



Campbell River District Teachers' Association

Policies

(Amended October 23, 2020)

POLICY 1

MEMBERSHIP

a) The Constitution of the BCTF and the CRDTA shall determine membership in the CRDTA. Any policy adopted by the CRDTA must not be contrary to the above.

b) Transfers

Members of other Local Associations in good standing with the BCTF and their own Local Association may be received by transfer and enrolled by payment of a \$1.00 membership fee.

c) Associate Membership

Associate membership may be granted to others as determined by BCTF policy provided they have already taken out associate membership in the BCTF and that they pay a nominal fee. Associate members do not have voting privileges.

- Uncertified substitute teachers may join as associate members
- Administrative officers may join as associate members

d) Membership Fees

- Active Member
- Active Member – Teachers Teaching on Call
- Associate Members - Administrative Officers
- Uncertified Teachers Teaching on Call

Fees shall be set by the May Annual General Meeting

POLICY 2

GENERAL MEETINGS

a) A General Meeting shall consist of all members of the Campbell River District Teachers' Association.

b) Meetings

General meetings shall be held at least twice per year, one of which shall be an Annual General Meeting held in May. Additional meetings may be called as deemed necessary by the Executive Committee. Each meeting shall be publicized at least seven school days in advance by a bulletin announcement to the School Staffs.

c) Amendment of Policies

The Local Association may, in a General Meeting, amend the Policies of the Association by the usual procedure of motion.

d) Special General Emergency Meetings

At the discretion of Table Officers and/or the Executive Committee, Special General Meetings may be called to deal with specific issues of an emergent nature on 4 hours notice. Notice shall be given to Staff Reps by phone and electronic communication.

POLICY 3

REPRESENTATIVE ASSEMBLY

a) Meetings

The Representative Assembly shall meet as often as deemed necessary by the Executive Committee but not less than four times a year.

b) Voting

i) The vote shall be one per Delegate present.

POLICY 4

EXECUTIVE COMMITTEE

a) Meetings

- i) The Executive Committee shall meet as often as necessary and at least once per month.
- ii) Any CRDTA member may attend meetings of the Executive Committee and may speak if recognized to do so by the Executive Committee.

b) Minutes

- i) The minutes of each Executive meeting shall be distributed to Staff Representatives.

c) Elections

- i) A simple majority shall be required for election to the Executive.
- ii) 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.
- iii) The term of each position shall be one year, except that of Local Association Representative which shall be for a term of two years.

d) CRDTA Ad Hoc Task Force Committee Appointment

- i) The Executive Committee shall appoint all members to Ad Hoc Committees or Task Forces.
- ii) The Chairperson of an Ad Hoc Committee or Task Force shall be elected or appointed by the Committee members at their first meeting, or by the Executive, if necessary.

e) Nominations of BCTF and Joint CRDTA Board Committees

All nominations to CRDTA committees and task forces, except the Pro-D Committee, shall be submitted to the Executive Committee with supporting documentation for selection.

Procedures

- i) Applicants will submit curriculum vitae forms for duplication and submission to the Executive Committee.

POLICY 4 (cont'd)

- ii) The Executive Committee will move into a Committee of the Whole to deal with a nomination(s).
- iii) Prior to balloting, Executive members will examine curriculum vitae forms and may ask questions or offer information on any candidate.
- iv) Ballots shall be case marked "yes", "no" or left blank.
- v) To receive nomination, a member must have a simple majority of the ballots cast.

f) Joint CRDTA/Board Committee

- i) CRDTA Representatives on the Joint Committees shall notify the President of all meetings and items on the Agenda of each meeting.
- ii) Following each Joint Committee meeting, a report shall be made to the Executive Committee.
- iii) Joint CRDTA/Board Committees shall include Industrial Health & Safety, Staff Allocation, Pro-D Committee, Implementation Committee.

g) Grievance Committee

The Executive Committee shall be the CRDTA Grievance Committee.

- i) All alleged grievances shall be heard by the Executive Committee for recommendation before being pursued outside the Association.
- ii) This grievance committee shall select representatives for Association Grievance Committee as stipulated in the Collective Agreement.

h) Liaison Meetings

- i) Liaison committee shall consist of President, and other members as required.
- ii) Prior to Liaison Meetings with Board representatives, all matters on the agenda should be discussed by the Executive Committee.

i) Role in Negotiations

- i) All items for negotiation from the Bargaining Committee shall be submitted to the Executive Committee before being taken to the Representative Assembly and/or General Meeting.
- ii) Any negotiation items not the responsibility of the standing committees shall be the responsibility of the Executive Committee.

POLICY 4 (cont'd)

j) Reports

Members of the Executive should submit reports for the President's Memo by a date specified by the President.

k) Presentation to the Board

All presentations to the Superintendent or the School Board shall be submitted to the Executive for their consideration and endorsement prior to presentation.

l) BCTF Information

Copies of BCTF information and materials shall be made available to the Executive.

m) BCTF Activities

The Local Association Representatives shall scrutinize minutes of the BCTF Executive meetings and time shall be set aside at each CRDTA Executive meeting for discussion of BCTF activities.

n) Calendar of Events

The Executive shall organize a calendar of events for the coming year which shall be submitted to the membership in September.

o) Signing Officers

The signing officers for the Association shall be two of the following: Treasurer, President, 1st Vice President or 2nd Vice President, one of which shall be the President or Treasurer.

p) Expense Allowance

The budget shall include an allowance to be used for the expenses of the Executive Committee. Itemized vouchers must be presented to the Treasurer for reimbursement for agreed-upon expenses incurred while on legitimate Executive Committee business.

For budget setting purposes, the President's salary will always be budgeted at PA6 max. Any surplus generated will be reviewed within the Treasurer's report to the following year's AGM.

POLICY 4 (cont'd)

q) Surveys

All CRDTA surveys sent to the total membership of the CRDTA shall be approved by the CRDTA Executive.

POLICY 5

TABLE OFFICERS

a) Membership

Shall consist of President, Past President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Local Association Representative.

b) Duties and Responsibilities

- i) Table Officers' meetings are called at the discretion of the President.
- ii) Table Officers shall assist and advise the President.
- iii) Table Officers shall make recommendations to the Executive.
- iv) Table Officers shall prepare BCTF Resolutions and organize the AGM delegation.
- v) Table Officers shall organize the Induction/Welcome Ceremony for teachers new to the District.
- vi) Table Officers, in conjunction with the Board, shall organize a social function for retiring teachers.
- vii) Table Officers shall examine and review all policies and procedures and prepare advice on proposed additions, deletions and amendments of the CRDTA Constitution, By-Laws and Policies.

POLICY 6

PRESIDENT

- a) The president shall represent the interests of the CRDTA and the BCTF in the district.
- b) The President shall be responsible to provide members with information and advice regarding: The School Act; Collective Agreement; School Board Policy; and Constitution, Policies and Services of the BCTF and of the CRDTA; and other professional matters.
- c) The President shall participate in the initial investigation of learning conditions and personnel problems in the district.
- d) The President shall meet with each school staff upon request to provide information to the staff and to provide staff input into CRDTA committee operation.
- e) The President shall ensure that each Officer, Chair and Staff Rep knows his/her role in the Campbell River District Teachers' Association.
- f) The President shall chair the CRDTA Liaison Committee and select members as required.
- g) The President or a Delegate shall attend all Board meetings and report to the following Executive meeting.
- h) The President shall be present at all arbitration meetings.
- i) All items of communication shall be directed through the President. All press releases from the CRDTA which are a matter of opinion are to be attributed to the President and given by him/her.
- j) In the event of absence of the President, release time for the 1st Vice President shall be at the discretion of the Table Officers.

POLICY 7

COMMITTEES

a) General Duties of Committees

- i) All Standing Committees should prepare and preserve a record of the minutes of their meetings.
- ii) All committees shall submit to the Executive a written report of the important developments and information for distribution to the membership.

b) Standing Committees (Chairperson elected at AGM)

- i) Working and Learning Conditions Committee
- ii) Pro-D Committee
- iii) Teachers Teaching on Call Committee
- iv) Social Justice Committee
- v) Aboriginal Education Committee
- vi) Bargaining Committee
- vii) Health & Safety Committee

Committee chairpersons shall select and appoint members to his/her committee subject to ratification by the Executive Committee unless otherwise noted.

- c) Committee chairpersons shall submit a written report/recommendations to the Executive Committee prior to distribution at the Annual General Meeting.

POLICY 8

BARGAINING COMMITTEE

a) Membership

- i) The Bargaining Committee shall consist of the Executive Committee, Past Bargaining Chair and two additional members elected by the membership.

b) Duties and Responsibilities of the Bargaining Committee

- i) The Committee shall solicit recommendations for negotiations from Standing Committees and the general membership.
- ii) The Committee shall recommend negotiation items to the Representative Assembly.
- iii) The Committee shall coordinate and, where necessary, initiate research on negotiation items.

c) Negotiations

- i) The Bargaining Committee shall appoint a Negotiating Team consisting of: the President, the Bargaining Chair, the Chief Negotiator and up to two members of the Association, subject to ratification by the Rep Assembly.
- ii) The Bargaining Committee shall recommend a Chief Negotiator to be ratified by the Representative Assembly of the Campbell River District Teachers' Association.
- iii) The Negotiator may be the Chairperson and Chief Spokesperson for the Negotiating Team.
- iv) The Negotiating Team shall present bargaining objectives to the Board.
- v) The Negotiating Team shall negotiate with the Board's Negotiating Committee.
- vi) The Negotiating Team shall report regularly to the Bargaining Committee during negotiations.
- vii) The Negotiating Team shall report to the Executive and Bargaining committees prior to making a recommendation on ratification to the General Meeting.

POLICY (cont'd)

- vii) The Negotiating Team shall make recommendations concerning ratification of a contract to a General Meeting.
 - ix) The Board shall be advised that the CRDTA Negotiating Team does not have the authority to close without presenting the package to the Bargaining Committee and Executive Committee for their consideration.
 - x) The Negotiating Team shall ensure that all BCTF Executive recommendations on agreements are made available in writing to the CRDTA Executive.
 - xi) The Negotiating Team shall present all recommendations regarding bargaining from the BCTF Executive Committee to the General Meeting for its information.
- d) Special Interest

The Bargaining Committee or Negotiating Team may call together a group of teachers to discuss matters which pertain specifically to them.

POLICY 9

NOMINATING AND BALLOTING COMMITTEE

a) Membership

The President shall appoint members to the Nominating and Balloting Committee as he/she deems necessary, subject to ratification by the Rep Assembly.

b) Duties and Responsibilities

- i) To prepare a list of vacancies to be filled for the following year and release it to each Staff Rep at least two weeks in advance of elections.
- ii) To prepare a list of candidates for all vacancies.
- iii) To conduct a Referendum Vote when directed by the Executive Committee.

c) Election Procedures

- i) All candidates for position(s) on the particular ballot shall be introduced.
- ii) Three calls shall be made for "further nominations".
- iii) Each candidate shall be given the opportunity to state his/her position.
- iv) Ballots for President shall be done in the manner prescribed by the Constitution. Other balloting shall be by marking an "X".
- v) A candidate will be declared if he/she receives more than 50% of the valid ballots cast in which case the ballot is considered decisive.
- vi) Counts on ballots shall only be announced where results are not decisive, in which case the meeting shall, by motion, delete one or more candidates from the ballot before any indication is given as to the ranking of candidates.
- vii) Balloting shall take place in the following order: President, Local Association Representative, First Vice-President, Second Vice-President, Secretary, Treasurer, Committee Chairpersons.
- viii) Ballots will be destroyed by resolution.

POLICY 10

STAFF REPRESENTATIVES

- a) The Staff Rep or his/her designate will:
 - i) Ensure that CRDTA business is an item on the agenda of regular staff meetings when required.
 - ii) Ensure that staff members have an opportunity to present agenda items for staff meetings.
 - iii) Call staff meetings to discuss CRDTA business, when necessary, and shall chair such meetings.
 - iv) The Staff Rep shall provide members, when required, with information regarding: the Public Schools Act; the Contract; School Board Policy; Constitution, By-Laws and Policies of the CRDTA/BCTF; services of the CRDTA and BCTF.
 - v) The Staff Rep shall inform the President of all activities in the school that might be worthy of publication to the public or the Association.
 - vi) The Staff Rep shall encourage members to be involved in CRDTA activities and to run for CRDTA positions.
 - vii) The Staff Rep shall notify the President of staff members who suffer illness or bereavement.
 - viii) The Staff Rep shall maintain a binder containing current CRDTA minutes, notices and information.
 - ix) The Staff Reps shall be elected at the first staff meeting of the school term.
 - x) Staff Rep training shall occur at least once a year.
 - xi) Staff Rep, on notice to Administrative Officer in charge, may use school facilities and equipment for meetings and other Association business subject to booking procedures.
 - xii) When requested by an associate, a staff rep shall be relieved of instructional duties to attend any grievance or any other matters involving the teacher and a Board representative.
 - xiii) It is understood that there will be no loss of pay. The Association will pay the costs of Staff Rep's TTOC.

POLICY 11

BURSARIES

That CRDTA bursaries be given out to applicants by the following criteria:

- i) That the CRDTA Treasurer budget \$5,000 annually for the purpose of giving CRDTA bursaries to be distributed by the District Bursary Committee.
- ii) That \$500 dollars be given to each CRDTA dependent who applies for a bursary.
- iii) That a minimum of \$3,500 be first targeted for CRDTA dependents as per ii, above.
- iv) That up to \$1,500 be targeted for any other bursary applicant(s) to be distributed by the District Bursary Committee.
- v) If there are 7-10 CRDTA dependents, they receive \$500 each.
- vi) In order to respect the minimum \$3500 for CRDTA members that was passed, and also to provide some sort of fair distribution from year to year, there will be a reserve fund, which will be utilized in exceptional years in the following ways:
 - (a) if there are fewer than 7 CRDTA dependents, they each receive \$500. Anything remaining up to \$3500 will go into the reserve fund.
 - (b) if there are more than 10 CRDTA dependents, the \$5000 will be divided equally (unless there is money in our reserve fund from previous years to top them up to \$500 each or as close as possible)

POLICY 12

GUIDELINES FOR GRANTING DONATIONS

- i) Direct benefit to local teachers and/or students
- ii) Non-political/non-partisan/non-profit
- iii) Local
- iv) Educational and/or social merit
- v) Credibility

And that in determining the amount to be donated, the Executive will be guided by past practice and budgetary constraints.

POLICY 13

PICKET LINE POLICY

- i) CRDTA members shall honour all duly constituted picket lines and job actions arising out of a dispute with the employer, Board of School Trustees (School District No. 72). The CRDTA Executive shall be delegated the power to conduct hearings and to assess penalties for picket line crossings according to this policy and the bylaws and policies of the BCTF.
- ii) Strike, lockout, and third-party dispute pay shall be disbursed as provided in BCTF Policy 10.L.12.

Local processing of picket line violations shall be consistent with the following and BCTF Bylaws and Procedures:

- i) The CRDTA Executive, consistent with BCTF Bylaws 7.8, 7.9 and 7.10 and BCTF Procedures 44.16 and 44.18, shall assess a fine equivalent to the gross daily pay received by any member(s) found to have crossed a duly constituted local picket line arising out of a CRDTA dispute with the employer.
- ii) Such fines, consistent with (1) above, shall be a levy due to the CRDTA pursuant to Article A.4 of the collective agreement and BCTF Bylaw 7.10 and shall be disbursed, once paid to the CRDTA, to a local charity selected by the CRDTA Executive.
- iii) Members found by the CRDTA Executive to be in violation of picket lines and penalized therefore may appeal such finding and/or penalty in writing to the chair of the BCTF Judicial Council who shall assign an Appeal Panel. The appeal may be heard orally and/or in writing at the discretion of the Appeal Panel.

POLICY 14

CRDTA LOCAL CONFLICT OF INTEREST POLICY

The following policy was agreed to as part of a Human Rights Tribunal settlement agreement.

Subject to any further policy direction from the BCTF, the Local agrees that, if further incidents occur where concerns are raised that an elected Union member (the "Member") is or may be in breach of the BCTF Conflict of Interest Policy, the following procedures will be followed:

- a) The Executive of the Local will give the Member notice of the concerns.
- b) The Executive of the Local will investigate those concerns, including meeting with the Member to hear the Member's response to the concerns. The investigation team will include two local members who are not members of the Executive, those two members to be mutually agreed on by the Executive of the Local and the Member.
- c) The Local Executive will then consider how to address the situation, including the possibility of a vote of non-confidence in the Member due to breach of the Policy.
- d) If, in the opinion of the Executive of the Local a vote of non-confidence is considered appropriate, the Executive will advise the member, who will have an opportunity to speak to the Executive before the Executive votes to bring forward a motion of non-confidence to the general membership.
- e) The Executive will include in its supporting statement in support of the motion of non-confidence the other options that were considered by it and the reasons why they were not chosen.
- f) If the Member wishes, he/she may provide a written statement which the Executive will provide to the general membership at the same time and in the same manner that it presents its supporting statement to the general membership.
- g) If the Executive decides to put a motion of non-confidence to the membership, the Member will have a full and fair opportunity to address the general membership meeting before it votes.
- h) The Member may have an advocate attend any meeting which the member attends as set out above.