

SECTION B: BYLAWS

1. **MEMBERSHIP**

a. **ACTIVE MEMBERS**

i. **ADMISSION OF ACTIVE MEMBERS**

All persons who are active members of the Federation pursuant to its Constitution and Bylaws and are employed in the public school system of Burnaby, except those persons whose job descriptions require membership in another recognized local association of the Federation or who are employed in a position which is excluded from the bargaining unit, shall be admitted as active members of the Association. Only active members shall participate in any manner in matters related to collective bargaining.

ii. **CESSATION OF ACTIVE MEMBERSHIP**

Active membership in the Association shall cease when the member ceases to be an active member of the Federation pursuant to its Constitution and Bylaws, or ceases to be employed in the public school system in Burnaby, or becomes employed in a position the job description of which requires membership in another recognized local association of the Federation, or becomes employed in a position which is outside of the bargaining unit.

iii. **EXPULSION**

No member may be expelled from the Association as such, but all members are subject to the provisions related to expulsion from the Federation contained in the Federation Constitution, and any member expelled from the Federation shall be deemed to have been expelled from the Association.

b. **ASSOCIATE MEMBERSHIP** in the Association may be granted by the Executive Council on application and on payment of a fee according to the scale of fees then in force.

Associate membership shall be granted only to persons not eligible for active membership in the Association. Such persons must be active or associate members of the Federation.

Associate members shall not be entitled to vote or hold office.

- c. HONORARY ASSOCIATE MEMBERSHIP without fee may be granted by the Representative Assembly to honour distinguished service by persons who have ceased to be active members.

Honorary Associate Members shall not be entitled to vote or hold office.

- d. HONORARY MEMBERSHIP may be conferred by the Annual General Meeting or the Representative Assembly on any person not a teacher which the Association wishes to honour.

Honorary members shall not be entitled to vote or hold office.

- e. A member or associate member shall cease to be in good standing in the event that he or she fails to pay the annual fee or any levy assessed pursuant to these bylaws within the time fixed by resolution of the General Meeting for payment of such fees and/or levies.

2. FINANCES

- a. Each active and associate member of the Association shall pay an annual fee.
- b. The annual fee for active and associate members of the Association shall be set by the Annual General Meeting of the Association.
- c. To meet extraordinary expenses, a General Meeting of the Association may make a levy upon the membership of the Association and such levy shall be paid by each active member in the manner and on or before the date fixed by such General Meetings.
- d. The financial year shall commence on July 1 each year.

3. **GENERAL MEETINGS**

- a. The ANNUAL GENERAL MEETING shall be convened in the month of May and its agenda shall include:
 - i. the election of the Executive Council of the Association.
 - ii. the election of the members of Standing Committees.
 - iii. the presentation of the Financial Statement of the Treasurer.
 - iv. the presentation of a budget for the ensuing year.
 - v. the fixing of the annual membership fee.
 - vi. the appointment of an auditor.
 - vii. the receipt of the reports of Standing Committees and members of the Executive Council.
 - viii. such other business as may be brought forward by the Representative Assembly.

- b. GENERAL MEETINGS shall be called by the President as often as it is considered necessary at the request of:
 - i. the Executive Council
 - ii. the Representative Assembly
 - iii. ten per cent (10%) or more of the voting members of the Association by petition.

- c. The QUORUM at an Annual General Meeting or General Meeting shall be the greater of ten per cent (10%), or three, of the active members.

- d. When it is necessary to reschedule a General Meeting due to lack of quorum, the number of members attending the rescheduled meeting shall constitute a quorum.

- e. That General Meetings at which there is no quorum shall be rescheduled for five minutes after the original meeting.

- f. A member in good standing present at a meeting of members is entitled to one vote.

- i. Voting is by show of hands unless one-third or more of the members present demand a ballot.
 - ii. Voting for election of officers and committee members shall be by secret ballot.
 - iii. Voting by proxy is NOT permitted.
- g. NOTICE of General or Annual General Meeting shall be sent to every active member at least fourteen (14) days before such meeting at his/her last known school address or his/her last known home address.
- h. Any meetings requested under Bylaws 3.b.iii shall be called within (15) school days of the receipt of such request.
- i. RULES OF ORDER: Federation Standing Rules of Order shall be followed in conducting meetings of the Association. When the Chair is required to make a ruling not covered by Federation Standing Rules of Order, guidance shall be sought from Newly Revised Robert's Rules of Order.
- j. The sovereign body of the Association shall be the General Meeting at which the attendance of every active member shall be invited and at which any member may speak.

4. REPRESENTATIVE ASSEMBLY

- a. Membership of the Representative Assembly shall be comprised of:
 - i. the Staff Representative(s) of each school. (For purposes of representation, each Adult Educators worksite will be considered a school, as will the Teachers-on-Call Committee.)
 - ii. the members of the Executive Council.
- b. Other members of the BTA are entitled to be present at meetings of the Representative Assembly. They may speak but they may not vote.
- c. The QUORUM at a meeting of the Representative Assembly shall be one-third of the members of the Representative Assembly.
- d. Meetings of the Representative Assembly shall be held on a regular basis with a minimum of five per year.
- e. An emergency meeting of the Representative Assembly shall be summoned by the President if petitioned by ten per cent (10%) of the members of the Representative Assembly.

- f. Between General Meetings, a Representative Assembly shall manage the Association's affairs in the areas of:
 - i. initiation of general policy.
 - ii. budgetary control.
 - iii. advice and direction of the Executive Council on any matter concerning the welfare of the Association.
 - iv. authorizing or prohibiting any proposal of the Executive Council for action which is contrary to or beyond the scope of Association policy.
 - v. reports, submissions and recommendations to the Annual General Meetings of the Association and Federation.
 - vi. nominations of candidates for election to the Association's Executive Council and the Executive Committee of the Federation.
 - vii. reception of full reports of all actions of the Executive Council, its appointees, and the Association's committees.
 - viii. granting Honorary Association Membership or Honorary Membership in the Association.
 - ix. election of members to fill casual vacancies on Standing Committees and the Executive Council, subject to ratifications by a General Meeting.
 - x. election of members to other committees as required.
 - xi. such other duties and powers as may, from time to time, be assigned to it by an Association General Meeting.

5. **OFFICERS - EXECUTIVE COUNCIL**

- a. Only active members may hold office on the Executive Council.
- b. The Executive Council shall consist of:
 - i. President
 - ii. Vice-President
 - iii. Secondary Representative
 - iv. Elementary Representative
 - v. Secretary
 - vi. Treasurer

- vii. Local Representatives to the Federation who are Association members.
 - viii. Elementary Member-at-Large
 - ix. Secondary Member-at-Large
 - x. Immediate Past President
 - xi. Professional Development Chairperson
 - xii. Political Action/Public Relations Chairperson
 - xiii. Social Justice Chairperson
 - xiv. Grievance Coordinator
 - xv. Bargaining Committee Chairperson
 - xvi. Health and Safety Chairperson
 - xvii. District Labour Council Representative
 - xviii. Working and Learning Conditions Chairperson
 - xix. Adult Educator Representative
 - xx. Teacher-on-Call Representative
 - xxi. Officer-at-Large.
- c. The President, Vice-President, Officer-at-Large, Secondary Representative, Elementary Representative, Secretary, Treasurer, Grievance Coordinator, Local Representatives, and District Labour Council Representative shall be elected by the Annual General Meeting and shall hold office from July 1st to June 30th in the school year following their election.
- d. Local Representatives to the Federation shall be chosen in accordance with the Constitution and Bylaws of the British Columbia Teachers' Federation.
- e. The Chairperson of the following committees shall be chosen by the members of their respective committees, and shall hold office from July 1st to June 30th of the school year following their election:
- i. Bargaining,
 - ii. Health and Safety,
 - iii. Working and Learning Conditions,
 - iv. Professional Development
 - v. Political Action/Public Relations Committees
 - vi. Adult Educators' Committee
 - vii. Social Justice Committee; and
 - viii. Teachers'-on-Call Committee.
- f. The Members-at-Large shall be chosen by the Annual General Meeting for two-year terms successively, and shall commence office on July 1st following their election.

- g. The QUORUM of the Executive Council shall be a majority of the number of people holding office in b.i. - b.xxi., one of whom shall be the President or Vice-President.
- h. Meetings of the Executive Council shall be held on a regular basis with a minimum of one per month.
- i. A meeting of the Executive Council shall be called by the President if petitioned by any seven Executive Council members.
- j. The members of the Executive Council are the Association's Directors.
- k. The duties of the Executive Council shall include:
 - i. The conduct of the current business of the Association under the direction of the Representative Assembly and General Meeting.
 - ii. The preparation of agendas for Representative Assembly Meetings and General Meetings.
 - iii. The provision of advice to the Representative Assembly and General Meeting on any matter concerning the welfare of the Association.
 - iv. The management of such duties and powers as may, from time to time, be assigned to it by the Representative Assembly or General Meeting.
- l. The Executive Council shall have the power to borrow from any person or persons any sum or sums of money, and for that purpose shall be entitled to charge the assets of the Association either by way of mortgage, lien or otherwise, provided, however, that such power as aforesaid, shall not be exercised except it be assented to by at least two-thirds of the Executive Council. However, a debenture shall not be issued without the sanction of a special resolution of a General Meeting.
- m. The Executive Council shall not sanction unbudgeted expenditures in excess of:
 - i. ten per cent (10%) of any budgeted items, or
 - ii. one hundred dollars (\$100.00)whichever is greater, provided that total budget expenditure is not exceeded.
- n. An officer or director of the Association shall be deemed to have been removed from office in the event that he or she ceases to be a member or a member in good standing of the Association, pursuant to the provision of Bylaws 1.a.ii., 1.a.iii., or 1.e of these Bylaws.

6. **DUTIES OF OFFICERS**

a. **PRESIDENT**

The President shall:

- i. be a full-time officer of the Association.
- ii. be the presiding officer of the Association.
- iii. be a member, ex-officio, of all committees and sections appointed by the Association.
- iv. have general supervision of all matters and affairs of the Association.
- v. conduct and have charge of the correspondence of the Association.

b. **VICE-PRESIDENT:**

The Vice-President:

- i. shall be a full-time officer of the Association and that duties include support for the tasks of the President;
- ii. shall carry out the duties of the President during his/her absence or disability
- iii. that should the Vice-President be required to carry out the duties of the President during his/her absence, a member of the BTA Executive Council shall carry out the duties of the Vice-President.
- .iv that should the Vice-President be absent, a member of the Executive Council shall carry out the duties of the Vice-President.

c. **SECRETARY**

The Secretary shall:

- i. issue notice of meetings of the Association.
- ii. be the custodian of the property of the Association including the seal and archives.
- iii. keep, or cause to have prepared and kept, a record of meetings of the Executive Council, Representative Assembly and General Meetings.
- iv. maintain the register of members.

d. TREASURER

The Treasurer shall:

- i. keep such financial records, including books of account, as are necessary to comply with the Societies Act.
- ii. render financial statements to the Executive Council, Representative Assembly and General Meetings when required.
- iii. sign and execute all instruments pertaining to his/her responsibilities as Treasurer as authorized to do so.

e. OFFICER-AT-LARGE

- i. The Officer-at-Large shall be a full-time officer of the Association, and shall have duties which include support for the tasks of the President and Vice-President.
- ii. If the Officer-at-Large is absent, a member of the Executive Council shall carry out the duties of the Officer-at-Large.

7. COMMITTEES OF THE ASSOCIATION

- a. Each committee shall be responsible for:
 - i. reporting to the Executive Council or Representative Assembly of the Association before making a presentation to the school board, and as the committee otherwise deems necessary.
 - ii. reporting on demand to the Executive Council or the Representative Assembly of the Association.
 - iii. preparing a report to the Association's Annual General Meeting.
- b. All such reports shall be the responsibility of either the chairperson of the committee or the Association reporting member of a joint committee.

8. ASSOCIATION DELEGATES TO THE FEDERATION'S ANNUAL GENERAL MEETING shall be elected by a General Meeting of the Association pursuant to the Societies Act of B.C.

9. **THE SEAL OF THE ASSOCIATION** shall be kept in the custody of the Secretary and shall not be affixed except by authority of a resolution of the Executive Council and in the presence of such officers as may be prescribed in and by such resolution, or (if no officers are prescribed by the resolution) in the presence of the Secretary and President or one of the Vice-Presidents.

10. **AMENDMENTS TO THE CONSTITUTION AND BYLAWS:** Constitution and Bylaws may be amended at a General or Annual General Meeting of the Association by special resolution, approved by seventy-five per cent (75%) of those voting, in accordance with the provisions of the Societies Act.

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