.

BY-LAW 12 -- INSPECTION OF BOOKS

Any member of the Society shall, by giving seven (7) days' notice, have the right to inspect the books of account and records of the Society.

BY-LAW 13 -- TEACHERS-ON-CALL

- (a) Except in emergency situations, all teachers-on-call employed by School District #72 shall have B.C. Certification, shall belong to both the British Columbia Teachers' Federation, and the Campbell River District Teachers' Association as Active Members. The fees set by both organizations shall be paid as prescribed.

- (b) Active Members are entitled to attend any General, or Special Meetings of the Campbell River District Teachers' Association. They are entitled to nominate, vote, and to hold any office within the Association. They are accorded access to Association services as rendered to the regular teaching staff of School District #72.
- (c) Teachers-on-call not having British Columbia Certification shall become Associate Members of the British Columbia Teachers' Federation and the Campbell River District Teachers' Association and pay the prescribed fees set forth by both organizations.
- (d) Associate Members may attend Association meetings, as guests, and shall be accorded access to Association services as permitted by the Executive Committee of the Campbell River District Teachers' Association.
- (e) The British Columbia Teachers' Federation fee for an Active Member or an Associate Member shall be the fee set forth at the British Columbia Teachers' Federation Annual General Meeting, payable immediately upon application for membership.
- (f) The Campbell River District Teachers' Association fee shall be levied at the annual general meeting and payable in accordance with the constitution of the B.C.T.F.

BY-LAW 14 -- COLLECTIVE BARGAINING

Members other than active members shall not participate in any matters relating to collective bargaining.

All formal grievances launched against the Board arising out of a conflict of our contract must first be brought to the attention of the Executive Committee immediately after the first step of trying to resolve the problem with the Administrative Officer involved. The Executive Committee shall have the responsibility of determining if the grievance will proceed to the next step and may, at any time, abandon the grievance should the circumstances change.

BY-LAW 15 -- AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution and By-Laws may be amended by an assenting vote of 75% of the votes cast at any General or Annual General Meeting, provided that notice of such amendment shall have been circulated to the membership at least one month prior to the meeting.