SECTION: C

POLICIES AND PROCEDURES

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SECTION C:

POLICIES AND PROCEDURES

1. AUXILIARY SCHOOL PERSONNEL (PAID)

(Policy)

1:01 That the BTA work to ensure that all paid personnel in the Burnaby School District be unionized workers. (RA JUNE 2007)

(Procedure)

1.02 That all paid personnel in Burnaby schools, during school hours, be subject to the provisions of either the Canadian Union of Public Employees or Burnaby Teachers' Association Collective Agreements with the Burnaby Board of Education, except members of the Burnaby Association of School Administrators and others as approved by the BTA and CUPE. (RA MAY 1979)

2. B.C.T.F. ANNUAL GENERAL MEETING

(See "Resolutions Committee")

A. **DELEGATION** (Procedure)

2.A.02 That the Chairperson of the Resolutions Committee shall be the Chairperson of the BTA delegation to the BCTF - A.G.M. (RA JUNE 1974)

2.A.04 That the Chairperson of the BTA Delegation solicit names at large of possible delegates, well in advance of the A.G.M. (RA APRIL 1966)

2.A.06 Written statements from candidates for AGM delegate will be distributed in advance of the General Meeting where delegates are elected. (GM SEPT. 1988)

2.A.08 At the time of this General Meeting, further nominations shall be called from the floor. (RA OCT. 1972)

2.A.10 That nominees for election as delegates to the BCTF - A.G.M. be introduced to the General Meeting prior to balloting. No candidates will give statements at the General Meeting. A question period will be permitted. (GM SEPT. 1988)

2.A.12 Voting shall be by secret ballot (majority vote). (RA MAY 1990)

2.A.14 All members shall be advised of the results. (RA OCT. 1972)

2.A.16 That a list of alternate delegates be established from those nominees not elected but having received a majority of the vote, such list to be arranged in descending order of votes recorded. (RA MAY 1990)

2.A.18 That the time line for the BTA delegate be as follows:

a) Up to three delegates' meetings; one on general topics-voting procedures, terminology, use of BCTF Members' Guide, etc., one or more on Reports and Resolutions, and a special inservice for new delegates (if necessary);

b) Delegates may meet with school staffs, or in zonal meetings if possible, to discuss resolutions;

c) Delegates to meet with BTA Representative Assembly on resolutions;

d) BCTF Annual General Meeting;

e) All delegation meetings;

f) Delegates report back to the Representative Assembly and to school staffs as requested. (AGM MAY 2002)

2.A.20 That the BTA AGM delegates be allowed up to two half days of release time to meet as a delegation for the purposes of discussion and research of the BCTF AGM recommendations and resolutions. (RA JUNE 1993)

2.A.22 That a Representative Assembly prior to the BCTF AGM to which all Burnaby teachers are invited:

a) Discuss the reports and resolutions for the BCTF;
b) Give voting recommendations to the BTA delegation;
c) Vote on the recommendations and resolutions to the BCTF Annual General Meeting prior to dealing with other Association business.

(AGM MAY1995)

2.A.24 That the delegation meet on the afternoon prior to the BCTF A.G.M. to discuss Reports and Resolutions. (AGM MAY 2002)

2.A.26 That if candidates for a BCTF Executive position are interviewed, then ALL candidates for that position should be interviewed. (RA JUNE 1977)

2.A.28 That a post AGM delegates' meeting be held to consider recommendations, suggestions and/or concerns. (RA MAY 1997)

B. **VOTING** (Procedure)

2.B.02 That caucuses of the BTA delegation be held during the A.G.M. to discuss A.G.M. business before voting takes place. (RA MAY 1965)

2.B.04 That voting cards be distributed by the Chairperson at the beginning of each session and collected by the Chairperson at the end of each session. (RA APRIL 1966)

2.B.06 That unclaimed voting cards be distributed as evenly as possible among the delegates present. That unclaimed voting cards mean those of delegates taking more than a brief absence from the floor of the meeting. Delegates are not to leave the meeting room with the voting cards. (RA MAY 1997)

2.B.08 That all BTA delegates to a BCTF Annual General Meeting be automatically bound by the BTA General Meeting to support all BTA resolutions, or temporarily relinquish their voting cards for the motion in question unless the General Meeting which passes the resolutions specifies that delegates <u>not</u> be required to support a particular BTA resolution.

(AGM MAY 1989)

2.B.10 That a complete list of voting recommendations of the delegation be circulated to all schools before the BCTF Annual General Meeting. (AGM JUNE 1982)

2.B.12 That delegates be instructed to vote delegates' discretion when a Representative Assembly is reasonably split on a recommendation or resolution. (GM NOV. 1982)

2.B.14 That in general, delegates should follow the directions of the Representative Assembly regarding Annual General Meeting recommendations and resolutions. However, if a delegate, because of conscience or principle, cannot follow the direction of the Representative Assembly, then the delegate must state at the Representative Assembly his/her intention to vote in opposition to Representative Assembly direction. (GM NOV. 1982)

2.B.16 That in the event that the BTA delegation to the BCTF A.G.M. decides (as a result of new information received at the A.G.M.) to vote other than as directed by the Representative Assembly, that change in vote and the reasons therefore be presented to the subsequent BTA Representative Assembly. (AGM MAY 1989)

C. **FINANCES** (Procedure)

2.C.02 That the Chairperson invite the originators of all Burnaby resolutions to the applicable BCTF A.G.M. session, with remuneration. (RA JUNE 2001)

2.C.04 That expenses related to BCTF Annual General Meeting BTA Caucus Meetings and meals be approved by the BTA Executive Council.

D. **HOSPITALITY ROOM** (Procedure)

2.D.02 That a suite be reserved well in advance of the A.G.M. and that the keys of the room remain in the control of the chairperson of the delegation or the person specifically appointed to take charge of the hospitality room (as in Procedure Statement 2.D.06). (RA MARCH 1977)

2.D.04 That the BTA continue to participate in jointly hosting a hospitality suite at the BCTF Annual General Meeting. (EC MAY 2011)

2.D.06 That the telephone in the suite be "plugged" to calls going outside the hotel from the suite. (RA APRIL 1966)

2.D.08 That with the approval of the Representative Assembly, a BTA member may be appointed with delegate's remuneration to take care of the BTA hospitality room. This person need not be one of the delegates to the BCTF A.G.M. (RA JUNE 2007)

2.D.10 That BTA members be informed that they are welcome to visit our hospitality room at the BCTF A.G.M. (RA JUNE 1977)

2.D.12 That the hospitality room remain closed during sessions. (RA MAY 1979)

3. BURNABY ASSOCIATION OF SCHOOL ADMINISTRATORS

3.A.01 That the BTA strive to maintain a cooperative working relationship with the Burnaby Association of School Administrators.

3.A.03 That meetings be scheduled as needed between BTA and BASA Executives to discuss issues of concern.

4. BURNABY BOARD OF EDUCATION UNIONIZED EMPLOYEES

(Procedure)

4.02 That no BTA member shall do the work normally done by a CUPE member or other unionized staff, nor direct a volunteer aide or student to do so when a CUPE job or unionized position has been terminated or not been filled by a substitute when a CUPE member is absent. (RA JUNE 2007)

(ALSO NOTE SECTION 75 "STRIKES OF NON-TEACHING EMPLOYEES")

5. CHARITABLE DONATIONS (Policy)

5.01 That the BTA not be responsible for collecting monies for outside agencies. (RA NOV. 1970)

5.03 That BTA funds not be used to support outside organizations and individuals without Representative Assembly or Annual General Meeting approval, except in 5.05. (RA JUNE 2007)

5.05 That when it is appropriate for the BTA to send a retirement gift, the BTA make a charitable donation in the retiree's name to an appropriate local charity. (RA JUNE 2001)

6. COMMITTEES

A. **CLASSIFICATION** (Procedure)

6.A.02 That when a committee develops a motion, the motion must be addressed in its entirety by the committee as a whole through democratic process. Any proposals to change policy brought by an individual will be included in a separate motion.

6.A.04 Upon election to a committee, the BTA Office will provide the elected member with a copy of the Policies and Procedures related to that Committee.

6.A.06 **STANDING COMMITTEES** shall be: Adult Educators; Bargaining; Grievance, Health and Safety; Political Action/Public Relations; Professional Development; Social Justice, Teachers-on-Call and Working and Learning Conditions. (RA OCTOER 2009)

6.A.08 Standing Committees shall be elected by an appropriate Annual General Meeting in line with policy outlined for each committee. After July 1st, members elected to complete a vacant term shall serve the remainder of the term. (AGM MAY 2003)

6.A.10 **CONTINUING COMMITTEES** are those recurring each year, but not arising out of contractual obligations, i.e.: Born to Read; Budget; Constitution; Bylaws, Policies and Procedures; District Resource Centre; Environmental Education; Finance; Flexible Staffing; Resolutions; Salary Continuance; and Scholarship. (RA OCTOBER 2007)

6.A.12 Continuing Committees shall be elected by a Representative Assembly in line with policy outlined for each committee. (RA APR.1972)

6.A.14 **CONTRACTUAL COMMITTEES** are those arising from contractual obligation, i.e. Ancillary Services; Deferred Salary Leave Plan; Dental Plan; Detached Duty; Evaluation; Grievance; Joint Employee Assistance Plan; Joint Professional Development; Joint Professional Growth; Leave of Absence; Options in Education.
(RA JUNE 1992)

6.A.16 Contractual Committees shall be elected by a Representative Assembly in line with policy outlined for each committee. (RA APRIL 1972)

6.A.18 **SCREENING COMMITTEES** are established by the Board of Education for the purpose of screening applicants for any school or district positions of special responsibility and/or administration. The BTA shall participate in Screening Committees established by the Board. (AGM MAY 1997)

6.A.20 The BTA believes that individuals chosen for administrative positions should possess certain qualities.

a. The candidate should have a humanistic, non-authoritarian philosophy shown by:
   i. a desire for excellence in the development of human potential;
   ii. a concern for the well-being, effectiveness, and individuality of teachers and pupils;
   iii. a desire for democratic and collegial decision-making process.

b. The candidate should exhibit intelligence and knowledge of educational philosophies, current educational issues, curriculum development, professional development, and learning and working conditions contracts.

c. The candidate should have a wide range of abilities and experience, especially teaching experience at the level for which the candidate is applying. The candidate's experience should indicate initiative and good organizational skills. Some involvement in community affairs is also desirable.

d. The candidate should have a thorough knowledge of current BCTF policies and some active participation in a local association and/or the BCTF.
(AGM MAY 1991)

6.A.22 **DISTRICT/SCREENING COMMITTEES ESTABLISHED BY THE BOARD**

a) When BTA members are needed for District/Screening Committees established by the Board, the following procedure shall be followed:

   i. The position shall be advertised by the BTA, through Staff Representatives, requesting that nominees submit their names to the BTA on the BTA Committee Application Form.

   ii. Members shall normally be elected by secret ballot at a Representative Assembly. In special circumstances where timelines do not permit an RA election, the Executive Council may elect members.

   iii. BTA reps to Department Head and Head Teacher Screening Committees shall normally be elected at the November Representative Assembly.*

iv Election to a District/Screening Committee will require 50% plus 1 approval of the members voting.

v. BTA committee members may receive input from the Executive Council and/or Representative Assembly.

vi. On request, BTA representatives on District Committees shall report to the Executive Council and/or Representative Assembly.

vii. BTA representatives on District Committees shall report any recommendations of the committee to the Representative Assembly or Executive Council before any major report or decisions are finalized.

viii. Where the BTA Representative Assembly does not approve of the recommendations of the committee, it shall, through the Executive Council, make direct representation to the Board.

ix. When BTA concerns/motions or action plans arise related to the work of a District/Screening Committee, the committee will be informed of these concerns/motions or actions before they are passed and/or decided upon. (RA JUNE 2007)

*BTA representatives to Administrator Screening Committees shall normally be elected at the May Representative Assembly. (RA APRIL 1999)

b) That we do not participate in the process of ratifying names that the Superintendent solicits for a Superintendent's Task Force or Committee. (RA JAN. 1984)

B. **STRUCTURE** (Procedure)

6.B.02 The newly-elected Chairperson and new committee members shall take office on July 1st and shall be encouraged to work with the incumbent committee from the time of their election until they take office. (RA APRIL 1972)

6.B.04 The BTA members of Joint Committees shall form a sub-committee that shall meet when necessary at the call of the Chairperson or any two members of the sub-committee. (RA MAY 1975)

6.B.06 In the event that the Chairperson of a Joint Committee is not a BTA member, the sub-committee shall elect one of its own members as Chairperson of the sub-committee. (RA MAY 1975)

C. **COMMITTEE MEETINGS** (Procedure)

6.C.02 When dinner meetings are held, the Chairperson shall advise the BTA Treasurer immediately after the meeting so that he/she is made aware of bills outstanding. (RA APR. 1972)

6.C.04 That dinners be provided at BTA expense to BTA committee members if the committee works until 7:00 p.m. or returns after dinner to complete its work. (RA MAR. 1980)

6.C.06 The President shall be an ex-officio member of each committee either in person or by nominee. (RA JUNE 1970)

6.C.08 That individuals and/or committees take time off at BTA expense only after Executive Council approval or President's approval and Executive Council ratification. (RA JUNE 1976)

6.C.10 That the BTA cover reasonable dependent care expenses for members who attend Executive Council, Representative Assembly, and committee meetings. Request for payment should be submitted to the Treasurer after dependent care has been received. (RA MAY 1990)

D. MISCELLANEOUS

(Procedure)

6.D.02 Resource personnel may be appointed or invited to meetings of any BTA committee or any committee on which the BTA has representation. Such resource personnel shall have voice but no vote. (RA APRIL 1972)

6.D.04 BTA committees must submit all questionnaires of the membership to the Executive Council for endorsation before they are sent out. (RA APRIL 1980)

6.D.06 That all BTA committees report at least twice each year to the Executive Council on their activities and that any recommendations flowing from their activities also be reported. ((RA JUNE 2007)

E. OTHER COMMITTEES

(Policy)

6.E.01 Meetings of committees within the BTA but not falling into the categories of standing committees or contractual committees (i.e. PSA Chapters) may be called provided that questions of policy which may affect other groups be referred to the BTA Executive Council. (AGM MAY 1972)

6.E.03 That no committee in this category shall make representation to the Board on behalf of the Union. (RA June 2001)

STANDING COMMITTEES

7. ADULT EDUCATORS

A. **COMMITTEE MEMBERS** (Procedure)

7.A.02 That the committee shall consist of five BTA Adult Educators to be elected at an Annual General Meeting.

7.A.04 That all members be elected for two year positions.

7.A.08 That the committee shall elect a Chairperson from among themselves The said Chairperson to hold office at the pleasure of the BTA which shall ratify his/her election at the next meeting of the Representative Assembly. The Chairperson shall sit on the Executive Council.

7.A.10 That the "Adult Educators Committee " shall appoint from among its members a representative to the Bargaining Committee.

7.A.12 That the Adult Educator representative on any Joint Adult Education Committee also be a member of the Adult Educator Standing Committee.

7.A.14 That one of the Table Officers liaise with the Adult Educators' Committee. (EC October 2009)

B. **DUTIES** (Procedure)

7.B.02 The duties of the committee shall be:

a. to identify and review issues and concerns relating to Adult Educators.

b. to make recommendations to the Association. (AGM MAY 2004)

8. BARGAINING COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

8.A.02

a) That all Standing Committees each appoint one member from their Committees to the BTA Bargaining Committee. (RA OCTOBER 2009)

b) That the President or Vice-President be the Executive Council's representative to the Committee. (RA JUNE 2001)

c) That six members of the BTA be elected by the Annual General Meeting to be members of the Committee.

d) That the Committee will elect a Chairperson from its members. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify his/her election at the next meeting of the Representative Assembly. The chairperson shall sit on the Executive Council. (RA JUNE 2001)

e) That the Bargaining Committee designate a 3 - 5 member negotiating team from its members. The President or Vice-President and Bargaining Committee Chairperson will be members of the negotiating team. (AGM MAY 1999)

f) That a chief negotiator be designated from the negotiating team by the Executive Council and ratified by the Representative Assembly.

g) That the term of Bargaining Committee members expire on the June 30 following ratification of a collective agreement.

8.A.04 Members shall not take a position on the Bargaining Committee if they are not prepared to support the policies advanced by the Committee.

B. **DUTIES** (Procedure)

8.B.02 That the Committee negotiate the Collective Agreement.

C. **NEGOTIATING TIME** (Policy)

8.C.01 That the Bargaining Committee negotiate only during school hours unless a satisfactory agreement is reached as to compensatory time. (RA NOV. 1984)

D. **OBJECTIVES** (Procedure)

8.D.02 The objectives of negotiations shall be established by a General Meeting. (EC JAN 1999)

(ALSO NOTE SECTION 62 "NEGOTIATIONS")

9. GRIEVANCE COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

9.A.02 The members of the Committee shall be:

a) a representative of the current Bargaining Committee

b) the Past President (AGM 2002)

c) the President or Nominee (AGM 2002)

d) the Grievance Coordinator, to be elected by the Annual General Meeting for a one year term. (RA OCTOBER 2009)

e) three members elected by the Representative Assembly for a two-year term. (RA JUNE 1995)

9.A.04 The Grievance Committee shall appoint from its members, a representative to the Bargaining Committee.

B. **DUTIES**

9.B.02 The Committee shall receive complaints and grievances from individuals and Staff Reps.

9.B.04 The Committee shall make regular weekly reports to the Executive Council as to the disposition of a complaint or pursuance of a grievance. (RA JUNE 1995)

9.B.06 The Committee shall report their recommendations on all grievances not resolved at Step Two and shall carry forward grievances to Step Three (Joint Committee) only after consultation with, and the agreement of, the Executive Council. (RA JUNE 1997)

9.B.08 The Committee shall delegate responsibility to the President, Vice-President and/or Grievance Coordinator to initiate Step Two of the grievance procedure on all class size violations that are not resolved at Step One. (RA JUNE 1997)

9.B.10 The Committee shall meet regarding grievances (other than class size violations) that are not resolved at Step One to determine the disposition of the complaint or pursuance of the grievance. (RA JUNE 1997)

9.B.12 The Committee shall assist Staff Reps throughout the grievance (and complaint) process and encourage their participation throughout. (RA MAY 2006)

9.B.14 Where the Executive declines to pursue a grievance, the Grievance Coordinator will inform the grievor that he/she may appeal to the next Representative Assembly. (RA JUNE 2007)

9.B.16 That the Grievance Coordinator reports to the Executive Council and the Representative Assembly on grievance matters. (RA MAY 2006)

10. HEALTH AND SAFETY COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

10.A.02 The Committee shall be composed of seven BTA members, three elementary and three secondary plus one member from any area.

10.A.04 There shall be alternating elections of three members and four members to be elected by the Annual General Meeting for a two year term.

10.A.06 Immediately after such election, the members of the Committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify his/her election at the next meeting of the Representative Assembly. The Committee Chairperson shall sit on the Executive Council. A secretary shall also be elected by the Committee.

10.A.08 The members of the Committee shall select two members to sit on the District Health and Safety Committee.

10.A.10 The BTA President or his/her nominee will be a member of the BTA Health and Safety Committee and the District Health and Safety Committee.

10.A.12 That the Health and Safety Committee shall appoint from among its members a representative to the Bargaining Committee. (RA October 2009)

B. **DUTIES** (Procedure)

10.B.02 The Committee shall:

a) review health and safety issues in the district as presented by the members on the District Health and Safety Committee;

b) monitor and follow-up all incidents reported on the BTA Health and Safety Report form;

c) annually review reporting processes to ensure effectiveness and revise as necessary;

d) provide regular training to BTA Health and Safety School Reps;

e) act as a liaison between the Burnaby Teachers' Association and the Worksafe BC and

f) report and make recommendations to the BTA Representative Assembly regarding health and safety issues.

C. **OBJECTIVES** (Policy)

10.C.01 The major goals of the Health and Safety Committees shall be to:

a) develop a coherent, systematic process to ensure the Health and Safety needs of members are addressed;

b) ensure that WorkSafe BC regulations are adhered to throughout the district.

c) promote awareness of members' rights and responsibilities; and

d) create and maintain a healthy and safe working environment.
(AGM MAY 1999)

11. POLITICAL ACTION/PUBLIC RELATIONS COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

11.A.02 The Political Action/Public Relations Committee shall be composed of up to five BTA members. There shall be alternating elections of three members and two members by the Annual General Meeting; term of office shall be two years commencing July 1.
(AGM MAY 2002)

11.A.04 Immediately after such election, the members of the Committee shall elect their Chairperson and a *AWhistle@* Editor for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify his/her election at the next meeting of the Representative Assembly. Minutes of the PA/PR Committee shall be kept. (AGM MAY 2002)

11.A.06 The Political Action/Public Relations Committee Chairperson shall sit on the Executive Council. (RA JUNE 2001)

B. **DUTIES** (Procedure)

11.B.02 a) To identify those issues which merit political action <u>and/or public relations action</u> and to make appropriate recommendations to the Executive Council.
(AGM MAY 1984)

b) To work with other committees in developing and/or coordinating appropriate political action <u>and/or public relations</u> programs. (AGM MAY 1984)

c) To ensure that an effective system of monitoring the Board of Education (or other levels of government when necessary) is established. (AGM MAY 1984)

d) To serve as coordinating body during Board of Education elections or other elections where deemed necessary. (AGM MAY 1984)

e) To be responsible for official BTA publications and other internal public relations. (AGM MAY 1984)

f) To carry out major political action and public relations campaigns as directed by the Executive Council, Representative Assembly or General Meeting. (AGM MAY 29/84) (AGM MAY 1999)

g) All press releases and public representation concerning the BTA shall be distributed through the office of the President of the Association. (RA JUNE 2007)

C. **OBJECTIVES** (Procedure)

11.C.02 To develop a coherent, systematic program of political action and/or public relations to support the needs of the education system and of teachers.

11.C.04 To make BTA members aware of the importance of political action and of belonging to a powerful teachers' organization that combines the functions of labour union and professional organization.

11.C.06 To publicize union issues to members. (AGM MAY 1999)

D. **THE "WHISTLE"** (Procedure)

11.D.02 a) The "Whistle" shall be the official newsletter of the BTA. Its purpose shall be to inform the members of union and professional matters that concern them as teachers. (AGM MAY 1999)

b) That the PA/PR Committee be the editorial board for the "Whistle".

c) Paid advertising shall not be solicited or accepted.

d) Selection of materials shall be in accordance with BCTF Code of Ethics.

e) Priority shall be given to publication of official BTA business.

f) Names of contributors shall be published unless contributors request that their names be withheld.

g) Where the suitability of material is in question, the advice of the Executive Council shall be obtained. (RA JUNE 1992)

11.D.04 a) The standing committees wishing to publish bulletins pertaining specifically to their committees may do so in a "Special Whistle".

b) That the credit for editing "Special Whistles" be noted as originating with the standing committee. (RA MAY 1999)

E. **MISCELLANEOUS** (Procedure)

11.E.02 That the BTA take out an ad in each of the Burnaby secondary schools' year books. (AGM MAY 1999)

11.E.04 That when the BTA office receives requests for advertising non-commercial activities that are of help or interest to our members, they be referred to the PA/PR Committee. (AGM MAY 1999)

11.E.06 That when requests are received for donations to outside organizations or individuals, the matter be referred to the Executive Council. (RA JUNE 2007)

11.E.08 That the BTA has the option to endorse candidates or political parties on the recommendations of the BTA Representative Assembly. (RA OCTOBER 2005)

12. PROFESSIONAL DEVELOPMENT COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

12.A.02 The Professional Development Committee shall consist of nine members - three elementary and three secondary, plus three members from any area. (AGM MAY 2000)

12.A.04 Vacancies shall be filled by election at a General Meeting; term of office shall be three years commencing July 1st. (RA JUNE 1982)

12.A.06 Immediately after such election, the members of the Committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify his/her election at the next meeting of the Representative Assembly. The Committee Chairperson shall sit on the Executive Council. A District Day Planning Chair, a school Pro-D Contact Chair, a Network Contact Chair and a Secretary shall also be elected by the Committee. (AGM MAY 2000)

12.A.08 The Professional Development Committee shall appoint from among its members a representative to the Bargaining Committee. (RA SEPT. 1984)

B. **DUTIES**

12.B.02

a) Among the responsibilities of the Committee shall be: Professional Development Day, liaison with Burnaby School Pro-D Contacts, Network Group Contacts, Curriculum Implementation Committee Contacts and members of the Joint Pro-Growth Committee, coordination with other locals in the area of professional development, and conducting surveys. (AGM MAY 2000)

b) That the Committee coordinate a district-wide Professional Day, on the last Friday in February. The format may vary. (AGM MAY 2000)

c) The Committee shall be responsible for approval of budgeted professional development expenses. (RA APRIL 1972)

d) The Professional Development Committee shall prepare the case for negotiating Professional Development items. (RA SEPT. 1984)

e) The Professional Development Committee will organize a network of contacts in schools for communication, training and the carrying out of professional development activities. (AGM MAY 2000)

C. **FINANCES** (Procedure)

12.C.02 BTA financial support for professional development activities shall be granted only with prior approval from the Professional Development Committee. (RA MAY 1975)

12.C.04 That no member of the BTA shall receive an honorarium from the BTA for participation in Professional Development Day, workshops or conferences held in Burnaby. (RA APRIL 1972)

12.C.06 That Teachers-on-Call working exclusively in Burnaby be entitled to Detached Duty funding. (RA MAY 2005)

D. **FACILITIES** (Policy)

12.D.01 That all professional development facilities and teacher resources be maintained at a geographically central professional development centre and that the said centre be funded by the Burnaby Board of Education. (RA JUNE 1992)

E. **MISCELLANEOUS** (Procedure)

12.E.02 That the format for Professional Development Day shall be decided by the Professional Development Committee before June 30th of the preceding year. (RA OCT. 1982)

12.E.04 That district-wide non-instructional days be planned only with the approval and cooperation of the BTA, and not be imposed by the Board. (RA APRIL 1985)

12.E.06 That the BTA endorse in principle the concept of an annual District-wide Professional Development Day, in cooperation with CUPE Local 379, BASA and the Burnaby School Board. (AGM MAY 2000)

(ALSO NOTE SECTION #33 "JOINT PROFESSIONAL DEVELOPMENT COMMITTEE")

13. SOCIAL JUSTICE COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

13.A.02. The Social Justice Committee shall consist of nine members representing each of the Social Justice issues:
a. Homophobia and Heterosexism
b. Race Relations
c. Status of Women
d. Global Education
e. Poverty
f. Emerging Issues (RA JUNE 2007)

13.A.04. Members shall be elected for a two year term by a Spring Representative Assembly.

13.A.06. That the committee shall elect a Chairperson from among themselves. The said Chairperson to hold office at the pleasure of the BTA which shall ratify his/her election at the next meeting of the Representative Assembly. The Chairperson shall sit on the Executive Council.

13.A.08. The members of the Committee shall elect the Social Justice Contact to the BCTF.

13.A.10. The Social Justice Committee shall appoint from among its members a representative to the Bargaining Committee.

B. **DUTIES**

13.B.06. The Committee shall:

a) initiate and plan activities to:
   i. combat homophobia and heterosexism
   ii. combat racism
   iii. further the Status of Women program
   iv. global education
   v. combat poverty
   vi. address emerging Social Justice issues. (RA JUNE 2007)

b) evaluate the work of the committee to ensure that the objectives of the discrete groups are met

c) organize Social Justice contacts for communication and for carrying out activities

d) provide liaison with other BTA committees and teacher groups

e) provide liaison with the Burnaby Association of School Administrators and other Social Justice groups in the community.

f) advocate for social issues to be addressed by the BCTF.

C. **OBJECTIVES**

a) to create an awareness of the negative impact of homophobia/heterosexism within Burnaby schools with parents of students and in the community in general.

b) to create an awareness of racial and cultural prejudice within Burnaby schools and in the community.

c) to create an awareness of poverty, global education and emerging social justice issues.

d) to raise the awareness of students, parents and school personnel within Burnaby as to the harmful effects of sex discrimination.

e) to provide materials and assistance for teachers, students and others to help them deal with social justice issues.

f) to work and liaise with all of the educational partner groups and with community groups in order to advance the goals of the committee.
(RA MAY 2006)

g) to inform members of Social Justice grants available from the BCTF.
(RA JUNE 2007)

14. TEACHERS-ON-CALL

COMMITTEE MEMBERS (Procedure)

14.02 That the Burnaby Teachers-On-Call Committee be comprised of Teachers-on-Call who hold Active Membership in the BTA and the BCTF. (GM SEPT. 1988)

14.04 That the Burnaby Teachers-On-Call Committee be designated a school for purposes of voting at BTA Representative Assemblies and receiving BTA publications. (RA JAN. 1983)

14.06 That the President or Vice-President convene an initial meeting early in the school year for all Teachers-On-Call for the purpose of electing Staff Representatives for the Burnaby Teachers-On-Call Association. (RA JUNE 2001)

14.08 That the committee shall elect a Chairperson and two alternates from among themselves. The said chairperson to hold office at the pleasure of the BTA which shall ratify his/her election at the next meeting of the Representative Assembly. The Chairperson shall sit on the Executive Council.

14.10 That the "Teachers-on-Call Committee " shall appoint from among its members a representative to the Bargaining Committee.

14.12 That the Teacher-on-Call Committee develop a blank form to be kept in the Staff Rep Manual and to be given to every Teacher-on-Call to facilitate reporting by teachers of incidents of harassing/bullying by principals. This form will include advice to a fax a copy to the BTA Office. (EC SEPT. 2009)

15. WORKING AND LEARNING CONDITIONS COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

15.A.02 The Working and Learning Conditions Committee shall consist of eight members, four being elected alternately for two-year terms by a General Meeting each year.

The voting members of the Committee shall be:
a) four elementary
b) four secondary (GM SEPT. 1988)

15.A.04 Immediately after such election, the members of the committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify his/her election at the next meeting of the Representative Assembly. The Chairperson shall sit on the Executive Council. A Secretary shall also be elected by the Committee. (GM SEPT. 1988)

15.A.06 The Working and Learning Conditions Committee shall appoint from among its members a representative to the Bargaining Committee. (RA SEPT. 1984)

B. **DUTIES** (Procedure)

15.B.02 The Committee shall:

a) Conduct class size surveys on September 30 and October 15 and in semestered schools within two weeks after semester one ends, and tabulate the results.

b) Contact teachers/staff representatives who report class size violations, report to the Executive Council and assist in initiating grievances.

c) Maintain office records on class size violations.

d) Make recommendations to the Executive Council regarding working and learning conditions. (RA JUNE 2007)

(ALSO NOTE SECTION 62 "NEGOTIATIONS")

MISCELLANEOUS

15.B.04 a) That Step One of the grievance procedure be initiated on class size and composition violations as soon as possible after October 15.

b) That Step One Request and Report forms be used by Staff Reps and sent to the BTA office upon initiation of the grievance.

c) Any BTA member is entitled to lay a grievance.

d) At a school where more than one violation exists, the Staff Rep will initiate Step One on all violations as a group after consulting the affected staff. (RA JUNE 2007)

C. **OBJECTIVES** (Policy)

15.C.01 That the following be guidelines for any BTA negotiations:

a) <u>CLASS SIZE AND COMPOSITON</u>

i) That class size be reduced substantially immediately and over a period of years. (RA JUNE 12/01)

ii) That class compositions be improved with regard for the needs of all students and consistent with the philosophy of integration. (RA JUNE 2007)

b) <u>ORGANIZATIONAL TIME FOR TEACHERS</u>

i) That substantial preparation time be provided for each teacher. (RA JUNE 2007)

ii) That substantial time for pupil evaluation be provided for every teacher. (RA JUNE 2007)

c) LIBRARIES

i) That the funding for library resources be substantially increased.

ii) That each school be provided with library and resource centre staff and facilities sufficient to meet the curricular needs of students and teachers. (RA JUNE 2007)

d) SPECIAL EDUCATION

i) That an educationally sound philosophy be established for the diagnosis, placement and education of children with special learning problems, and that the resulting program be adequately financed. (RA JUNE 2007)

e) PLANNING FACILITIES

i) That teachers be involved in the planning of all phases of school construction and that the decisions arrived at jointly shall be implemented.

ii) That proper classroom facilities be provided for each class in time for school opening each September. (GM FEB. 1970)

f) EDUCATION ASSISTANTS - PAID

i) That there be increased availability of auxiliary school personnel upon the request of the classroom teacher and with approval of the Association. (AGM MAY 1991)

g) GENERAL

i) That items presently in Board of Education policy be upgraded where necessary and agreed to in contract. (GM FEB. 1970)

15.C.03 That counselling time for counsellors be adequate and equitable in all schools. (AGM 1967)

15.C.05 That the Executive Council and Bargaining Committee be empowered to set the specific objectives as in 12.C.01. (RA JUNE 2001)

CONTINUING COMMITTEES

16. BENEVOLENT FUND

(Procedure)

16.A.02 That the BTA Benevolent Fund be drawn from interest on the BTA Reserve Fund, to a maximum of:
a) the lesser of such interest accrued during the previous year; or
b) 0.4% of that year's BTA annual budget;
and that unused funds, if any, be rolled over to future years.

16.A.04 That the purpose of the Benevolent Fund shall be to provide emergency loans/grants to BTA members.

16.A.06 That the maximum amount granted to a member be $500.00 once in a two-year period.

16.A.08 That the BTA Executive Council appoint a Benevolent Fund Committee to a two-year term, and that this committee be empowered to develop a simple and non-invasive application based on the BCTF Assistance Society; accept and screen applicants; and approve disbursements as grants or loans.

16.A.10. That one of the functions of the Benevolent Fund Committee be to establish, with reference to the Labour Relations Code, the criteria for distribution of Benevolent Fund grants or loans.

16.A.12 That loans granted through this process be interest free, and that a member receiving a loan be asked to submit post-dated cheques for repayment, with repayment terms to be agreed upon between the member and the Benevolent Fund Committee.

16.A.14 That the decisions of the Benevolent Fund Committee be made on a per case basis.

16.A.16 That all PIPA and FOIPA requirements be fully discussed and implemented by the Benevolent Fund Committee, and that all members of this committee sign confidentiality agreements reflecting these requirements.

16.A.18 That the Benevolent Fund be established for a one year trial period from 2011 July 1st to 2012, June 30th, with a joint re-evaluation process by the Benevolent Fund Committee and the BTA Executive Council to be conducted not later than May 1st, 2012.

17. BORN TO READ

A. COMMITTEE MEMBERS

(Procedure)

17.A.02 That the committee shall consist of three BTA members from any area to be elected by a Representative Assembly.

17.A.04 That two members be elected for a two-year term and one for a one-year term.

17.A.06 That the committee shall elect a Chairperson for the ensuing year from among themselves. (AGM MAY 2002)

B. **DUTIES** (Procedure)

17.B.02 That the committee shall:
a. choose a book for newborns;
b. organize the purchase of the chosen books (AGM MAY 2004)

C. **OBJECTIVES** (Procedure)

17.C.02 That to promote literacy, the Burnaby Teachers' Association have a ABorn to Read@ initiative.

17.C.04 That as part of the Born to Read initiative, every newborn residing in Burnaby receive a book. (AGM MAY 1999)

18. CONSTITUTION, BYLAWS, POLICIES AND PROCEDURES COMMITTEE

(Procedure)

18.02 That an ad hoc Constitution, Bylaws, Policies and Procedures Committee be struck every five years, and between times, at the request of the Executive Council or Representative Assembly. (RA SEPT. 1984)

18.04 That the ad hoc Constitution, Bylaws, Policies and Procedures Committee consist of four members elected by the Executive Council, two of whom will be elected from the Executive Council and two elected from the general membership. (May 3, 2011)

18.06 That the Committee review BTA Policies and Procedures every five years. (RA SEPT. 1984)

18.08 That the ad hoc Constitution, Bylaws, Policies and Procedures Committee report all proposed changes to the Executive Council for recommendation to the Representative Assembly and then a General Meeting or Annual General Meeting. (RA JUNE 2008)

18.10 The ad hoc Constitution, Bylaws, Policies and Procedures Committee shall report any changes to the Policies and Procedures to the Representative Assembly, General Meeting or Annual General Meeting for ratification. (RA JUNE 2008)

18.12 That members of the BTA Representative Assembly be given at least one week's notice of motions affecting BTA Policies and Procedures. (RA JAN. 1980)

18.14 The Constitution, Bylaws, Policies and Procedures Committee shall be responsible for informing other committees about their responsibilities under the Constitution and Bylaws, Policies and Procedures. (RA JUNE 1976)

19. FINANCE COMMITTEE (Procedure)

19.02 That the committee shall consist of the President, Treasurer, Past-Treasurer, (if Treasurer within the past year), and an additional three (3) BTA members elected by a General Meeting for a three year term. (RA JUNE 1999)

19.04 That the committee will elect a Chairperson from the additional three (3) BTA members. (RA MAY 1998)

19.06 That the Finance Committee shall assist committees in the preparation of their annual budgets and prepare the annual budget of the Association. (RA MAY 1998)

19.08 That the Finance Committee review the investments of the Reserve Fund and any other monies of the Association and make investment guideline recommendations to the Representative Assembly. (RA MAY 1998)

19.10 That the Finance Committee review and make recommendations to the Executive Council on the budget format, bookkeeping procedures and other matters the Association deems appropriate. (RA MAY 1998)

19.12 That an accountant be hired to prepare financial statements as directed by the Association. (RA MAY 1998)

19.14 That the Finance Committee present a draft budget for the following year to the Executive Council by mid April. (RA MAY 2002)

(ALSO NOTE SECTION #53 "FINANCES")

20. FLEXIBLE STAFFING COMMITTEE

(This committee will be activated when necessary)

A. **COMMITTEE MEMBERS** (Procedure)

20.A.02 Four members shall be elected by a Representative Assembly, preferably two elementary and two secondary. (GM SEPT. 1988)

20.A.04 Two members shall be elected each year for a two-year term. (RA NOV. 1974)

20.A.06 Immediately after each year's election, the members of the Committee shall elect a Chairperson for the ensuing year from among themselves. (RA NOV. 1974)

B. **DUTIES** (Procedure)

20.B.02

a) To work in conjunction with the Working and Learning Conditions Committees to develop flexible staffing. (RA JUNE 1994)

b) To maintain a watching brief over flexible staffing practices in the school district. (RA NOV. 1974)

c) After consultation with the Executive Council, the Committee is authorized to meet with Board representatives and administrators to discuss flexible staffing; and any recommendations arising from discussion will be brought to a future Representative Assembly for approval. (RA JUNE 1976)

C. **MISCELLANEOUS** (Policy)

20.C.01 That any part-time teacher who is asked to teach more than their usual teaching load and who will not be receiving a pro-rated salary based on their current salary scale, not comply with the request. (AGM MAY 1980)

21. INTERVENTION COMMITTEE

21.02 That the BTA representative on the Intervention Committee be appointed for a two-year term by the Executive Council following a call to membership to apply for the position.

21.04 That a call for a BTA representative on the Intervention Committee go out in Spring 2010 for appointment to start in September 2010 for a two-year term.

22. RESOLUTIONS COMMITTEE

(See **"BCTF ANNUAL GENERAL MEETING"**, Section 2 of BCTF Members' Guide)

A. **COMMITTEE MEMBERS** (Procedure)

22.A.02 The Resolutions Committee shall be composed of:

a) The BTA Vice-President
b) The BTA Elementary and Secondary Representatives
c) The BTA President or his/her nominee
d) The Local Representatives
e) Two elementary and two secondary teachers elected at a spring Representative Assembly after the BCTF Annual General Meeting. (RA MAY 1998)

22.A.04 That the Chair of the Resolutions Committee be a Local Representative to the BCTF. (RA JUNE 2007)

22.A.06 The committee shall elect their Chairperson at the first meeting after their election, before the last Executive Council Meeting of the school year. The Chairperson's election shall be ratified by the Executive Council. (RA JUNE 2007)

22.A.08 The Chairperson of the Resolutions Committee shall be the Chairperson of the BTA Delegation to the BCTF Annual General Meeting. (RA JUNE 1974)

B. **DUTIES** (Procedure)

22.B.02 The Committee shall:

a) Invite submissions from the membership on a year-round basis.

b) Formulate resolutions to cover suggestions for changes, improvements, and/or additions to current BCTF Policies and Procedures.

c) Act as a steering committee to handle any resolutions arising within the BTA.

d) Refer to the BCTF and follow through all resolutions arising within the BTA.

e) Inform the membership through minutes and newsletter articles as to the dispersal of all resolutions. (RA APRIL 1972)

23. SALARY CONTINUANCE PLAN COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

23.A.02 The members of the Committee shall be three BTA members, to be elected on a rotating basis for a three-year term, by a spring Representative Assembly. (RA JUNE 1981)

B. **TRUSTEES** (Procedure)

23.B.02 The Board of Trustees constituted to oversee the financial operations of the Salary Continuance Plan Trust Fund shall be comprised of:

a) The three elected members of the Committee, and

b) Two Trustees appointed by the BTA Executive Council.
(RA JUNE 1981)

C. **DUTIES** (Procedure)

23.C.02 The members of the Committee shall:

a) meet to administer the plan according to the accepted policies and procedures; and

b) recommend changes in the Salary Continuance Plan to the Association.
(RA JUNE 1981)

c) elect a chairperson from among BTA committee members or the trustees, and that person shall be the reporting member to the Association.
(RA MAY 1990)

24. SCHOLARSHIP COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

24.A.02 The Committee shall be composed of five BTA members:

a) the President or his/her designate
b) four members. (RA JUNE 1996)

24.A.04 Two members shall be elected each year for a two-year term by a Spring Representative Assembly. (RA JUNE 1996)

B. **DUTIES** (Procedure)

24.B.02 Each year the Committee shall select, according to BTA Policies and Procedures, a recipient for the BTA Scholarships for the Son/Daughter of a BTA Member.
(RA JUNE 1996)

CONTRACTUAL COMMITTEES

All members of Contractual Committees, except for those exceptions noted hereafter, shall be elected by secret ballot at a Representative Assembly or General Meeting, elected by 50% + 1 of the valid ballots cast. Once elected, BTA representatives on Contractual Committees shall uphold the policies of the BTA and refer any questions or concerns to the Executive Council for direction and/or feedback.

25. ANCILLARY SERVICES COMMITTEE

(This committee will be activated when necessary.)

A. **COMMITTEE MEMBERS** (Procedure)

25.A.02 The BTA members of the Committee shall be:

a) One person appointed by the Executive Council

b) One person appointed by the Working and Learning Conditions Committee

c) Two people elected by the Representative Assembly on a rotating two-year term, one elementary and one secondary. (RA JUNE 1972)

B. **DUTIES** (Procedure)

25.B.02 The BTA members of the Committee shall:

a) meet with the three Board of Education representatives and fulfill the Association's obligations as per the Collective Agreement. (RA MAY 1990)

b) consider ancillary services and make recommendations to the Association. (RA MAY 1975)

c) act in the interest of BTA members. (RA JUNE 2007)

26. DEFERRED SALARY LEAVE PLAN COMMITTEE

26.A.02 **COMMITTEE MEMBERS** (Procedure)

The BTA members of the Committee shall be:

a) The President or his/her designate as BTA Reporting Member.
b) Leave of Absence Chairperson or his/her designate.
c) One member elected by the January BTA Representative Assembly for a three year term. (RA MAR. 1983)

B. **DUTIES** (Procedure)

26.B.04 The BTA members of the Committee shall:

a) Authorize and direct the investment of the funds.
b) Screen applications for participation in the plan.
c) Determine criteria for choosing the participants from among the applicants.
d) Advise the Board of Education on requests for suspension or withdrawal from the plan.
e) Advise the Board of Education on requests for deferral of the leave of absence.
f) Report to the BTA as required. (RA MAR. 1983)
g) act in the interest of the BTA members. (RA JUNE 2007)

C. **MISCELLANEOUS** (Procedure)

26.C.06 a) That the BTA members of the Deferred Salary Leave Plan Committee not approve a change of carriers without the approval of the Executive Council. (RA MAR. 1983)

27. DENTAL PLAN COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

27.A.02 The BTA members of the Committee shall be the BTA President or his/her nominee and the Vice-President or his/her nominee. (RA JUNE 2001)

B. **DUTIES** (Procedure)

27.B.02 The BTA members of the Committee shall:

a) meet with the two Board of Education representatives annually to consider matters of interpretation or application of the provisions of the Plan. (RA SEPT. 1975)

b) recommend to the Association changes in the Dental Plan. (RA SEPT. 1975)

c) act in the interest of the BTA members. (RA JUNE 2007)

28. DETACHED DUTY COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

28.A.02 The BTA's representatives to the Committee shall be:

a) the BTA President or Vice-President, or his/her nominee, as Reporting Member.

b) two other BTA members, one elementary and one secondary. (AGM MAY 1989)

28.A.04 The two other BTA members shall be elected at a spring Representative Assembly for a three year term, on a rotating basis. (AGM MAY 1989)

B. **DUTIES** (Procedure)

28.B.02 The BTA members of the Committee shall:

a) meet with Board of Education representatives and fulfill the Association's obligations as per the Collective Agreement. (GM SEPT. 1988)

b) make recommendations to the Association regarding Detached Duty. (RA MAY 1975)

c) present any proposed changes in Detached Duty rule and guidelines to the Executive Council (prior to adoption by the Joint Detached Duty Committee.) (RA JUNE 2001)

d) act in the interest of the BTA members. (RA JUNE 2007)

29. EMPLOYEE ASSISTANCE PLAN

A. **COMMITTEE MEMBERS** (Procedure)

29.A.02 The BTA members of the Committee shall be two persons elected at alternate Spring Representative Assemblies each to serve for two-year terms.

B. **DUTIES** (Procedure)

29.B.02 The BTA members of the Committee shall:

a) oversee operations of the Employee Assistance Plan.
b) receive reports and submissions from the company administering the program (Wilson Banwell).
c) make recommendations to the Association.
d) act in the interest of the BTA members. (RA JUNE 2007)

30. EVALUATION COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

30.A.02 The BTA's representatives to the Committee shall be four members. (RA SEPT. 1975)

30.A.04 The BTA members shall be elected at a spring Representative Assembly for a four-year term on a rotating basis. (RA SEPT. 1975)

B. **DUTIES** (Procedure)

30.B.02 The Committee shall:

a) Rule on the placement of all new employees on the salary scale.
b) Acknowledge all applications in writing.

c) Hold the first meeting of each school year not later than November 10th.
d) Make recommendations to the Association regarding Evaluation. (RA SEPT. 1975)
e) Act in the interest of the BTA members. (RA JUNE 2007)

31. JOINT GRIEVANCE COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

31.A.02 The BTA members of the Committee shall be:

a) One member of the BTA Grievance Committee

b) The BTA President or his/her nominee. (AGM MAY 1995)

B. **DUTIES** (Procedure)

31.B.02 The BTA members of the Committee shall:

a) Meet with the two Board of Education representatives in attempts to resolve grievances arising from the Collective Agreement. (RA JUNE 1973)

b) Recommend to the Association changes in the Collective Agreement. (RA JUNE 1973)

c) Act in the interest of the BTA members. (RA JUNE 2007)

32. JOINT HEALTH AND SAFETY COMMITTEE

A **COMMITTEE MEMBERS** (Procedure)

32.A.02 That the BTA members of the Committee shall be:

a) Two members of the BTA Health and Safety Committee
b) The BTA President or Vice-President, or his/her nominee.

B. **DUTIES** (Procedure)

32.B.02 The BTA members of the Committee shall:

a) meet with Board of Education representatives to review health and safety issues in the district;

b) ensure that WorkSafe BC Board regulations are met in the Burnaby School District; and

c) report and make recommendations to the BTA Representative Assembly regarding health and safety issues.

d) act in the interest of the BTA members. (RA JUNE 2007)

33. JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

33.A.02 The four BTA representatives shall be:

a) Three members of the BTA Professional Development Committee who are the District Day Planning Chair, School Pro-D Contact Chair, and the Network Contact Chair. (RA MAY 16/00)

b) The BTA President or the Pro-D Committee Chair. (RA MAY 2000)

NOTE: That wherever possible there shall be at least one secondary and one elementary representative to the Committee. (RA MAY 2000)

B. **DUTIES** (Procedure)

33.B.04 The BTA members of the Committee shall:

a) Meet with the two Board of Education and two BASA representatives and fulfill the obligations as per the Collective Agreement. (GM SEPT. 1988)

b) Act in the interest of the BTA members. (RA JUNE 2007)

34. JOINT PROFESSIONAL GROWTH PROGRAM COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

34.A.02 The Committee shall consist of four BTA members:

a) two elementary
b) two secondary (RA JUNE 1996)

34.A.04 Two members of the Committee shall be elected each year for a two-year term by a Spring Representative Assembly.

34.A.06 Immediately after each year's election, the members of the Committee shall elect a Chairperson for the ensuing year from among themselves.

B. **DUTIES** (Procedure)

34.B.02 The duties of the Committee shall be:

c) To identify and review issues and concerns relating to the Joint Professional Growth Committee. (RA JUNE 1994)

b) To make recommendations to the Association.

35. LEAVE OF ABSENCE COMMITTEE

A. **COMMITTEE MEMBERS** (Procedure)

35.A.02 The BTA's representatives to the Leave of Absence Committee shall be:

a) BTA President or his/her nominee to act as reporting member.

b) Two other BTA members. (AGM MAY 1991)

35.A.04 The two other BTA members shall be elected in alternate years at a spring Representative Assembly, for a three-year term. (GM MAR. 1969)

35.A.06 That members of the Leave of Absence Committee not be eligible to apply for Educational Leave during the school year in which they serve on the Committee. (RA MAY 1978)

B. **DUTIES** (Procedure)

35.B.02 The BTA members of the Committee shall:

a) Meet with three Board of Education representatives and fulfill the obligations as per the Collective Agreement. (MAY 1991)

b) Make recommendations to the Association regarding Leave of Absence. (RA MAY 1975)

c) Provide a list of policy guidelines to the Association. (GM SEPT. 1988)

d) Hold workshops, as appropriate, concerning Leave of Absence clauses and making application for Educational Leave. (AGM MAY 1989)

e) Meet with the President or Vice-President to review BTA policies on the Leave of Absence Committee. (RA JUNE 2001)

f) Act in the interest of the BTA members. (RA JUNE 2007)

36. OPTIONS IN EDUCATION

(THIS COMMITTEE WILL BE ACTIVATED WHEN NECESSARY)

A. **COMMITTEE MEMBERS** (Procedure)

36.A.02 The BTA representatives to the Joint Committee shall be four members chosen by the sub-committee from its members.

36.A.04 The BTA sub-committee shall be:

a) The BTA President or his/her nominee as reporting member.

b) Four other BTA members.

c) Two members shall be elementary teachers and two shall be secondary teachers.(RA MAY 14/74)

36.A.06 The four other BTA members shall be elected at a spring Representative Assembly for a one year term. (AGM MAY 1991)

B. **DUTIES** (Procedure)

36.B.02 The BTA members of the Committee shall:

a) meet with the three Board of Education representatives and fulfill the Association's obligations as per the Collective Agreement. (GM SEPT. 1988)

b) consider options in education and make recommendations to the Association. (RA SEPT. 1973)

c) Act in the interest of the BTA members. (RA JUNE 2007)

MISCELLANEOUS

37. ADULT EDUCATORS

(Policy)

37.01 That BTA members who are fully employed be urged not to take posts on night school staff until unemployed/underemployed adult education teachers have been fully employed; and that the Burnaby Board of Education be so advised. (AGM MAY 2002)

37.03 That the one of the Table Officers liaise with the Adult Educators. (EC OCT. 2009)

(Procedure)

37.02 That Burnaby Adult Educators be comprised of adult educators who hold active membership in the BTA.

37.04 That the Burnaby Adult Educators be designated a school for purposes of voting at the BTA Representative Assembly.

37.06 That the President and/or Vice-President convene an initial meeting early in the school year for Adult Educators for the purpose of electing Staff Representatives. (AGM May 2004)

38. ATHLETIC BANNERS (Procedure)

38.02 That the BTA continue to sponsor the Burnaby and New Westminster Secondary School Athletic banners for Burnaby and New Westminster Secondary Schools by donating $800.00 annually and that this money be taken from the PA/PR fund. (RA MARCH 2000)

38.04 That whenever possible Staff Representatives be responsible for presenting or delegating a colleague to present the Athletic Banner whenever the competition is at their school. (RA NOVEMBER 1999)

39. BOARD OF EDUCATION

(Policy)

39.01 That since the BTA Executive, by power of election, represents the majority of members, it is agreed that the Association is the sole bargaining agent of its members, and that no negotiations shall be carried out by the Board of Education School Trustees or its agents, with any group, or individual, without prior knowledge and agreement of the Executive Council. (GM FEB. 1970)

(Procedure)

39.02 That the BTA President assign one BTA member to attend each Board of Education Meeting and to report to the Executive Council. (RA JUNE 1972)

39.04 That in all discussions with the Burnaby Board of Education, representatives of the BTA shall avoid references to individual members of the Association except when the issue at hand makes it necessary. (RA JUNE 1992)

39.06 That, upon request, an interpreter be employed for our deaf colleagues when representation before the Board is required. (RA FEB. 1991)

40. B.C. FEDERATION OF LABOUR

(Policy)

40.01 That the BTA affiliate with the Vancouver and District Labour Council and elect delegates to the annual B.C. Federation of Labour Convention. (RA JUNE 2007)

(Procedure)

40.02 That the BTA delegates to the annual B.C. Federation of Labour Convention be elected by a General Meeting. (RA JUNE 2007)

40.04 That the representative to the District Labour Council be the Chairperson of the BTA delegation.

40.06 That the Chairperson of the BTA delegation solicit names of possible delegates well in advance of the Convention.

40.08 That a list of alternate delegates be established and that the BTA elect two alternates to the BC Federation of Labour delegation. (RA OCT. 2009)

40.10 That the President or Vice-President be eligible to be elected as a delegate of the Convention.

40.12 That all delegates be committed to attend the BCTF caucus meetings and all sessions of the Convention.

40.14 That the President and Vice-President will be credentialed to attend Labour Council Meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUNE 2008)

40.16 That the BTA assume the full cost of sending the delegation based on the BCTF expense allowance.

40.18 That motions to the BC Federation of Labour Convention must be submitted to the Executive Council by the first week of school in September prior to the November Convention, to be sent to schools along with the agenda for the September Representative Assembly. The September Representative Assembly will recommend motions to the next BC Federation of Labour Convention.(RA OCTOBER 2009)

40.20 That members may submit resolutions throughout the year, and a call for resolutions will be sent to schools in May of each year. (RA JUNE 2008)

41. BTA BANNER

(Policy)

41.01 That the BTA Banner be publicly displayed only:

a. at a BCTF-sanctioned provincial action; or
b. at a BCTF-sponsored event; or
c. at a conference or convention at which the BTA is a participant; or

d. at a BTA –sponsored event; or
e. when a BTA Representative Assembly or General Meeting gives a majority vote approval for such display.

42. COMMUNITY SCHOOL COORDINATORS

(Policy)

42.01 That Community School Coordinators continue to be teachers. (RA May 1996)

43. CONFLICT OF INTEREST POLICY

(Policy)

43.01 That the BTA will take all reasonable steps to ensure that conflicts of interest are avoided.

43.03 That it is the responsibility of locally elected officers to bring to the attention of the BTA any potential, apparent or real conflicts of interest. Conflicts of interest include, but are not limited to, situations where:

(a) a local officer may in some way benefit materially or financially from exercising union duties; or

(b) a local officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.

43.05 That a conflict of interest does not exist when a benefit arises from performance of duties that affect officers as one of a broad class of BCTF members.

(Procedure)

43.02 That when a conflict of interest arises, the local executive shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:

(a) the officer absents herself/himself from the discussion and vote on any matter that gives rise to the conflict;

(b) the officer no longer represents members vis-à-vis the Board of Education (i.e., delegates the function of representing members to another officer);

(c) the officer removes herself/himself from the decision-making of the local executive.

44. EDUCATION FUNDING (Policy)

44.01 That the Burnaby Teachers' Association express its opposition to the use of referenda as a means of financing education on the basis that school referenda:

a) will have a negative impact on the quality of public education in B.C.;

b) lead to inequalities in educational programs and services;

c) will create instability and uncertainty in the public school system;

d) have resulted in the underfunding and closure of schools in other jurisdictions;

e) have proven unworkable in B.C. in the past;

f) single out education as the only public service that is to be subjected to public votes on taxation;

g) interfere with local autonomy of Board of Educations;

h) severely restrict the free collective bargaining rights of teachers and other education workers;

i) will make it difficult to attract and retain qualified individuals to the teaching profession in B.C. (RA APR. 1990)

44.03 That the BTA oppose private funding of construction and operation of public schools. (AGM MAY 1997)

45. ELECTIONS

A. ANNUAL GENERAL MEEETINGS, GENERAL MEETINGS, STAFF REPRESENTATIVE ASSEMBLIES

45.A.01 That three BTA members be elected at the Annual General Meeting to Chair the General Meetings and Representative Assemblies for one year.

B. EXECUTIVE (Procedure)

45.B.02 A description of duties for Executive Council positions shall be published prior to the BTA Annual General Meeting. (GM SEPT. 1988)

45.B.04 That all candidates for election at the BTA Annual General Meeting announce their candidacy at least two weeks in advance of the BTA Annual General Meeting. Members may run from the floor of the AGM if there is an uncontested position.

45.B.06 That prior to the Annual General Meeting, candidates for office be given the opportunity to submit a brief biography and statement which would be published and distributed at the May Representative Assembly. (RA June 2003)

45.B.08 That campaign literature may be distributed by the candidate or their agents. (RA JUNE 2003)

45.B.10 That campaign literature may be distributed on the day of the election. (RA JUNE 2003)

45.B.12 Candidates for the following positions (if contested) will be given time of one minute to make a speech at the AGM: President, Vice-President, Officer-at-Large, Secretary, Treasurer, Elementary Representative, Secondary Representative, Elementary Member-at-Large, Secondary Member-at-Large, Local Representatives to the BCTF, and Representative to the District Labour Council. If elected by acclamation, the Table Officers will be given one minute each to speak. (RA APRIL 2011)

45.B.14 One candidate list displaying all of the candidates for each position will be distributed to each BTA member at the Annual General Meeting. Blanks will be inserted to allow candidates to run from the floor for uncontested positions. (RA APRIL 2011)

45.B.16 Ballots for each position will be counted individually by using a scantron machine in order to expedite election results. Each ballot will be clearly marked with the title of the position. (RA APRIL 2011)

45.B.18 That each candidate may designate a member to scrutinize the vote. (RA JUNE 2003)

45.B.20 That the election of all Executive Council and Standing Committee positions at the BTA Annual General Meeting take place early in the meeting. (AGM JUNE 1982)

45.B.22 That the President, Vice-President, Officer-at-Large, Elementary and Secondary Representatives, Secretary, Treasurer, Members-at-Large and Local Representatives be elected by simple plurality at the Annual General Meeting. (NOTE: Adult Educators, Bargaining, Health and Safety, Political Action and Public Relations Committee, Professional Development, Social Justice, Teachers-on-Call, and Working and Learning Conditions Chairpersons are elected by their respective Committees.) (RA OCTOBER 2009)

45.B.24 That vote totals be made available at the meeting upon request of candidates. (RA JUNE 1976)

45.B.26 If the President's office becomes vacant during the normal term of office, then the Vice-President shall be Acting President for the remainder of the term. A member of the Executive Council shall be Acting Vice-President. (RA JUNE 2003)

45.B.28 That the President's and Vice-President's terms of office be no more than two consecutive years in each position. (RA JUNE 2007)

C. **COMMITTEES** (Procedure)

45.C.02 A description of duties for committee positions shall be published when advertising vacancies. (GM SEPT. 1988)

45.C.04 That all candidates for BTA office, including committee membership, have an opportunity to present a statement to the appropriate electing body. (RA APRIL 1972)

45.C.06 That all casual vacancies on committees requiring membership elections be filled by the Representative Assembly or appropriate General Meeting. (RA JUNE 19'94)

45.C.08 That the term of committee members shall begin on July 1st and expire on June 30th of the appropriate year with regard to length of term. (RA MAY 1975)

45.C.10 Members elected to fill casual vacancies will complete the term of office of the member replaced. (RA MAY 1975)

45.C.12 That when members are nominated for BTA positions, some background information should be given. (RA DEC. 19/74)

45.D. **BTA CONTACTS FOR SPECIFIC BCTF CAMPAIGNS**

45.D.02 That the BTA process for finding contacts for specific BCTF campaigns involve a call to the membership for applicants. A candidate(s) and an alternate(s) shall then be elected by the BTA Executive Council and then ratified by the Representative Assembly. (RA JUNE 2008)

46. ENVIRONMENTAL ISSUES (Procedure)

46.02 That the BTA encourage and promote through example the use of reusable, re-fillable, washable drink and food containers. (RA MAY 1990)

46.04 That the BTA support in principle environmental initiatives which promote the 3R's - Reduce, Reuse, and Recycle. (RA JUNE 1992)

46.06 That the BTA Office be a smoke-free and scent-free environment. (RA June 2007)

47. ETHICAL ISSUES (Policy)

47.01 That neither the BTA nor individual members make recommendations or participate in discussions to eliminate jobs, or reduce or eliminate any educational programs or services. (AGM MAY 2002)

48. EVALUATION OF ADMINISTRATORS

48.02 That BTA members not participate in Board initiated managerial/administrative reviews or evaluations until such time as a clearly defined process is agreed to by the BTA. (This will not prevent teachers from providing information regarding alleged child or substance abuse or personal or sexual harassment). (AGM 1995)

48.04 That BTA members raise concerns or complaints about managerial/administrative practices directly with the administrative officer(s) concerned and/or through the BTA president. (AGM 1995)

48.06 That beginning September 1, 2011, there be a maximum of two Executive Council Meeting in any given month. (May 3, 2011)

49. EXECUTIVE COUNCIL MEMBERS

A. **DUTIES** (Procedure)

49.A.02 That the President and Vice-President be responsible for calling initial meetings of BTA committees and to clarify their BTA procedures and duties. (RA OCTOBER 2009)

49.A.04 That the Executive Council Meetings be run by a rotating chairperson and that new Members be mentored in this role. (EC OCTOBER 2009)

49.A.06 That the BTA President, Vice-President and Officer-at-Large meet in June of each year to determine a preliminary division of their tasks and responsibilities for the following year and that this, and any significant changes throughout the year, be reported to the Executive Council. (RA JUNE 12/01)

49.A.08 That the President and Vice-President will be credentialed to attend Labour Council Meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUNE 2008)

49.A.08 That the District Labour Council Representative shall:

i. attend District Labour Council Meetings as a representative of the Association; and
ii. report to the Executive Council and Representative Assembly;
iii. shall be the head of the delegation to the annual B.C. Federation of Labour Convention. (RA JUNE 2007)

49.A.10 That the President and Vice-President will be credentialed to attend labour council meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUNE 2008)

49.A.12 That the Elementary and Secondary Members-at-Large, Elementary and Secondary Representatives be responsible for organizing and coordinating workshops, training sessions and social events. eg. Staff Rep Training, Retirement Reception and New Teachers' Reception; and support the BTA representative to the District Labour Council by attending Labour Council Meetings on a rotating basis and by giving advice on labour issues. (RA JUNE 2003)

49.A.14 That in order to ensure full representation of BTA members at Representative Assemblies, repeated absences of Staff Representatives or their Alternates be scrutinized by the Executive Council members. The table officers would then contact the Staff Representatives and encourage them to attend or send an alternate to the next Representative Assembly. (RA JUNE 2001)

49.A.16 That the Vice-President attend BCTF Representative Assembly Meetings, and that his/her expenses be paid by the BTA on the same basis as the Local Representatives' and Local President's expenses are paid by the BCTF. (RA JUNE 2007)

49.A.18 That a Table Officer liaise with the Adult Educators and that the President liaise with the Teachers-on-Call. (EC OCT. 2009)

49.A.20 That if an Executive Council member is unable to fulfill his/her duties for the full term, the Table Officers could request them to step down from the position and that the position be filled at an election by the Representative Assembly, to complete the term to the end of the school year. (RA MAY 2006)

49.A.22 That the Grievance Coordinator:

i. coordinates, reports to, and advises the Grievance Committee; and

ii. reports to the Executive Council and the Representative Assembly on grievance matters. (RA JUNE 2007)

49.A.24 That all Executive Council members receive a copy of current BTA Policies and Procedures at the beginning of their terms and that all Executive Council decisions and practices be guided by these documents.

49.A.26 That Executive Council Meetings be run by a rotating Chairperson and that new members be mentored in this role. (EC OCTOBER 2009)

49.A.28 That the BTA Executive Council adopt a Code of Ethics that reads, “An Executive Council member shall direct criticisms of another Executive Council member and performance or behaviour to the member privately. If/When a dispute cannot be resolved between the two, member to member, the service of the Internal Mediation Service of the BCTF shall be requested. (EC SEPT. 2009)

50. EXTRA-CURRICULAR ACTIVITIES (Policy)

50.01 That a teacher's participation in extra-curricular activities should not be a factor in determining transfer, reassignment or hiring. (AGM MAY 1985)

51. FACILITIES (Procedure)

51.02 That the BTA call upon its auditors to depreciate new furniture and fixtures over a period of five years. (AGM 1969)

51.04 That the Treasurer be empowered to obtain comprehensive insurance including fire, theft and public liability for the BTA office premises. (RA JUNE 1970)

51.06 That a BTA member be the BTA representative on the Strata Council. (RA OCTOBER 2001)

52. FEES (Procedure)

52.02 In addition to the fees established by the 2011 BCTF AGM the following shall apply in Burnaby:

That the local fee for **active members** (FTE) on contract be **.73% of gross salary** for 2011 -2012.

That the local fee for **Associate members** be **$10.00** for 2011 - 2012.

That the local fee for active members who are **Teachers-on-Call** be **.56% of gross salary** per day worked in Burnaby for 2011 - 2012.

That the local fee for **active members** who are **Adult Educators** be **.56% of gross salary per hour worked** in Burnaby for 2011 - 2012.

That the local fee for Active Members who are **Summer School Teachers** be **.56% of gross salary per hour worked** in Burnaby for 2011 - 2012.

That the remainder of funds needed to meet local budgeted expenses be taken from any cash assets of the BTA including the Reserve Fund.

That Roger Kamikura be appointed auditor for 2011-2012. (AGM MAY 2011)

53. FINANCES

A. SIGNING AUTHORITIES (Procedure)

53.A.02 That the BTA have three alternate signing authorities for its bank account(s), these being the Treasurer, the President and Vice-President. (RA JUNE 2001)

53.A.04 That the signatures of two of the three signing authorities be required on all BTA cheques issued. (RA APRIL 1973)

B. **LEVIES** (Procedure)

53.B.02 That a motion to put a levy shall state the amount of the levy. (RA APRIL 1972)

53.B.04 That at least one week's notice of motion must be given to the general membership before any levy may be put. (RA APRIL 1972)

C. **FINANCIAL YEAR** (Procedure)

53.C.02 The financial year shall commence on July 1st of each year. (RA APRIL 1973)

D. **RESERVE FUND**

53.D.02 That the BTA establish and maintain a Reserve Fund as a separate account. (AGM MAY 1990)

53.D.04 That the purpose of the Reserve Fund is to ensure that the BTA can pursue its goals and priorities from a position of financial strength and can meet, without delay, special, emergent, and/or significant expenses. (AGM MAY 1989)

53.D.06 That any revenues generated by the fund remain in the fund but should be considered as interest income for budget purposes. (RA JUNE 2001)

53.D.08 That the procedure for expenditures from the Reserve Fund shall be:

a) The Executive Council may authorize payments from the Reserve Fund for grievance, mediation, and arbitration costs related to the negotiation and enforcement of the collective agreement.

b) The General Meeting may authorize other expenditures from the Reserve Fund. (AGM MAY 1989)

E. **MISCELLANEOUS** (Procedure)

53.E.02 That there be one BTA general operating account and one Reserve Fund account on which cheques may be written and that all bills be submitted to the Treasurer for payment from those account. (AGM MAY 1990)

53.E.04 That dinners be provided at BTA expense to BTA committee members if the committee works until 7:00 p.m. or returns after dinner to complete its work. (RA MARCH 1980)

53.E.06 That the BTA cover reasonable dependent care expenses for members who attend Executive Council, Representative Assembly and committee meetings. Request for payment should be submitted to the Treasurer after dependent care has been received. (RA APRIL 2000)

53.E.08 That the Vice-President attend BCTF Representative Assembly Meetings, and that her/his expenses be paid by the BTA on the same basis as the Local Representatives' and Local President's expenses are paid by the BCTF. (RA JUNE 2007)

53.E.10 That the BTA spend up to $1,000.00 per year for BTA members to take part in the Burnaby Board of Education's Online Training regarding Harassment Awareness, an amount that would be matched by the Burnaby Board of Education for cost sharing. (GM January 2011)

54. GRANTS (Policy)

54.01 That the following be the BTA criteria for Social Justice Grant applications:

a) That they meet the BCTF's criteria (p. 72 Members' Guide);

b) That the projects be district-wide;

c) That all members be informed of the grants well in advance of the deadline.

d) That priority be given to Social Justice Committee applications;

e) That applications be received into the BTA office by November 1st; and

f) that the membership be informed of the criteria, adjudicated by the full-time table officers and brought to the Executive Council for ratification.
(RA JUNE 2007)

55. INFORMATION IN SCHOOLS (Procedure)

55.02 a) That BTA members who circulate material must identify the author(s) of the material and the group responsible for its circulation;

b) That no BTA staff representative shall distribute material which does not satisfy the conditions set out in (a) above. (RA FEB. 1982)

55.04 That the BTA provide an updated Staff Rep Binder(s) which include(s) contracts; Constitution, Bylaws, Policies and Procedures; and information on medical, dental, group life insurance, Short and Long Term Disability and Health and Safety, etc. (JUNE 2001)

55.06 Copies of minutes of Annual General Meetings, Representative Assembly Meetings and Executive Council Meetings are to be posted in each staff room on BTA designated bulletin boards. (RA JUNE 1999)

55.08 That two-way public address systems, when installed in Burnaby schools, be activated from the classroom only by means of a depressed push button device. (RA NOV. 1984)

55.10 That the BTA obtain private email addresses to send e-documents/e-alerts to members.
(EC OCT. 2009)

56. JOB ACTION (Procedure)

56.02 The BTA Executive Council shall have the power to conduct hearings and to assess penalties for any member who crosses a BTA picket line.

56.04 The hearings of allegations of picket line violations may be in person or in writing at the discretion of the BTA Executive Council and shall be conducted prior to assessment of penalties.

56.06 The standard penalty for crossing a BTA picket line shall be a fine equivalent to gross pay received from the employer for each day upon which said picket line is crossed. Additional penalties applicable may include warning, reprimand, loss of rights to hold office, loss of specified privileges and appropriate publication.

56.08 Any strike pay which picket line violators would normally have received will be forfeited.

56.10 Members found by the BTA Executive Council to be in violation of picket lines and penalized therefore may appeal such finding and/or penalty in writing to the chairperson 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. (AGM MAY 1990)

56.12 The BTA Executive Council shall have the power to assess penalties and take other appropriate actions against any member who violates any other form of job action. (RA MAY 1993)

57. LEADERSHIP EXPENSE (Procedure)

57.02 That a sum in each yearly budget be exclusively designated as a Leadership Expense in order to:

a) pay a full-time President 100% of his/her salary and benefits that he/she would have received had he/she been teaching;

b) provide the President with a general expense supplement, summer allotment, honoraria and travelling expenses, in an amount equal to 10% of the maximum scale, at Category 6; (EC OCT. 2009)

c) pay a full-time Vice-President 100% of his/her salary and benefits that he/she would have received had he/she been teaching;

d) pay the Vice-President an expense allowance of 8.5% of the maximum scale Category 6 to reimburse for summer and job-related expenses; (EC OCT. 2009)

e) pay the President and Vice-President the difference between driving to work and business insurance for their vehicles;

f) reimburse the President and Vice-President for mileage at the Burnaby Board of Education rate;

g) provide time off for members for Association business;

h) provide allowances for other Executive Council and Committee Chairpersons as approved by the Annual General Meeting;

i) provide teacher(s) with release time to deal with bargaining and grievance matters of the Association. Such time shall be budgeted at a minimum of 50% of a PA maximum salary. (RA OCTOBER 2009)

57.04 That individuals and/or committees take time off at BTA expense only after Executive Council approval or President's approval and Executive Council ratification. (RA JUNE 1976)

57.06 That the incoming President be provided with time off from his/her teaching duties for orientation meetings with the incumbent President and office staff;

a) The time allowed shall be up to five (5) days prior to the end of the school term;

b) Costs shall be charged to Leadership Expense. (RA MARCH 1968)

57.08 That the Vice-President attend BCTF Representative Assembly Meetings, and that his/her expenses be paid by the BTA on the same basis as the Local Representatives' and President's expenses are paid by the BCTF. (RA JUNE 2007)

58. LOCAL REPRESENTATIVES (Procedure)

58.02 That the President, the Vice-President, the Elementary and the Secondary Representatives be designated as BTA alternate Local Representatives to the BCTF. (AGM MAY 1999)

59. MEETINGS

(Policy)

59.01 That three BTA members be elected at the Annual General Meetings to Chair the General Meeting and Representative Assemblies for one year. (RA NOVEMBER 2009)

59.03 That when a General Meeting is called, all student games and activities, all PSA Committee meetings, all in-district workshops, all school-based meetings, and all teacher social and athletic events scheduled for that time shall be re-scheduled or cancelled. (AGM MAY 1989)

59.05 That the traditional territories of the Aboriginal Peoples be recognized at the beginning of every Representative Assembly, Annual General Meeting and Pro-D Forum. (RA JUNE 2007)

59.07 That at Annual General Meetings and General Meetings, speakers speak on motions alternating between pro and anti when possible. (RA FEB. 2010)

(Procedure)

59.02 That three BTA members be elected at the Annual General Meetings to Chair the General Meeting and Representative Assemblies for one year. (RA NOVEMBER 2009)

59.04 **GENERAL GUIDELINES FOR:**

A. GENERAL MEETINGS AND STAFF REPRESENTATIVE ASSEMBLY MEETINGS

That the following be adopted for implementation at General Meetings and Staff Representative Assemblies:

a. That there is a microphone for the Chair at Representative Assemblies and General Meetings.
b.. If possible, there will be two microphones set up.
c. That the Chair will remind speakers that they should be adding new points, and not repeating points.
d. That the Chair will instruct the members of the Representative Assembly and General Meetings on the Rules of Order.
e. That the Chair will enforce a three minute time limit for the mover of a motion, and a two minute time limit for any subsequent speakers.
f. That a person may speak once on an issue, and after speaking once if they wish to speak again, the Chair will place them on a second speakers list, and they may speak after first time speakers. (EC OCT. 2009)

g. That the Chair's primary role is to facilitate the meeting, by knowing, applying, and helping others to follow the rules, not to speak on the issues.
h. That if the Chair wishes to speak on an issue, the Chair shall pass the Chair to someone else prior to joining the discussion. . (EC OCT. 2009)
i. That if the Chair is running for election, he or she shall pass the chair to an alternate Chair during the election. . (EC OCT. 2010)
j. The Presidents' Report will be mailed out/distributed and there will be time for questions at the meeting. (RA NOV. 2009)
k. Committee Reports will be distributed, and not reported on, unless there is a timely issue, and in that case, the committee needs to ask to be placed on the agenda prior to the meeting. The committee reports should be about a particular important issue that affects the whole membership, not all the issues the committee is working on.
l. If possible, all motions will be projected in large font following the templates.
m. The Executive Council will review and/or amend draft agendas for the Representative Assembly and the General Meeting prior to the meetings (RA NOV. 2009).
n. That three BTA members be elected at the Annual General Meeting to Chair the General Meetings and Representative Assemblies for one year.

B. STAFF REPRESENTATIVE ASSEMBY MEETINGS

a. That whenever possible, RA motions will be circulated on a template one week prior to the meeting for posting so members can consider the motions, The template for the motions will include: the motion, the mover and the seconder of the motion; and some of the pros and cons of this motion. Motions may, as usual arise from the discussions of the meeting. (RA NOV. 2009)
b. That each issue on the RA Agenda is given a time limit. If time runs out before the issue is resolved, a motion is required to extend the discussion. Otherwise, it moves to Unfinished Business at the end of the meeting, or to the next meeting. The person placing an item on the agenda needs to specify how much time they will need, subject to time available. (RA NOV. 2009)

C. EXECUTIVE COUNCIL MEETINGS

a. The Executive Council will review and/or amend draft agendas for the Representative Assembly and the General Meeting prior to the meetings (RA NOV. 2009).

59.06 That the BTA follow the BCTF Simplified Rules of Order during BTA General Meetings. When the Chair is required to make a ruling not covered by these Rules, guidance shall be sought from Newly Revised Robert's Rules of Order. (RA MAY 1979)

59.08 That upon request, the BTA employ an interpreter for our Deaf colleagues at BTA activities organized and run by the BTA. (FEB. 2000)

59.10 That the Annual General Meetings/General Meetings at which there is no quorum shall be rescheduled five minutes after the original scheduled start time. (AGM MAY 2001)

B. **REPRESENTATIVE ASSEMBLY** (Procedure)

59.12 That voting at BTA Representative Assemblies be on the basis of one vote per Staff Representative or Executive member in attendance at the time of the vote. (RA JUNE 1996)

59.14 That a twenty-minute time period be allotted at each Representative Assembly to allow discussion of staff concerns and that this time be before dinner. (RA OCT. 1984)

59.16 That the BTA provide bound notebooks for Staff Reps for the purpose of keeping records of school meetings. (RA MAY 1998)

59.18 That the BTA Representative Assembly be declared scent-free and the representatives be requested not to wear perfume, cologne, or strong scented products. (RA MAY 2005)

C. **COMMITTEE REPORTS**

59.20 a) That, where possible, committee reports
- i) be presented in writing prior to Representative Assemblies and General Meetings;
- ii) that reports be posted for perusal.

b). That Committee Reports will be distributed, and not reported on, unless there is a timely issue, and in that case, the committee needs to ask to be placed on the agenda prior to the meeting. The Committee Reports should be about a particular important issue that affects the whole membership, not all the issues the committee is working on.

c) That when there is no Committee Report, it shall not appear on the agenda.

d) That the speaker condense his/her report to 3 - 5 major points only to be presented on the overhead within a five minute time.

e) That the speaker then be given time to answer questions related to the report. ((RA JUNE 2007)

60. MEMBERSHIP

A. **ACTIVE** (Procedure)

60.A.02 That BTA members on exchange be expected to pay full BTA fees to maintain active membership during their absence. (RA APRIL/72)

60.A.04 That BTA members going to Department of National Defence Schools be treated as members going on exchange, and they be expected to pay the regular fee. (RA SEPT. 1972)

60.A.06 That teachers on educational leave at 60% of salary be required to pay 60% of the BTA fee to maintain active membership. (RA APRIL 1972)

60.A.08 That exchange teachers coming to teach in Burnaby be considered active members of the BTA without payment of fees and/or levies. (RA APRIL 1972)

60.A.10 That only a member of the BTA who is in good standing shall be a candidate for, or be permitted to vote for, any committee or executive position in the BTA. (RA APRIL 1972)

B. **ASSOCIATE** (Procedure)

60.B.02 That any bona fide BCTF member, excluding members of BASA, who is professionally involved in public education in Burnaby or who has retired from service in Burnaby, may become an associate member of the BTA. (RA APRIL 1972)

60.B.04 That an associate membership implies support for the policies of the BTA on the part of the applicant but does not obligate the BTA in any way other than those services which are provided in the professional development program. (RA JUNE 1970)

60.B.06 Any requests for services in the fields of economic welfare or learning and working conditions should be directed to the Executive. (RA JUNE 1970)

60.B.08 Application for associate membership should be made in writing to the Secretary of the BTA. (RA APRIL 1972)

C. **HONOURARY** (Procedure)

60.C.02 That honourary associate membership be granted to retiring teachers who have taught a minimum of ten years in Burnaby. (RA MAY 1979)

D. **MISCELLANEOUS** (Procedure)

60.D.02 That only BTA members in good standing and BCTF members of other locals who are authorized by the BTA Executive Council be entitled to the services and privileges of the BTA. (RA JUNE 1983)

61. MOTIONS (Policy)

61.01 That all notices of motion distributed to BTA members include the sources of those motions. (RA MAY 1993)

62. NEGOTIATIONS (Procedure)

62.02 That the negotiator is chief spokesperson for the Association and negotiations will only take place at specifically designated places and times with the team present.

62.04 That the negotiating team shall discuss general ground rules with the Board's negotiating team before formal negotiations.

62.06 That there will be no negotiations during the 24 hours preceding the General Meeting at which the negotiating team is to give their final report.

62.08 That the details of the proposed contractual agreements be released as soon as possible to teachers after an agreement in committee has been reached. (RA NOV. 1985)

62.10 That joint submissions with the Board of Education to arbitration boards must be first endorsed by a General Meeting. (RA APR. 22/80)

62.12 That the Bargaining Committee negotiate only during school hours unless a satisfactory agreement is reached as to compensatory time. (RA NOV. 1984)

62.14 After agreement-in-committee has been reached and language changes have been distributed for membership review, a General Meeting ratification vote will be held. (AGM MAY 1991)

(ALSO NOTE SECTION 8 "BARGAINING COMMITTEE" AND SECTION 56 “JOB ACTION")

63. NEW TEACHERS (Policy)

63.01 That new teachers in the district be given information concerning procedures re evaluation of experience and placement on the Burnaby incentive scales, information on superannuation, and copies of the Collective Agreement.
(RA SEPT. 1988)

63.03 That the Burnaby Board of Education provide those folders or pamphlets available from the agencies concerned regarding all medical and dental coverage to new teachers at the time they sign the pertinent forms. (RA NOV. 1975)

63.05 That the Burnaby Board of Education provide BTA and BCTF membership forms to all teachers, whether contract or teacher-on-call, at time of hire.
(GM SEPT. 1988)

63.07 That the BTA offer a New Teachers' Conference in the fall of each school year.

64. PART-TIME TEACHERS (Policy)

64.01 That any part-time teacher who is asked to teach more than their usual teaching load and will not be receiving a pro-rated salary based on their current salary scale, not comply with the request. (AGM MAY 1980)

65. POLITICAL ACTION

(Policy)

65.01 That the BTA become an organizational member of the Canadian Centre for Policy Alternatives. (RA MAY 1998)

65.03 That the BTA Banner be publicly displayed only:

a. at a BCTF-sanctioned provincial action; or
b. at a BCTF-sponsored event; or
c. at a conference or convention at which the BTA is a participant; or
d. at a BTA –sponsored event; or
e. when a BTA Representative Assembly or General Meeting gives a majority vote approval for such display.

66. POLITICAL FORUMS

(Policy)

66.01 That the BTA sponsor public meetings for two purposes:

a) To give candidates for election as school trustees or MLAS an opportunity to present their platforms;

b) To publicize any referendum. (RA JUNE 2001)

(Procedure)

66.02 That separate, explicit advertising regarding political forums be sent out well in advance of the forum, to all BCTF members in Burnaby. (RA June 2007)

66.04 Procedures for groups wishing to use BTA/BCTF mailing labels shall be:

a) A letter requesting the service must be signed by a BTA member(s);

b) Material to be sent must be reviewed by the Executive;

c) There must be a covering letter in the mailing signed by a BTA member(s);

d) All costs are borne by the sender;

e) No BTA/BCTF list shall be given or copied;

f) The affixing of labels must take place at the BTA office and may only be done by a BTA member(s);

g) Envelopes will be posted by a member of the BTA Executive or a BTA staff person.

67. PRESIDENT'S NEWSLETTER (Procedure)

67.01 That the BTA President's Newsletter reflect the policies and procedures of the BTA and not the personal opinions of the President when those opinions are contrary to BCTF/BTA policy. Personal opinions should be expressed in the "Whistle". (RA APRIL 1982)

68. PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES

a) Schools are encouraged to conduct regular needs assessment workshops to identify needs and to plan professional development activities according to priorities. All staff members should be involved. Schools might include members of the community as well.

b) Needs are often common to many schools in the district. It is important that the professional development plans of schools be distributed to other schools so that programs can be better coordinated. The sharing of needs and plans should occur early in the school year. Local communities should be informed of the professional development plans for each school.

c) When schools prepare their professional development program, evaluative questions should be devised so that an assessment can be made as to whether the program has been successful and the need addressed.

d) Pro-D Committee (coordinating programs for schools with common goals) shall play a central role in gathering information on needs throughout the district, coordinating programs for schools with common needs, and helping with needs assessment. (RA MAY 2006)

e) That district-wide non-instructional days be planned only with the approval and cooperation of the BTA, and not be imposed by the Board. (RA APR. 1985)

f) That, with regard to requests by PSA's for specific district-wide dates for professional development, the policy of the BTA be that staffs develop a program and schedule of dates for professional development related to their school needs. (RA JUNE 1986)

g) That each year the Burnaby District-wide Professional Development Day be the last Friday of February. (RA MAY 1998)

h) That no Detached Duty funds be expended for conferences on any District Professional Day, with the exception of BCTF conferences such as Beginning Teachers' and Provincial PSA Conferences. (AGM MAY 2002)

69. PROVINCIAL SPECIALIST ASSOCIATION

(Policy)

69.01 That authorized local chapters of PSAs in Burnaby be provided with up to $100 upon request to the BTA Professional Development Committee. (RA MAY 1998)

70. RECOGNITION OF BTA MEMBERS

That the BTA create certificates and letters of thanks to recognize 25 year members, both of which to be given to recipients at a General Meeting, immediately following the Burnaby Board of Education's 25 Year Recognition Evening. (January 4, 2011)

71. SCHOLARSHIPS (Procedure)

71.02 That all awards be made on the basis of scholarship, citizenship and need. (RA JUNE 1996)

71.04 That each scholarship be paid when the recipient enters into full-time attendance at a post-secondary school. The Executive Council, after review, may approve payment for part-time attendance by a recipient. (RA JUNE 1996)

71.06 That each scholarship be made in the name of the Burnaby Teachers' Association. (RA MARCH 1972)

71.08 That all scholarships be presented by the President or his/her nominee. (RA JUNE 1996)

71.10 That the eighteen scholarships awarded be $750.00 for 2010-2011.

71.12 **Burnaby Secondary Student Scholarships**

a) That a scholarship award be made to two graduates of each Burnaby secondary school. (RA MAY 1998)

b) That each recipient has been a student in a Burnaby secondary school for at least one year. (RA MARCH 1972)

c) An elected committee of BTA members in each of the eight senior secondary schools shall decide who shall receive the BTA scholarships, in consultation with the rest of the staff. (RA JUNE 1974)

71.14 **Son/Daughter Scholarship**

a) That one scholarship award be made to the graduating grade 12 child of a BTA member. (RA MAY 1993)

b) That the recipient be graduating from a public school in B.C. (RA JUNE 1996)

c) That the selection of the recipient be made by the BTA Scholarship Committee. (RA JUNE '96)

71.16 **Aboriginal Student Scholarship**

a) That one scholarship award be made to a graduating grade 12 student with Aboriginal Ancestry.

b) That the selection of the recipient be made by the BTA members of the Aboriginal Resource Team.

72. SCHOOL SURVELLIANCE

(Policy)

72.01 That the BTA is opposed to installation of cameras in schools

a. unless a sign is posted in clear sight indicating the presence of a camera;
b. in individual classrooms unless the teacher has requested it;
c. in staff rooms or washrooms;
d. in areas of the school that are accessed only by teachers or staff.

73. SPEECH AND LANGUAGE PATHOLOGISTS

73.01 That school-aged children are best serviced by speech-language pathologists working as an integral part of the public school system, under the jurisdiction of the Ministry of Education. (RA FEB. 1986)

73.03 That the BTA urge the Burnaby Board of Education and all Burnaby MLAs to oppose any suggested transfer of speech-language pathologists' services for public school children from the Ministry of Education to the Ministry of Health. (RA JUNE 1994)

74. STAFF REPRESENTATIVES (Procedure)

74.02 That BTA members of each school in the district shall, at or before the first staff meeting of the new school year, elect their Staff Representatives from among themselves. Immediately thereafter the Staff Representatives shall choose one of themselves to be designated Senior Staff Representative. (RA MAY 1975)

74.04 That the Senior Staff Representative shall communicate to the BTA Secretary on, or before, the 30th day of September, the several names, home addresses and telephone numbers of the Staff Representative and Alternates elected in his/her school; and shall also, from time to time, notify the BTA Secretary immediately of any changes that may occur in this information during the year. (RA NOV. 2009)

74.04 Each school shall be entitled, on a per capita basis, to one Staff Representative for each twenty BTA members, and one for any major additional fraction thereof, and an equal number of Alternates. Schools with less than twenty BTA members shall be entitled to elect one Staff Representative and one Alternate. (GM MARCH 1969)

74.06 That voting at BTA Representative Assemblies be on the basis of one vote per Staff Representative, Committee Chairperson or Executive member in attendance at the time of the vote. (RA NOV. 1986)

74.08 That the Burnaby Teachers-On-Call and each Adult Educators' worksite be designated a school for purposes of voting at BTA Representative Assemblies and receiving BTA publications. (RA JUNE 2008)

74.10 The Senior Staff Representative shall communicate to the BTA Secretary on, or before, the 15th day of September, the several names, home addresses and telephone numbers of the Staff Representatives and Alternates elected in his/her school; and shall also, from time to time, notify the BTA Secretary immediately of any changes that may occur in this information during the year. (RA NOVEMBER 2009)

74.12 All BTA members not directly associated with a school staff shall be considered as a school for the purpose of representation on the Representative Assembly. (GM MAR. 1969)

74.14 That in order that there be accurate and prompt class size surveys in the fall, and in the second semester for semestered schools, release time for Staff Representatives be provided on the basis of up to 2 day per Staff Representative entitlement. These days may only be taken by elected Staff Representatives. (AGM MAY 2002)

75. STRIKES OF NON-TEACHING EMPLOYEES (Policy)

75.01 That in the event of strikes by non-teaching employees, BTA members not perform duties normally undertaken by striking employees nor instruct students to do so. (AGM MAY 1989)

75.03 That when disruption of services appears likely, due to impending strike or lockout of non-teaching employees, an informational General Meeting be called for BTA members. (AGM MAY 1989)

75.05 The Executive shall annually review and recommend a set of guidelines to a General Meeting for implementation in the event of a C.U.P.E. strike. (AGM MAY 1989)

75.07 That as a statement of principle, that during a full scale CUPE strike teachers will not cross CUPE picket lines and therefore should not expect to be paid by the Burnaby Board of Education. If teachers are working at a site not picketed then they should consider donating their pay (less strike pay) to the BTA Strike Support Fund as an act of solidarity with their colleagues honouring picket lines. (RA JANUARY 2000)

76. STUDENT TEACHERS (Policy)

76 .01 That neither student teachers nor sponsoring teachers be used as teachers-on-call. (GM NOV. 1982)

76.03 That if a sponsoring teacher is to be absent from his/her school then a teacher-on-call should be provided. (GM NOV. 1982)

76.05 That when S.F.U. and U.B.C. schedule workshops and meetings for sponsoring teachers during school hours, they pay the cost of teachers-on-call. (GM NOV. 1982)

76.07 That the universities be encouraged to schedule workshops and larger special meetings of sponsor teachers during school hours. (RA FEB. 1983)

77. SUPERVISION (Procedure)

77.02 There shall be no formal supervision before regular school hours except for that undertaken voluntarily. (AGM MAY 1991)

77.04 There shall be no formal supervision after regular school hours, except for extra-curricular supervision undertaken voluntarily. (RA APR. 1966)

78. TEACHERS OF THE DEAF (Policy)

78.01 That teachers of the Deaf not be used as educational interpreters except in emergency situations in mainstreamed settings and that the Board hire educational interpreters for Deaf and Hard of Hearing Students who are mainstreamed. (GM JAN. 1992)

78.03 That BTA sponsorship of outside organizations' provision of workshops be conditional upon the outside organizations' agreement upon request, to pay for an interpreter for our Deaf colleagues.

(Procedure)

78.02 That upon request, the BTA employ an interpreter for our Deaf colleagues at BTA activities organized and run by the BTA. (RA FEB. 2000)

79. TEACHERS-ON-CALL

(Policy)

79.01 That where teachers are absent from their assigned duties, the BTA expects Teachers-on-Call to be present. (RA SEPT. 1981)

79.03 That the President liaise with the Teachers-on-Call. (EC OCT. 2010)

(Procedure)

79.02 That the Burnaby Teachers-On-Call Association be comprised of teachers-on-call who hold Active Membership in the BTA. (GM SEPT. 1988)

79.04 That the Burnaby Teachers-On-Call be designated a school for purposes of voting at BTA Representative Assemblies and receiving BTA publications.(RA NOV. 1982)

79.06 That the Burnaby Teachers-On-Call Association receive voting cards at the Representative Assembly on the basis of one for every twenty teachers-on-call or major fraction therefore, based on the average daily number of teachers-on-call working in schools the previous year. (RA OCT. 1988)

79.08 That only BTA members in good standing and BCTF members of other locals who are authorized by the BTA Executive Council be entitled to the services and privileges of the BTA. (RA JUNE 1983)

79.10 That Teachers-on-Call working exclusively in Burnaby be entitled to Detached Duty funding. (RA MAY 2005)

(ALSO NOTE SECTION #14 BURNABY TEACHERS-ON-CALL COMMITTEE")

80. TEMPORARY CONTRACT TEACHERS

(Policy)

80.01 That the BTA continue to actively seek continuing contracts for all teachers currently under the employ of the Burnaby Board of Education. (RA JUNE 1996)

81. TEACHER TRANSFERS - DECLINING ENROLLMENT

(Policy)

81.01 That Head Teachers or Department Heads not take part in any discussion with School Administrators regarding which teacher(s) should be transferred. That any action of this kind be considered a violation of the BCTF Code of Ethics. (RA JUNE 2001)

82. VANCOUVER DISTRICT LABOUR COUNCIL

(Policy)

82.01 That the BTA affiliate with the Vancouver and District Labour Council and elect delegates to the annual B.C. Federation of Labour Convention. (RA JUNE 2007)

(Procedure)

82.04 That the representative to the District Labour Council be the Chairperson of the BTA delegation.

82.06 That the Chairperson of the BTA delegation solicit names of possible delegates well in advance of the Convention.

82.08 That the President and Vice-President will be credentialed to attend Labour Council Meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUNE 2008)

82.10 That the District Labour Council Representative shall:

i. attend District Labour Council Meetings as a representative of the Association; and
ii. report to the Executive Council and Representative Assembly;
iii. shall be the head of the delegation to the annual B.C. Federation of Labour Convention. (RA JUNE 2007)

82.12 That the President and Vice-President will be credentialed to attend Labour Council Meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUNE 2008)

82.14 That the BTA assume the full cost of sending the delegation based on the BCTF expense allowance.

83. VANDALISM (Procedure)

83.02 That to be considered for payment, notification of vandalism claims be received at the BTA office within the school year in which the vandalism occurred except for vandalism which occurs in the last week of school in June. June incidents may be reported until September 30 that calendar year. (AGM MAY 1993)

83.04 When a claim for vandalism has been refused, an appeal may be made to the Executive Council.

84. VOLUNTEER TEACHER AIDES (Policy)

84.01 Volunteer school aides have a role to play in education, subject to the following conditions:

a) That the classroom teacher initiates the use, and directs the services, of the volunteers.

b) That the principal does not force the volunteer on the classroom teacher.

c) That officials outside the school do not impose the use of volunteers on any classroom teacher. (RA APRIL 1970)

84.03 Volunteer aides must not be used as alternatives for:

a) The lowering of the pupil-teacher ratio.

b) Adequate equipment.

c) Qualified professional personnel.

d) Paid aides.

e) Adequate secretarial services. (RA MAY 1990)

84.05 That volunteer aides, other than those defined as "traditional" or "resource people" shall perform only non-professional tasks and only under the direction and supervision of the classroom teacher to whom they shall be responsible. (RA MAY 1990)

84.07 Volunteer aides must not be used in programs outside of the classroom without the permission of the classroom teacher. (RA APRIL 1970)

84.09 That the use of volunteers in Burnaby be discontinued wherever it fails to meet the above criteria. (RA APRIL 1970)

84.11 That any teacher using a volunteer aide consider the privacy of the child and his parents when planning personal interaction between the aide and the child (RA APRIL 1970)

84.13 That volunteers not be used in schools to replace teacher assistants or other non-teaching personnel who have been laid-off or had their hours of work cut. (AGM MAY 19/91)

July 2011