

Constitution of On-Call Teachers' Association of Vernon November 2016

Article I -Name

On-Call Teachers' Association of Vernon

Article II –Objectives

The objectives of this Association shall be:

- A. To discuss matters pertinent to teachers teaching on-call and to provide a forum for the presentation of concerns to the VTA Executive.
- B. To act in an advisory capacity to the local executive in all areas having relevance to teachers teaching on-call, including bargaining.
- C. To work for the improvement of the status of teachers teaching on-call, in schools and the collective agreement.
- D. To encourage the continuing professional development of teachers teaching on-call and administer the OCTAV Professional Development fund.
- E. To disseminate information to teachers teaching on-call about local district concerns, OCTAV, VTA, and BCTF matters.
- F. To maintain a high standard of professionalism for all teachers teaching on-call.

Article III -Membership

Membership in BCTF; member of Vernon Teachers' Association; registered to teach on-call with Vernon School District.

Article IV -Fees

VTA fees as set by the VTA Annual General Meeting. BCTF fees as set by BCTF Annual General Meeting.

Article V - Executive Officers

The Executive Committee of the On-Call Teachers Association of Vernon shall consist of the following Officers:

- 1. President
- 2. Past President or Second Vice President
- 3. First Vice President

4. Secretary
5. Treasurer
6. Social Justice Representative
7. Professional Development Representative:
8. Bargaining
9. Staff Representative(s)
10. Communications Representative

Article VI - Duties of the Executive Officers

Duties of Executive Members: Shall attend all OCTAV executive committee meetings and General Meetings.

President: Prepare agenda with OCTAV Executive input and send out one week in advance of meetings; attend VTA Executive Meetings and Rep. Assemblies; call meetings; act as a spokesperson for Teachers Teaching-on-call; shall manage the OCTAV email (answer emails, keep the email list up-to-date, send out information to all TTOCs); attend Staff Rep Training and BCTF Summer Conference (unless otherwise occupied, then another TTOC Executive Member will be appointed).

Past President: Chair OCTAV in absence of Vice President; responsible for election for new slate of officers; act in advisory capacity to provide for continuity of new executive; Past President is expected to remain on executive for one term after their role as President.

First Vice President: Chair all OCTAV meetings; attend VTA Representative Assemblies; may be requested by President to attend Staff Representative training.

Second Vice President: Elected if there is not a Past President; see Past President duties.

Secretary: Record minutes of all OCTAV meetings; distribute notes to executive members; shall present to the next OCTAV meeting, appropriate minutes for approval; ensure copies of all minutes are sent to VTA Office for filing; turn over permanent records to new secretary.

Treasurer: Responsible for assisting Professional Development Rep with managing and dispersing PD Funds, reviewing spending allowance at least twice a year with VTA Treasurer; shall report finances at every OCTAV meeting; and at the end of the term of office, shall forward the financial statement to the successor.

Social Justice Representative: Concern for equality and fairness of TTOCs in schools. Work in cooperation with the VTA Social Justice chair.

Professional Development Representative: Serves in an advisory capacity; liaison with VTA PD Chair; communicate information regarding professional development opportunities for teachers teaching-on-call; shall be responsible (alongside the Treasurer) to manage and disperse PD funds to TTOCs who submit PD applications.

Bargaining: serves in an advisory capacity to OCTAV executive; shall join members of the VTA Local Bargaining Committee when bargaining occurs. Shall communicate concerns of teachers teaching-on-call to VTA President and to the OCTAV president.

Staff Representative: attend the local Representative Assembly meetings at least 8 times a year and report issues, concerns or information by email to the OCTAV executive; this position can be shared between two TTOCs.

Communications Representative: shall, together with the OCTAV President and the VTA PR/Communications representative, ensure that the OCTAV website (within the VTA Website) is kept current; shall, together with the OCTAV president, update the email contact list; shall add a TTOC article to the VOICES magazine; shall pass on TTOC events and information through the VTA Facebook page.

Article VII - Elections, Voting and Terms of Office

1. Elections held annually at the general meeting in May/June.
2. Notice of General Meetings to Active Members will be given in writing through posters in all SD22 schools, at the VTA Office and through personal emails, and at least 4 weeks in advance of that meeting.
3. Nominations will be taken by written notice ahead of the meeting or during the meeting itself through member nomination or self-nomination.
4. Executive Officers are elected for one year, with the term starting and ending June 30.
5. All members in good standing of OCTAV (as per Article III) are eligible to vote and run for office.
6. Any executive officer missing 3 executive meetings without valid reason may be required to resign at the discretion of the majority of the OCTAV Executive committee and someone else will be appointed by the committee until the next general meeting.
7. A second vice president will be elected if there is no past president.
8. A quorum for voting at a General Meeting is the number of active members attending but shall never be less than 5 (five) persons. No proxy votes shall be allowed.

Article VIII -Meetings

1. Meetings for Executive as required, at least every two months.
2. General meetings held at least twice a year. Other general meetings scheduled by Executive to deal with emergent issues.
3. OCTAV Annual General Meeting held before the 15th of June.
4. Amendments to the Constitution will require a seventy-five percent majority at the AGM or a Special General Meeting.