



Revelstoke Teachers' Association

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Constitution & Bylaws

Adopted May 12, 2004
Amended Sept. 25, 2017

Constitution

Clause 1. Name

The name of this association shall be the Revelstoke Teachers' Association, herein known as the Association, a local of the British Columbia Teachers' Federation, herein known as the BCTF

Clause 2. Objectives

The objectives of the Association shall be:

- 1) to promote education in School District No. 19 (Revelstoke)
- 2) to raise the status and promote the welfare of the teaching profession in general
- 3) to promote equality and to strive to eliminate discrimination of all kinds
- 4) to represent its members
- 5) to regulate relations between its members and their employer through the collective bargaining process
- 6) to promote supportive relationships among its members

Bylaws

Bylaw 1. Membership

- 1) Active Members: Teachers who are members of the British Columbia Teachers' Federation and employed by School District No. 19 (Revelstoke) and other active members of the BCTF (employed by SD No. 19) as are assigned by the Federation Executive Committee shall be eligible to be active members of the association upon payment of annual fee.
- 2) Associate Members: Any person admitted as an associate or affiliate member of the BCTF and employed by SD No. 19 may become an associate member of the Association providing the executive approves the application.
- 3) Honorary Members may be elected at any general meeting, provided that such election is not in any conflict with any clause of the Constitution of the BCTF.

Bylaw 2. Executive Committee

- 1) The Executive Committee shall consist of:

Table Officers:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

Officers

- a) Local Representative
 - b) Aboriginal Education Chairperson
 - c) Bargaining Chairperson
 - d) Health and Safety Chairperson
 - e) Professional Development Chairperson
 - f) Social Justice Chairperson
 - g) TTOC Chairperson
 - h) Local Election Contact
 - i) Social Convenor
 - j) Staff Representatives from each school (Schools shall be entitled to staff representative votes in proportion to size of staff. This shall be one per every 15 FTE teachers, or portion thereof).
- 2) Any individual may hold more than one position on the executive, but will be only entitled to one vote, regardless of the number of positions held.

- 3) Meetings of the Executive Committee shall be held on a regular basis, with a minimum of six (6) meetings from September to June.
- 4) In the event that a member of the executive committee misses three (3) meetings during the course of that year, the executive committee may vote to remove the member from their position on the committee.

Bylaw 3: **Elections**

- 1) All positions on the executive shall be filled by election at the Annual General Meeting. Officers elected at the AGM shall hold office from July 1 until June 30 in the school year following their election
- 2) Names of all nominees for executive committee positions shall be circulated electronically to the membership no later than one week prior to the Annual General Meeting. Nominations may also be made from the floor of the meeting.
- 3) Should there be insufficient nominations at this meeting to ensure election of a complete slate of officers, the remaining members of the Executive may be elected at a subsequent general meeting. Staff Representatives shall be elected by school staffs in September.
- 4) The Nominating Chairperson shall be appointed by the Executive Committee prior to the Annual General Meeting. The nominating chairperson may appoint an assistant at the AGM to assist in the voting procedures.
- 5) Candidates for executive positions must receive 50% plus 1 of valid votes cast in order to gain office.
- 6) Where only one candidate is running for an executive position that person shall be acclaimed and no vote will be required.
- 7) Whenever a vacancy occurs among the members of the executive, an election for the position shall be held at the next general meeting. In the event that the position remains unfilled, the president will have the power to appoint a member to fill the position for the remainder of the school year
- 8) Delegate(s) to the Annual General Meeting of the British Columbia Teachers' Federation shall be elected at a general meeting of the Association subject to the following:

One of the delegates shall be the President unless the President is the L.R. (Local Representative) or is unable to attend. (RTA AGM 1994)

Bylaw 4: Duties of Executive Committee Officers, Chairs and Representatives

1. The President shall:
 - a) be the presiding officer of the Association,
 - b) be responsible for arranging the agenda of all Association meetings,
 - c) be a member, ex officio, of all Association committees,
 - d) have general supervision of all affairs of the Association,
 - e) assist members in understanding and obtaining assistance from their Association or the BCTF in areas of economic welfare and assistance
 - f) ensure that the terms and conditions of the Collective Agreement are followed,
 - g) liaise with Trustees and School District Personnel,
 - h) chair meetings of the Association, or, in consultation with the Executive, designate members to chair Executive and General Meetings and
 - i) preserve and maintain all records of Association business,
 - j) attend the BCTF's Annual General Meeting as a voting delegate
 - k) administer the TTOC general Pro-D fund
 - h) report in detail to the AGM on the activities of the president during the year

2. The Vice-President shall, in consultation with the local president and executive committee:
 - a) act, in the absence of the President, assuming all the President's duties and prerogatives,
 - d) be on the Bargaining Committee,
 - e) perform duties as may be assigned by the President.
 - f) serve as Alternate Local Representative to the BCTF RA, unless the Vice-President is also the L.R.
 - g) submit a report in writing to the AGM on the activities of the vice-president during the year

3. The Secretary shall, in consultation with the local president and executive committee:
 - a) prepare and preserve a record of all meetings of the Association.
 - b) submit a report in writing to the AGM on the activities of the secretary during the year

4. The Treasurer shall, in consultation with the President:
 - a) have responsibility for:
 - i) the care and custody of all monies of the Association,

- ii) ensuring all money is deposited in a financial institution designated by the executive committee,
 - iii) the dispersal and disposal of such money at the order of the executive committee
 - iv) ensuring proper accounting is maintained, and
 - v) preparing an annual budget, including recommended fees, for the consideration of the executive committee meeting immediately preceding the Annual General Meeting,
- b) submit reports to meetings of the Executive when required,
 - c) submit to the Annual General Meeting the audited financial statements or review report of the accounts of the Association
 - d) submit a budget to the AGM for approval
6. The Aboriginal Education Chairperson shall, in consultation with the local president and executive committee:
- a) keep members of the Association informed about activities of the District Aboriginal Education Committee as well as BCTF Aboriginal Education meetings and policies.
 - b) increase awareness of issues regarding Aboriginal Education
 - c) be the contact person for BCTF provincial Aboriginal Education.
 - d) submit a report in writing to the AGM on the activities of the Aboriginal Education Committee during the year
7. The Bargaining Chairperson shall, in consultation with the local president and executive committee:
- a) have a general understanding of matters concerning the Collective Agreement, and work in conjunction with the President in matters of bargaining
 - b) serve as chairperson of Bargaining Committee meetings, or in consultation with the President, designate others to do so,
 - c) serve as a the chairperson of the Bargaining Team, or in consultation with the President, designate others to do so
 - d) submit a report in writing to the AGM on the activities of the Bargaining Committee during the year
8. The Health and Safety Chairperson shall, in consultation with the local president and executive committee:
- a) be the Association appointee to the district's Health and Safety Committee,
 - b) work with the President in ensuring that the employer carries out all Workers' Compensation Act duties
 - c) ensure that members are aware of and have access to relevant School District and WorkSafe BC forms related to Health and Safety.

- c) submit a report in writing to the AGM on the activities of the Health and Safety Committee during the year
9. The Professional Development Chairperson shall, in consultation with the local president and executive committee:
- a) serve as chairperson of the Local Association Professional Development Committee meetings, and
 - b) be responsible for:
 - i) the organization of professional development activities within the school district,
 - ii) the administration of the Professional Development Fund, with the exception of the TTOC general fund
 - iii) informing members of professional development activities,
 - iv) informing members of financial assistance available for professional development activities, and
 - v) determining the needs and interests of RTA members in the area of Professional Development,
 - c) maintain the Local Professional Development Handbook
 - d) co-ordinate joint Professional Development activities arranged with other locals in the Okanagan zone
 - e) be the contact person for BCTF provincial Professional Development information and opportunities.
 - f) submit a report in writing to the AGM on the activities of the Professional Development Committee during the year
10. The Social Justice Chair shall, in consultation with the local president and executive committee:
- a) increase awareness of issues such as multi-culturalism, gender equity, children's rights, poverty, violence, homophobia, environmental awareness and other related areas of social responsibility,
 - b) promote a positive social justice attitude in schools,
 - c) carry out within the school district the BCTF policies and procedures for enhancing human rights, and social justice,
 - d) submit a report in writing to the AGM on the activities of the Social Justice Committee during the year
11. The Teacher on Call Chairperson shall, in consultation with the local president and executive committee:
- a) be responsible for Teacher on Call issues,
 - b) for reporting to the Teacher on Call membership,

- c) be the contact person for BCTF provincial TTOC and New Teacher programs and initiatives
 - c) submit a report in writing to the AGM on the activities of the TTOC Committee during the year
12. Local Election Contact shall:
In co-operation with the local president and executive committee, be responsible for:
- a) Planning for lobbying of trustees, MLAs and MPs.
 - b) Promoting local media coverage of educational issues
 - e) Informing and involving members in activities to promote the interests of teachers and public education.
 - f) submit a report in writing to the AGM on the activities undertaken as LEC during the year
13. The Social Convenor shall, in consultation with the local president and executive committee, be responsible for:
- a) planning social activities and events which bring together members of the Association
14. The Staff Representatives shall:
- a) be elected in September of each year to serve to the end of the school year.
 - b) provide a report at each executive meeting regarding activities, concerns and other relevant information from their school
 - c) provide information to their staff from the Association and the BCTF

Bylaw 5: **Monies**

1. All monies received by the ASSOCIATION shall be deposited immediately in a Chartered Bank or Credit Union to the credit of the Association, to be drawn only by the cheque of the RTA, co-signed by any two of the Table Officers.
2. Any out-of-budget financial decisions over \$500 shall be approved by the executive and those over \$1000 shall be brought to a general meeting for the approval of the membership

Bylaw 6: **Audit**

1. The RTA's accounts will be audited or reviewed each year by a qualified financial professional.
2. A summary of a professionally audited or reviewed financial statement will be submitted to the membership at the Annual General Meeting each year.

Bylaw 7: **Inspection of the Books**

- 1) Any member of the Association shall, by giving five business days notice, have the right to inspect the books of account and records of the Association in the RTA office, accompanied by an table officer.

Bylaw 8: **Fees**

- 1) The Association annual fee shall be presented to the membership in the proposed budget at the Annual General Meeting and approved by a vote of the membership. Fees shall be payable in accordance with the constitution of the BCTF.

Bylaw 9: **Meetings**

- 1) The Annual General Meeting shall be held during the month of May, the exact date to be determined by the Executive Committee.
- 2) General Meetings may be called:
 - a) at the discretion of the President, or
 - b) at the request of a majority of the Executive Committee, or
 - c) upon the written request of at least ten members of the Association.
- 3) A quorum at a General Meeting is 15% of active members. If a meeting has to be adjourned for lack of a quorum, another meeting will be held within the next fourteen days and the number of members attending that meeting will constitute a quorum. The agenda of the re-scheduled meeting will be the same as the previously adjourned meeting
- 4) Only active members of the Association may vote at meetings or hold office. Members other than active members may participate in the social or professional development activities of the Association, but shall not participate in any manner in matters relating to collective bargaining.
- 5) Robert's Rules of Order shall govern the procedure of all meetings.
- 6) A quorum for Executive Committee Meetings shall be 50% of the elected or appointed executive members, regardless of the number of positions held.

Bylaw 10: **Voting**

- 1) Voting at all meetings shall be by show of hands, except for elections for executive positions or when a ballot is requested by one-third of the members present.

- 2) Each member of the executive committee shall be entitled to only one vote, regardless of the number of positions held.

Bylaw 11: **Amendments**

1. Any proposed amendment to this Constitution and Bylaws shall be presented to the Executive Committee at least one week prior to a meeting of said committee
2. The Executive Committee shall then advise the general membership of the proposed amendment at least fourteen (14) days prior to the general meeting at which the vote is to be taken
3. The consent of at least 75% of the voting members present at any general meeting is required to amend the Constitution and Bylaws for which due notice has been issued.