

# Sunshine Coast Teachers' Association

## **CONSTITUTION and BY-LAWS**

### **PREAMBLE:**

The most recently revised edition of the B.C.T.F. Simplified Rules of Order shall be used as a guide and a reference. The Association shall elect officers, call and conduct meetings, vote, organize committees, collect fees or other funds, and carry on the business of working towards its aims in a manner which, in the best judgment of the members, is not at variance with the B.C.T.F. Code of Ethics or Constitution.

### **NAME:**

The name of this Association shall be the Sunshine Coast Teachers' Association, hereinafter called the Association, a local Association of the B.C.T.F.

### **AIMS:**

The aim of the Association shall be:

1. To foster and promote the cause of education in the Sunshine Coast School District, hereinafter called the District.
2. To raise the status of the teaching profession in the District.
3. To promote the welfare of the teachers of the District.
4. To provide for the enlargement of the scope of the foregoing aims by permitting support of any other society or movement having objectives similar to or advantageous to those of this Association.
5. To support the Constitution and By-Laws of the B.C.T.F.

## **BY-LAWS:**

### **No. 1 - Membership:**

#### **1.1 Active Membership**

- 1.1.1 Active members of the B.C.T.F. employed in the District shall be Active members of the Association.
- 1.1.2 All teachers holding valid B. C. Teaching Certificates employed in the District shall be Active members of the Association.
- 1.1.3 An Active member on leave of absence is, unless employed by another school district, entitled to remain a member of the Association without payment of fee for the period of such leave of absence.
- 1.1.4 Subject only to Bylaw 1.1.3, where no membership fees are paid to the Association by an Active member for a period of six school months, Active membership in the Association shall be deemed for all purposes to have terminated.

#### **1.2 Associate Membership**

- 1.2.1 Associate membership shall be granted on application and payment of the fee pursuant to By-Law No. 4 to persons not eligible for Active membership who are employed in the District as Uncertified Teachers-on-Call.
- 1.2.2 Associate membership may be granted to other persons eligible for Associate Membership in the B.C.T.F.
- 1.2.3 Associate members who are uncertified teachers-on-call shall be entitled to vote, pursuant to the Industrial Relations Act, only on matters pertaining to secret ballot strike votes and contract ratification, and shall not be entitled to hold office.

### 1.3. **Honorary Membership**

- 1.3.1 Honorary Associate Membership without fee may be granted by the Executive Committee to honour distinguished service by persons who have ceased to be Active members.
- 1.3.2 Honorary Membership may be conferred by resolution of any General Meeting on any person, not a teacher, whom the Association wishes to honour.
- 1.3.3 Honorary Life Membership may be conferred by resolution of any General Meeting of the Association. Honorary Life Members shall not participate in any manner in matters related to collective bargaining, except where an Honorary Life Member is also an Active member.

### 1.4 **Membership Year**

The membership year shall be from July 1 and shall end on June 30 next following. For Active members, the fee is due and payable in installments at the end of each month, proportionate to the period of employment of the member during the membership year. Active members shall execute authorizations for payroll deduction of fees and levies. Active members are deemed to be in good standing upon execution of the said authorization.

### No. 2 - **General Meetings:**

- 2.1 A General Meeting, a Special General Meeting, and an Annual General Meeting shall consist of the assembled members of the Association.
- 2.2 All members shall be notified at their business addresses, of the time and place of any General Meeting at least two (2) weeks in advance of the meeting.
- 2.3 General Meetings shall be held at least three times each year. Additional meetings may be called as deemed necessary by the Executive Committee.
- 2.4 A General Meeting shall be held in the fall, the business to include the receipt of financial statements and the induction of new members.

- 2.5 A General Meeting shall be held in the winter following circulation of reports and resolutions. The business to include the election of delegates to the B.C.T.F. Annual General Meeting. Delegates shall be elected from among those members who have signified their agreement to stand for election, either in writing prior to the meeting, or verbally during the meeting.
- 2.6 A General Meeting shall adopt policies and procedures of the Association.
- 2.7 The Annual General Meeting of the Association shall be held during the last week of April or the first two weeks of May at a time and place to be fixed by the Executive Committee.
- 2.8 The business of the Annual General Meeting shall include:
  - a) receipt of reports;
  - b) nomination and election of officers as specified in this constitution;
  - c) receipt and adoption of annual budget;
  - d) such other business as may properly be brought before the Annual General Meeting.
- 2.9 A Special General Meeting dealing exclusively with an emergency matter, may be called by the Executive Committee on 24 hours notice to all members at their business addresses.
- 2.10 A Special General Meeting shall be called by the Executive Committee upon written request of at least ten per cent of the membership.

**No. 3 - Voting:**

- 3.1 At all General Meetings of the Association, voting rights shall be governed by By-Law No. 1.
- 3.2 Voting shall be by a show of hands, except elections of officers and motions involving salary status which shall be by secret ballot. Any matter must be by secret ballot if such vote is requested by one-quarter of the members present.
  - 3.2.1 Proxy voting for SCTA Executive positions and for Motions at all SCTA General Meetings is permitted for members who are scheduled to teach in local 46 at the time of the General Meeting and cannot attend the meeting for this reason.
- 3.3 Determining the results of a vote:
  - 3.3.1 The voting procedure as outlined by the B.C.T.F. Policy "Determining the Results of the Vote" shall be followed. The intent is that no numbers shall be published.

### 3.4 Secret ballot voting outside of General Meetings:

- 3.4.1 Secret ballot voting rights shall be governed by By-Law No. 1.
- 3.4.2 When a decision must be taken and it is not feasible to call an emergency general meeting, the table officers, the executive or the general meeting may decide to conduct a secret ballot voting.
- 3.4.3 If the Association wishes to conduct a secret ballot vote, it may be conducted on twenty-four (24) hours notice to all members at their business addresses and be completed by 4:00 p.m. on the day specified for the vote.
- 3.4.4 The following procedures shall be observed for conducting a secret ballot vote:

#### Procedure to be followed for voting:

- a) The Staff Representative shall assemble the staff as a Committee of the Whole and explain procedure to be followed. The Staff Representative does not give advice to the members on how they should or should not vote.
- b) As each member collects a ballot, they sign by their name on the staff list. Should the list not be accurate, the Staff Representative will add the name of persons not included or draw a line through the name if that person is no longer there. Teachers-On-Call within the school may add their names and signatures to the staff list if they wish to vote at that school.
- c) The teacher votes and places the ballot in the container provided but does not leave the assembly.
- d) When everyone has voted and in the presence of the assembly, the staff representatives seal the container and sign their names across the seal.
- e) The ballots are then delivered to the S.C.T.A. office.

#### Procedures for Teachers-On-Call:

- a) The Teacher-On-Call Staff Representative will inform teachers-on-call through the established telephone tree that the vote is being held.
- b) Teachers-on-call wishing to vote may do so at the school closest to them following the procedure outlined above or; teachers-on-call may vote at the S.C.T.A. office.

Procedures for Counting:

- a) The number of members' signatures will be counted to determine how many ballots were distributed.
  - b) The containers will then be opened and placed in a common box.
  - c) The ballots will then be counted with staff representatives acting as scrutineers.
  - d) After the ballots are counted, they will be placed in a container according to "yes" or "no" and the containers will be sealed in the same manner as described above.
  - e) The results stating the number of people who voted and the percentages of "yes" and "no" votes will then be released to the members.
  - f) A motion to destroy the ballots will be voted upon at the next General Meeting.
- 3.3.5 Should a discrepancy occur between the number of signatures and the number of ballots cast, the vote will be re-scheduled.

No. 4 - **Fees and Levies:**

- 4.1 Each Active and associate member shall pay an annual fee and such levies as may be made by majority vote of a duly constituted General Meeting. Amendment of fees requires two weeks written notice of motion in their workplace. Fees may be amended only by extraordinary resolution of a duly constituted General Meeting. Such extra-ordinary resolution shall require a seventy-five percent majority. Local and B.C.T.F. Active and Associate Membership fees shall be deducted monthly by the District Accounting Department.

No. 5 - **Executive Committee:**

- 5.1 There shall be an Executive Committee which shall consist of
- (a) Table Officers
    - (1) President
    - (2) Vice-President
    - (3) Secretary
    - (4) Treasurer
    - (5) Past President
    - (6) Local Representative to the B.C.T.F.
    - (7) Communications Officer

(b) Committee Chairs

- (1) Bargaining Committee Chair
- (2) Professional Development Committee Chair
- (3) Social Justice Chair
- (4) Teacher-on-Call Chair
- (5) Health & Safety Chair
- (6) Aboriginal Education Chair

(c) Staff Representatives from each school including a representative of District Teachers.

- 5.2 The Executive Committee, except for School Staff Reps, and the Bargaining Committee Chair, shall be elected each year at the Annual General Meeting and take office on July 1, following their election.
- 5.3 The Teacher-on-Call Chair may be elected by the teachers-on-call in September.
- 5.4 Staff Representatives shall be selected/elected by each school staff in early September.
- 5.5 The President shall be elected at an Annual General Meeting for a one year term.
  - 5.5.1 The President's salary and benefits shall be paid by the Association.
  - 5.5.2 The President shall take office on July 1, following his/her election.
  - 5.5.3 In the event the President is unable to fulfill his/her presidential duties for a maximum of three months, the President shall be given a leave of absence. The Vice-President shall assume the duties of the President.
  - 5.5.4 In the event that the President resigns, a Special General Meeting pursuant to By-Law No. 2.6 of the S.C.T.A. Constitution shall be called and a by-election shall be held.
  - 5.5.5 In the event the President is unable to fulfill his/her presidential duties for reasons related to health, Article A.16.5 and 16.6 shall apply. The Vice-President shall assume the duties of the President until the President is well or resigns.
- 5.6 The Past President of the Association shall serve on the Association executive for a period of one year.
- 5.7 All members of the Executive Committee shall be eligible for re-election.

- 5.8 Nominations for Executive Committee shall be made by:
- (1) a Nominating Committee consisting of the Vice-President and Staff Representatives, or
  - (2) a General Meeting.
- 5.8.1 SCTA members must declare their intention to run for executive positions 2 weeks prior to the AGM and that all candidate names be communicated to SCTA members and school sites via mass email, fax and posters in the school run.
- 5.8.2 Nominations from the floor of the AGM will be accepted for any vacant SCTA Executive positions – positions that had no nominees 2 weeks prior to the AGM.
- 5.9 When a vacancy occurs in the Executive or in a Committee, the vacancy may be filled by the appointment of the Executive until the next General Meeting, at which time the appointment is subject to ratification by that meeting.
- 5.10 That, in the event the SCTA's Local Representative is unable to attend the fall and spring RA, the president be designated as the alternate.
- 5.10 Vacancies
- 5.10.1 If any member of the Executive Committee shall resign from office, or be suspended or expelled from the Association, the Executive Committee shall declare the office vacated.
  - 5.10.2 Whenever a vacancy shall occur in the Executive Committee, the vacancy shall be filled by election at the next General Meeting for the duration of the term.
  - 5.10.3 If the vacancy arises after the Annual General Meeting has adjourned, the vacancy may be filled for the duration of the term by the Executive Committee, or left vacant until a subsequent General Meeting may fill it by election.

**No. 6 - Duties of Officers:**

**The President shall:**

- 6.1.1 Monitor and enforce the Collective Agreement.
- 6.1.2 Be a member ex officio of all committees overseeing their function and ensuring that S.C.T.A. policies, procedures and contract are followed.



- 6.1.3 Make every effort to attend all meetings of the Executive, Professional Development Committee, Learning Community Team, Bargaining and Teachers-on-Call.
- 6.1.4 Be the First Alternate Local Representative to the B.C.T.F.
- 6.1.5 Be a delegate to the B.C.T.F. Annual General Meeting.
- 6.1.6 Attend B.C.T.F. Summer Conference and other local President Advisory Council meetings.
- 6.1.7 Call meetings and plan the agendas as appropriate.
- 6.1.8 Be the official representative of the S.C.T.A. at, or send a designate to, all public ceremonies.
- 6.1.9 Provide a historical perspective of the Association.
- 6.1.10 Ensure all B.C.T.F. Grants are being accessed.
- 6.1.11 Review and recommend adjustments to the office manager's contract as required.
- 6.1.12 Prepare an annual budget.
- 6.1.13 Authorize payment of bills, be co-signer of cheques and overseer of accounts.

The Vice-President shall:

- 6.2 Assist and support the President.
  - 6.2.1 Substitute for or have duties delegated to him/her when necessary.
  - 6.2.2 Be the Chair of the Nominating Committee.
  - 6.2.3 Chair all executive and general meetings of the S.C.T.A.
  - 6.2.4 Be the second alternate local representative to the B.C.T.F.
  - 6.2.5 Be a member of the Health & Safety Committee.
  - 6.2.6 Be a member of the SCTA Bargaining & Grievance Committee.
  - 6.2.7 Be a co-signer of cheques and overseer of accounts.

The Secretary shall:

- 6.3.1 Be responsible for taking and keeping Minutes of all Executive and General Meetings.

The Treasurer shall:

- 6.4 Be responsible for overseeing the financial affairs of the association.
  - 6.4.1 Instruct the SCTA office secretary to deposit monies in the Sunshine Coast Credit Union to the credit of the Association. The SCTA office secretary shall be responsible to the Treasurer to ensure monthly accounting of expenditures and monies received.
  - 6.4.2 Give a Treasurer's Report at all monthly SCTA Executive Meetings and when called upon to do so, present the proposed projected budget at the Annual General Meeting and the annual projected budget at the Fall General Meeting.
  - 6.4.3 Instruct the SCTA office secretary to submit the books to a Certified General Accountant appointed by the Executive Committee for an audit at the close of the fiscal year. The audit shall be made in accordance with generally accepted standards for review engagements and shall consist of enquiry, analytical procedures, and discussion related to information supplied by the Association.
  - 6.4.4 Be co-signer of cheques and an overseer of accounts.

The Local Representative shall:

- 6.5.1 Represent the Association at all Representative Assemblies and B.C.T.F. Annual General Meetings and shall report to the Association.
- 6.5.2 Be a member of the SCTA Bargaining & Grievance Committee.

The Communications Officer shall:

- 6.6.1 encourage membership involvement in the Association and promote a positive image for teachers
- 6.6.2 assist and support the SCTA President and SCTA Office Manager with all forms of communication

- 6.6.3 liaison with the BCTF Communications and Campaigns Division, SCTA Committees and the Sunshine Coast Labour Council
- 6.6.4 advise and report to the Executive on communication issues
- 6.6.5 help inform SCTA members and the community of current educational and professional issues

No. 7 - **Committees and their Functions:**

- 7.1 Bargaining & Grievance Committee: The function of this Committee is to negotiate all aspects of the Collective Agreement. Grievances are governed by SCTA Policy 5000. The function of this Committee is to track the process of all grievances in the Local. It shall formulate advice regarding local support on non-support of particular grievances. This committee shall be composed of the President, Vice President and Local Representative. Other members of this Committee shall be appointed by the SCTA Executive in accordance with the SCTA Committee Application protocol.
- 7.2 Professional Development Committee: The function of this Committee is to oversee and give direction for professional development in the District, as provided for in the Collective Agreement. This committee shall be composed of a chair, elected at the Annual General Meeting, the President ex officio, a representative elected by each school staff, a representative of District Teachers and one by Teachers-Teaching-on-Call.
- 7.3 Social Justice Committee: The prime goal of the Social Justice Committee is to address issues relating to sexism, racism/multicultural education, poverty, peace and global education, environmental education, homophobic and heterosexism. Activities to achieve these objectives are centered around the areas of curriculum, bargaining, awareness and skill development. The Chair(s) of this Committee shall be elected at the Annual General Meeting.
- 7.4 Health & Safety Committee: This Committee is a mandated Workers' Compensation Board Committee. The function of this Committee is to monitor and improve the working and learning conditions of teachers in the district. The Chair(s) of this Committee shall be elected at the Annual General Meeting. The Vice-President shall be a member of this committee.
- 7.5 Public Relations and Communications Committee: The function of this Committee is to be responsible for internal and external public relations. It shall work closely with the Executive Committee and the Staff

Representatives. The Chair(s) of this Committee shall be elected at the Annual General Meeting.

7.6 Education Implementation Committee: This Committee provides for Association involvement in proposed changes to educational programs and/or curriculum as per Collective Agreement Article F.1 Educational Change. The Committee shall work with the Professional Development Committee where appropriate to do so.

7.7 Teacher Trustee Liaison Committee:

- This committee will meet as necessary and will allow teachers and trustees to exchange information, discuss issues of concern and problem solve.
- The committee will be jointly chaired by the president of the SCTA and the Board Chair.
- The committee will be composed of 6 members, including the president. Every effort should be made to have the committee be as representative as possible so that the views of primary, intermediate and secondary teachers, as well as non-enrolling teachers, are represented. \*Board by-laws have changed: Superintendent is the liaison officer between SCTA and the Board.

7.8 All Committee vacancies which are not specifically elected at the S.C.T.A. Annual General Meeting, shall be filled by the Executive through advertising to the members.

7.9 By-Laws Governing District Committees:

7.9.1 The S.C.T.A. shall act as the corporate voice for all members of the Association.

7.9.2 Teachers wishing to serve on District Committees submit their nominations to the S.C.T.A. for endorsement by the membership when there is time, or by the Executive when there is not time for membership endorsement.

7.9.3 Members wishing to influence instructional programs and decisions, shall bring recommendations to the Association for discussion by and approval of the membership before making representation as members of the S.C.T.A., to the School Board or other outside bodies."

Areas of communication that require prior authorization are:

- a. Representations to commissions/hearings or committees;

- b. Representations to the Board on curriculum (review, development and implementation), assessment, policy, administrative matters;
- c. Representations to Agencies or Organizations outside the S.C.T.A. such as Universities, Community Colleges, Vocational Schools, Parental groups;
- d. Formal participation in public pressure groups or organizations.

- 7.9.4 Areas of Communication that need not be reported to the SCTA:
- a. Communications that are seeking information;
  - b. Liaison with related professional groups (local, provincial, national, international) unless these involve public representations in which the SCTA will be mentioned;
  - c. Production and distribution of curriculum materials (print or audio-visual).

- 7.9.5 Areas of communication in which the LSA or committee may act autonomously but within BCTF/SCTA policy, and which shall be reported to the SCTA:
- a. Press releases, articles about LSA activities;
  - b. Press coverage of LSA events;
  - c. Response to questions initiated by the press;
  - d. Joint sponsorship of conferences (universities, ministries, clubs, businesses);
  - e. Liaison with business or industry (advertising, surveys, displays, field trips);
  - f. Newsletters and journals;
  - g. Liaison with universities, community colleges, vocational schools;
  - h. Affiliation with other professional groups (local, provincial, national, international);
  - i. Informal discussions that do not include formal representations with school board officials regarding board programs.

- 7.9.6 SCTA members speaking on their own behalf shall make that clear.

**No. 8 - Quorum:**

- 8.1 A quorum of the Executive shall be a majority of the members thereof.
- 8.2 A quorum at a General Meeting requires ten per cent (10%) or more of the Active members of the Association.

**No. 9 - Examination of Books and Records:**

- 9.1 All books, documents and other records, shall be kept by the officers of the Association with paid assistance as required. With the exception of those

books, documents or records containing information confidential to members or former members, these books, records and documents may be examined by any member upon request.

No. 10 - **Special Funds:**

- 10.1 The S.C.T.A. shall maintain a reserve fund.
- 10.2 That the purpose of the reserve fund shall be to ensure that the S.C.T.A. can pursue its goals and priorities from a position of financial strength and can meet, without delay, special, emergent, and/or significant expenses. Such expenses may include:
  - a) Bargaining Defence:
    - (1) operational expenses in case of job action.
    - (2) political action/public relations expenses to obtain and/or protect a Collective Agreement.
  - b) Contingency Expenses:
    - (1) \$4,000 of the reserve fund monies shall be invested separately into an investment account for unexpected expenses incurred during the year.
    - (2) all expenses must be approved by the Executive Committee.
- 10.3 That any revenues generated by the fund remain in the fund and not be considered as interest income for budget purposes.
- 10.4 That any surplus funds at budget year end be designated for a reserve fund and be placed in a high interest earning account.
- 10.5 That the procedure for expenditures from the reserve fund shall be:
  - a) The Executive committee may authorize payments from the reserve fund for costs related to the negotiation of the Collective Agreement.
  - b) The General Meeting may authorize expenditures from the Reserve Fund.
  - c) The Executive committee may authorize expenditures from the contingency fund.

No. 11 - **Summer Work:**

- 11.1 President or designate who is required to conduct S.C.T.A. business such as accounting, year end posting and filling, advocacy, arbitration/grievance during the summer months will be granted time in lieu to a maximum of ten working days. If more than 2 consecutive days are

requested, approval of the Executive is required. A detailed diary shall be kept and presented to the Executive in September. (revised March 2005)

- 11.2 If the President is newly appointed, the Past President shall be responsible for the year end accounting procedures and grievance/arbitration handling.

No. 12 – **Office:**

**Equipment**

- 12.1 The office equipment will not be used for personal business for members unless prior approval is obtained.

**Office Manager:**

- 12.2 The S.C.T.A. shall contract with an Office Manager to perform the duties as outlined in the duties that form a part of the agreement between the two parties.
- a) The Office Manager's salary is determined in the annual budget of the S.C.T.A.
  - b) The Office Manager's time cannot be used for personal business of members.
  - c) The Office Manager shall be contracted to work a minimum of one week in July to close off the books to take them to an auditor.

No. 13 - **Amendments:**

- 13.1 This Constitution and By-Laws may be amended only at a General or Annual General Meeting, by special resolution passed by a seventy-five percent majority of members present and in accordance with the provisions of the B.C.T.F. Constitution and By-Laws.
- 13.2 All motions that amend SCTA Policy, Constitution and By-Laws must be referred to the SCTA Executive Committee prior to (13.4) Notice to a General Meeting.
- 13.3 All motions that amend SCTA Professional Development Policy (No. 1000 - 1070) must be referred to the SCTA Professional Development Committee prior to (13.4) Notice to a General Meeting.
- 13.4 Notice to a General Meeting: notice of motions which amend SCTA Policy, Constitution and By-Laws must be communicated to all SCTA members at least 2 weeks prior to a General Meeting. Members at the General Meeting may accept, defeat or revise the amendment as per 13.1 without further notification.

*This Constitution was last amended in February 2017 at the SCTA General Meeting.*

