

CONSTITUTION, BYLAWS, POLICIES AND PROCEDURES

September 2009

SECTION A: CONSTITUTION

SECTION B: BYLAWS

SECTION C: POLICIES AND PROCEDURES

Contains the motions passed from January 1959 to June 2008; by Annual General Meetings, General Meetings and by meetings of the Representative Assembly.

The statements appear in two categories: "Policies" and "Procedures". Policy statements are statements of objectives the BTA wishes to attain or retain, and/or beliefs expressed by the BTA on any matter. Procedure statements are statements of practice adopted by the BTA in the administration of its own affairs.

Expressed another way, Policy statements deal with matters over which the BTA does not have complete control (the BCTF, government, university or other organization involved), while Procedures are regulations that BTA has established to handle business over which it does have complete control.

To distinguish the two categories of statements:

1. The last digit in the numbers of Policy statements is ODD.
2. The last digit in the numbers of Procedure statements is EVEN.

The sheets on Policies and Procedures have two purposes:

1. To serve as a ready reference on BTA Policies and Procedures, and
2. To establish a point of reference from which future resolutions can flow. (If possible, resolutions submitted for debate should refer to specific statements in this booklet.)

Resolutions should ask "That Statement (number) to amended to read....", or "That Statement (number) be deleted".)