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# Vernon Teachers' Association Policies

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2010-2016

May 2018

June 2020

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SOCIETY ACT

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## 1. CESSATION OF MEMBERSHIP

A person shall cease to be a member of the Association if they:

- (a) are no longer Employed as a Member of the Bargaining Unit by the School District; or,
  - (b) are no longer a member of the BCTF; or,
  - (c) tender-their resignation in writing; or,
  - (d) are suspended and the suspension is not under review.
- (e) Associate Membership: Any person holding Associate or Affiliate Membership in the BCTF may become an Associate Member of the Association on application to the Executive and on payment of an annual fee prescribed by the Executive Committee. Associate Members of the Association may participate in social and non-contractual professional development or educational activities of the Association but shall not participate in any manner in matters relating to collective bargaining. Associate Members shall not be entitled to vote or hold or stand for elected office;
- (f) Honorary Membership: Any person elected at a general meeting, provided that such election is not in conflict with any clause of the BCTF, is entitled to become an Honorary Member of the Association. Honorary Members shall not be entitled to vote or hold or stand for elected office;
- (g) Termination of Associate or Honorary Membership: Associate Membership and Honorary Membership may be terminated by the Executive Committee if the member is in arrears of fees or by special resolution of the members passed at a General Meeting;
- (h) Standing: Active members are in good standing except a member who has failed to pay their debts due and owing by them to the Association, including any fine or levies assessed by the BCTF, or is under suspension by the School District and/or Teacher Regulation Branch, notwithstanding the suspension has been grieved or is under review. All members not in good standing may not vote and may not hold or stand for elected office.

## 2. FEES AND LEVIES

- (a) The fees of all members of the Association shall be recommended by the Executive Committee to the RA. The RA will pass a motion recommending an annual fee schedule, subject to the approval of the Annual General Meeting;
- (b) The annual fees of the Association shall be due and payable from the first day of September each membership year;
- (c) The membership year shall begin on the first day of July and shall end on the 30th day of June following, in accordance with the BCTF Constitution and Bylaws.

### 3. EXECUTIVE COMMITTEE

(a) The Executive Committee of the Association shall consist of:

- (i) President;
- (ii) Past President (immediate Past President may serve for one year);
- (iii) First Vice President/Working and Learning Conditions Chairperson/  
Grievance Officer;
- (iv) Second Vice President;
- (v) Secretary;
- (vi) Treasurer;
- (vii) Local Association Representative (LAR);
- (viii) Local Bargaining Chairperson
- (ix) Professional Development Chairperson;
- (x) Social Justice Chairperson;
- (xi) TTOC Chairperson
- (xii) Communications/Public Relations Coordinator;
- (xiii) Occupational Health and Safety Chairperson;
- (xiv) Local Aboriginal Education Contact (LAEC);
- (xv) Three Members at Large;
- (xvi) Appointments pursuant to subparagraph (g) below;

(b) Election of Officers

- (i) The Officers of the Association, except for the Past President and President, shall be elected for a term of one year by secret ballot at the Annual General Meeting (AGM);
  - i. no candidate shall be declared elected unless that candidate receives more than 50% of the valid ballots cast; if there are more than two candidates, and none of those candidates receives 50% of the ballots cast, the candidate with the lowest number of votes will be dropped from the ballot and another vote will be held;
  - ii. blank ballots and any ballot declared by the nominating chair as spoiled, shall not be valid ballots;
  - iii. upon completion of the vote, the Nominating Chair shall report to the meeting the number of votes received by each candidate;
  - iv. ballots from Executive elections will be automatically destroyed unless there is a motion from the meeting to retain them, and a record of the count shall be kept at the VTA office.
- (ii) Nominations for President shall be made in writing and submitted to the Association's office;
- (iii) Nominations for President will close two weeks prior to election day. All candidates for the position of President shall submit a resume for publication at least two weeks prior to voting. One day of paid release time will be provided for the qualified presidential candidates to visit the school sites prior to the election if they choose to do so;

- (iv) Nominations for all Officers except the Past President, and the President may be received from the floor of the AGM;
- (v) A school-based, secret ballot vote for President will be held a minimum of two (2) weeks prior to the AGM;
  - i. no candidate shall be declared elected unless that candidate receives more than 50% of the valid ballots cast; if there are more than two candidates, and none of those candidates receives 50% of the ballots cast, the candidate with the lowest number of votes will be dropped from the ballot and another school based secret ballot vote will be held within three school days;
  - ii. blank ballots and any ballot declared by the nominating chair as spoiled, shall not be valid ballots;
  - iii. upon completion of each vote, the Nominating Chair shall report to each candidate the result of the count. Any candidate can request a recount of ballots at that time;
  - iv. ballots from President elections will be automatically destroyed unless there is a request from a candidate for a recount, and a record of the count shall be kept at the VTA office;
  - v. the Nominating Chair shall declare a President Elect, and report to the membership the name of the successful candidate. The number of votes received by each candidate will be reported at the next Representative Assembly.
- (vi) An advance poll and an election day poll will also be set up at the VTA Office to allow all Active Members who either cannot or who choose not to vote at one or all of the school-based votes to vote in the election for the President;
- (vii) Officers of the Association shall take office on the first day of July following the AGM;
- (viii) Whenever a vacancy shall occur in the Executive Committee by death, resignation or by removal from the confines of the Association, the vacancy shall be filled by secret ballot by the Representative Assembly until the next AGM;
- (c) Duties of Executive Members: The Executive Members shall attend all executive committee meetings, RAs and General Meetings;
- (d) Duties of the Executive Committee. The Executive Committee shall, subject to the authority of general meetings of the Association and of the Representative Assembly, exercise all powers of the Association, the direction of and supervision of its business and the conduct of its affairs;

- (e) Quorum. A quorum of the Executive Committee shall be a majority of the members of same;
- (f) Voting Rights. Voting members of the Executive Committee shall be those members listed in Policy 3(a), except that of 3(a) (xvi) as mentioned in 3(g);
- (g) Appointments to the Executive Committee (Non-Voting). The President may appoint other Active Members to the Executive Committee in a non-voting capacity;
- (h) The conduct of the meetings shall be as defined in Robert's Rules of Order (as followed by the BCTF Executive) when not in conflict with any clause of the Societies' Bylaws and/or Policies;
- (i) The chairperson of the Executive Committee meetings shall be the LAR or, in their absence an alternate chair who is a member of the Executive Committee as elected by the Executive Committee at their first meeting or, in their absence a member of the Executive Committee as elected at that meeting.
- (j) Any member of the VTA may bring a special resolution to a General Meeting to call for the removal of an Executive Committee member before the expiration of their term of office and the members present at that meeting may elect a successor to complete the term of office of the Executive Committee member should they be removed from office;
- (k) An Executive member who misses three (3) consecutive meetings of the Executive Committee without due cause or notice may be required to resign at the discretion of the majority of the Executive Committee;
- (l) The Executive Table Officers (President, First Vice-President, Second Vice-President, Secretary and Treasurer) shall be the Directors of the Society;
- (m) Indemnification of Directors. Every Director and their estate shall be indemnified out of the funds of the Society for all costs, charges or expense which may be incurred in any action, suit or proceedings against them for any act done or permitted by them or any other Director in the proper execution of the duties of their office except for such costs, charges or expense caused by their own willful neglect or default;

#### **4. REPRESENTATIVE ASSEMBLY**

- (a) The Representative Assembly (hereinafter referred to as the "RA" shall consist of:
  - (i) The Executive Committee;

- (ii) One representative from each school elected for up to fifteen full time equivalent teachers and one additional representative for each additional eight to fifteen full time equivalent teachers based on school staffing as of September 30;  
The Board Office is considered to be a school;  
The collective total of teachers in the Alternative Learning Program, Crossroads, Open Door and VLearn is considered to be a school;  
The collective total of Teachers Teaching On Call (who are registered on the district's TTOC list) is considered to be the equivalent of 2 schools, and these representatives shall be elected by a meeting of TTOCs;  
Each representative has the right to appoint an alternate who is an Active Member from their staff;
- (iii) All chairpersons of standing committees and other committee heads recognized by the Executive Committee;

(b) Meetings

- (i) The RA shall meet at least eight times per year;
- (ii) A quorum of the RA shall be its chairperson, the Treasurer or an Alternate as specified in Section 4(f) and at least one representative from fifty percent of the schools in the School District;
- (iii) The conduct of the meetings shall be as defined in Robert's Rules of Order when not in conflict with any clause of this Constitution;

(c) Terms of Office: Terms of office for all members of the RA and committees shall continue until their successors are appointed or elected or until the committee is discharged;

(d) Voting Members of the RA shall be:

- (i) The elected staff representatives or the alternates appointed by elected staff representatives under subsection (a) (ii) above; and
- (ii) the two (2) Teachers Teaching On Call as mentioned under subsection (a) (ii) above;
- (iii) Each representative shall exercise only one vote;
- (iv) Notwithstanding that the Executive Committee members have no vote, the members of the Executive Committee have the right to make and second motions;

- (e) Chairperson of the RA
  - (i) The chairperson of RA shall be the LAR or, in their absence, an alternate chair who is a member of the Executive Committee as elected by the RA at their first meeting or, in their absence, a member of the RA as elected at that RA meeting.
  
- (f) Treasurer
  - (i) The Treasurer is the Executive Committee Treasurer or in their absence, the Second Vice President or in their absence, the LAR;

## 5. **STANDING COMMITTEES**

- (a) Local Bargaining Committee. The Local Bargaining Committee shall consist of:
  - (i) Bargaining Chairperson, President, Professional Development Chairperson, the TTOC Chairperson and the Social Justice Representative; and
  - (ii) may include up to seven (7) members at large, elected by the RA;
  
- (b) District Professional Development Committee. The District Professional Development Committee shall consist of:
  - (i) Seven members including the Professional Development Chairperson, two elementary representatives, two secondary representatives and two other members;
  - (ii) Positions will be appointed by the Professional Development Chairperson. The Chairperson shall submit their proposed list of appointments to the RA by October 31 of each year for ratification by the RA. If the RA rejects any of the appointments, the RA shall direct the Chairperson to submit further appointments for ratification by the RA at the RA's next meeting following the October meeting for ratification by the RA;
  - (iii) The RA shall ratify all appointments to the District Professional Development Committee by the last RA meeting in October. Any changes to a committee shall be ratified at the following RA meeting.
  
- (c) Personnel Committee. The Personnel Committee shall consist of up to four (4) members of the Executive: The 2<sup>nd</sup> Vice President (Chairperson), the Treasurer and up to two (2) volunteers from the Executive Committee.
  - (i) The RA shall ratify all appointments to the Personnel Committee by the last RA meeting in October. Any changes to a committee shall be ratified at the following RA meeting.
  
- (d) Constitution, Bylaw and Policy Committee. The Constitution, Bylaw and Policy Committee shall consist of the 1<sup>st</sup> Vice President (Chairperson) and up to four (4) volunteer members of the Executive Committee and/or the RA.

- (e) Finance Committee. The finance committee shall consist of the Treasurer (Chairperson), the President, and up to two (2) volunteers from the Executive Committee.
- (f) Elections/Nominations Committee. The Elections/Nominations Committee shall consist of the 1<sup>st</sup> Vice President (Chairperson), the Past President (when active) and up to two (2) volunteer members of the Executive Committee and/or the RA.
- (g) Joint Board/Association Committees. The committees listed in Section 13 (g) herein do not constitute a permanent list, as their existence is dependent on the School District and the Vernon Teachers' Association jointly. The list of committees in Section 13 (g) is provided only as a list of recent or current committees. These committees may be added to, re-named, or discontinued from time to time as is proposed by the School Board. Those committees that do exist shall have as their representatives from the Association, VTA members in good standing, appointed by the Executive Committee on recommendation from the President.
- (h) Community Elections Committee. The Community Elections Committee shall consist of the Social Justice Chairperson (Chairperson) and up to two (2) volunteer members of the Executive Committee and/or the RA.
- (i) Social Justice Committee. The Social Justice Committee shall consist of:
  - (i) the Social Justice Chairperson and any other VTA members appointed by the Social Justice Chairperson.
  - (ii) The RA shall ratify all appointments to the Social Justice Committee by the last RA meeting in October. Any changes to a committee shall be ratified at the following RA meeting.
- (j) Community Resources/Sunshine Fund Committee. The Community Resources/Sunshine Fund Committee shall consist of:
  - (i) the 2<sup>nd</sup> Vice President (Chairperson), the President and up to five (5) additional VTA members.
  - (ii) Members shall be appointed by the Second Vice President.
  - (iii) The RA shall ratify all appointments to the Community Resources/Sunshine Fund Committee by the last RA meeting in October. Any changes to a committee should be ratified at the following RA meeting.
- (k) TTOC Committee. The TTOC Committee shall consist of the TTOC Representative (Chairperson) and up to 2 other TTOCs from the local.
- (l) BCTF AGM Committee. The BCTF AGM Committee shall consist of:
  - (i) delegates elected by the membership at a General Meeting prior to the AGM of the BCTF. The number of delegates shall be as per BCTF formula. An alternate will also be elected to take the place of a delegate who is unable to attend the BCTF AGM. The LR and the President of the



Executive Committee are ex officio delegates. The LR shall be the Chairperson of the committee.

- (ii) Delegates may be subjected to voting instructions given by future General Meetings as per BCTF policy and procedure.

(m) Working and Learning Conditions/ Grievance Committee. The Working and Learning Conditions Committee/Grievance Committee shall consist of the First Vice President/Working and Learning Conditions/Grievance Representative (Chairperson) and up to three (3) other volunteer members of the Executive Committee and/or the RA.

## **6. GENERAL MEETINGS**

- (a) The AGM of the Association shall be held during the month of May or June, the exact date and program to be arranged by the Executive Committee. Written notice shall be given to each Active Member at least four weeks in advance of that meeting;
- (b) Other General Meetings may be called at the discretion of the Executive Committee, the RA, or on the written request of one third of the Active Members of the Association by at least fourteen days notice to the Active Members;
- (c) A General Meeting shall consist of the Active Members attending;
- (d) The conduct of the meetings shall be as defined in Robert's Rules of Order as followed by the BCTF when not in conflict with any clause from the Societies' Bylaws and/or Policies;
- (e) A quorum at a General Meeting is the number of active members attending but shall never be less than ten (10) persons;
- (f) Notice of General Meetings to Active Members may be given by any of the following:
  - (i) By personal delivery;
  - (ii) By ordinary mail to the registered address of an Active Member, which notice is deemed to have been given on the second day following the day on which the notice is mailed and, in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle;
  - (iii) By the Association's newsletter for those who are on leave of absence due to sickness or other cause;
  - (iv) By posting in each school, the place and date of the meeting;

- (v) By posting on the Association's website the place and date of the meeting.
- (vi) By email notification to members' non-school district email accounts.
- (g) No other person other than an Active Member is entitled to receive notice of a General Meeting.

**7. SPECIAL MEETINGS**

- (a) Special Meetings requests requires 10% of voting members to request such a meeting.

**8. VOTING**

- (a) Voting at all meetings of Active Members shall be by a show of hands, except for instances that are listed below in which case they shall be done by secret ballot;
  - (i) when a secret ballot is demanded by one-third of the Active Members present; and,
  - (ii) for the election of Executive Committee members at the Association's AGM; and
  - (iii) for the election of delegates to the BCTF AGM at a General Meeting of the Association;
- (b) Voting shall be restricted to Active Members. No proxy votes shall be allowed;
- (c) If a voting member would like to make a proposal at the AGM they require 5% or a minimum of 2 voting members to support their proposal.

**9. AMENDMENTS**

- (a) A motion to change the Constitution and/or Bylaws of the Association must be:
  - (i) Read at a meeting of the RA;
  - (ii) Circulated to Active Members by written notice fourteen days prior to the General Meeting or AGM;
  - (iii) Referred to the next General Meeting or AGM for decision;
- (b) An amendment to the Constitution or Bylaws will require a two-thirds majority at a General Meeting or the AGM;
- (c) A motion to change Policy, including the development of a new Policy, shall be:
  - (i) Presented at a Staff Representative Assembly for first reading;
  - (ii) Circulated to Active Members by written notice a minimum of fourteen days prior to the subsequent Staff Representative Assembly at which the motion will be presented for second reading;
  - (iii) Presented at a second Staff Representative Assembly; amendments to the

- proposed policy may be considered at this time;
- (iv) Circulated to Active Members a second time by written notice a minimum of fourteen days prior to the Staff Representative Assembly at which the motion will be presented for third and final reading;
- (v) Multiple readings of a proposed policy change shall not take place at a single Staff Representative Assembly Meeting;
- (vi) Motions to accept the proposed policy changes at first and second readings shall be by simple majority;
- (vii) A motion to accept the proposed policy change at the third and final reading shall be by two-thirds majority.

## 10. MONIES

- (a) All monies received by the Treasurer shall immediately be deposited in a bank to the credit of the Association.
- (b) The signing officers of the Association shall be any two of the Treasurer, President or First Vice-President; if monies are being disbursed to any one of these signing officers, that person shall not have signing authority on that cheque.
- (c) The financial records of the Association shall be annually reviewed by an accounting firm acceptable to the RA. The financial statements will be presented to the RA for approval;
- (d) The RA shall be responsible for adopting a budget. When a budget has been adopted by the RA, expenditures beyond any general heading of the budget, which may consist of:
  - (i) Operating Expenses;
  - (ii) Wages and Benefits
  - (iii) Meeting Expenses
  - (iv) Membership Programs and Initiatives
  - (v) Grant Funded Programs
  - (vi) Labour Support and Partnerships
  - (vii) Current Year Reserves Contribution;shall be exceeded only upon authorization of the RA;
- (e) The budget year shall be from August 1st to July 31<sup>st</sup>;
- (f) When a budget has been adopted by the RA, expenditures beyond any specific line item allotment in the budget shall be exceeded only upon the authority of the Executive Committee.
- (g) There shall be no unbudgeted capital costs incurred or expended by the Directors with regard to any single project in an amount exceeding the sum of \$500 (five hundred) without presenting to and discussing with the Executive Committee.

## **11. BORROWING**

- (a) In order to carry out the purposes of the Association and subject to subparagraph (b) below, the Executive Committee may instruct the Directors of the Society, on behalf of and in the name of the Association, to raise or secure payment or repayment of money in such manner as they decide and, in particular but without limiting the generality of the foregoing, by the issue of debentures or granting of mortgages on any real property owned by the Association;
- (b) No debenture shall be issued or mortgage granted without the authorization of a special resolution of the Active Members;
- (c) The Active Members may, by special resolution, restrict the borrowing powers of the Directors of the Society but a restriction imposed expires at the next AGM.

## **12. DUTIES OF OFFICERS**

### **(a) President**

- (i) Shall be the presiding officer of the Association;
- (ii) Shall have general supervision of all matters and affairs of the Association, including the supervision of the office manager;
- (iii) Shall represent or designate another Active Member to represent the Association;
- (iv) Shall speak or designate another Active Member to speak on behalf of the Association. Those speaking on behalf of the Association without authorization from the President may be subject to discipline by the Association;
- (v) Shall make recommendations of appointments to standing committees and other positions as necessary;
- (vi) Shall ensure the continuity of the Association by calling a meeting of retiring and newly elected officers prior to the end of the school year;
- (vii) Shall report in detail on the business of the Association during the year at the AGM

- (viii) Shall represent or designate another Active Member to represent the Association at School Board Meetings and at District Parent Advisory Council Meetings;
  - (ix) Shall serve as the second LAR if the Association is entitled to more than one LAR
  - (x) Shall serve on the Local Bargaining Committee;
  - (xi) Shall serve on the Office Manager's Annual Review Panel.
  - (xii) Shall serve as the Local Parent Contact.
  - (xiii) Shall serve as Co-Chair of the Professional Relations Committee.
- (b) First Vice President/ Working and Learning Conditions Chairperson / Grievance Officer
- (i) Shall perform the duties of the President in their absence;
  - (ii) Shall be responsible for formulating proposed Constitutional, Bylaw and Policy changes;
  - (iii) Shall chair the Elections/Nominations Committee and appoint members as per section 13 (f) below;
  - (iv) Shall serve as an alternate LAR;
  - (v) Shall appoint a Member of the Association who is not seeking election to run the nominations committee and run the elections at General Meetings and the AGM;
  - (vi) Shall ensure that there are sufficient ballots at every General Meeting or AGM where an election is taking place;
  - (vii) Shall ensure that Honorary Members may be elected at any General Meeting, provided that such election is not in conflict with any clause of the Constitution, Bylaws and/or Policies of the BCTF when there is not an active Past President on the Executive Committee.
  - (viii) Shall be available to sign cheques weekly at the Association office.
  - (ix) Shall provide counsel on matters of dispute and clarification related to the Collective Agreement;

- (x) Shall be responsible for co-coordinating the activities of the Working and Learning Conditions/ Grievance Committee;
- (xi) Shall be the spokesperson of this Committee;
- (xii) Shall allocate the responsibilities of members of the Working and Learning Conditions/Grievance Committee;
- (xiii) Shall appoint the members to the Working and Learning Conditions/Grievance Committee for ratification by the R.A.

(c) Past President

- (i) Shall ensure that Honorary Members may be elected at any General Meeting, provided that such election is not in conflict with any clause of the Constitution, Bylaws and/or Policies of the BCTF;
- (ii) Shall serve in a non-voting, advisory capacity to the Executive Committee for a period of one year upon completion of term of office.

(d) Second Vice President

- (i) Shall perform the duties of the First Vice President in their absence;
- (ii) Shall be responsible for the induction of new members;
- (iii) Shall ensure that retiring members are recognized;
- (iv) Shall chair the Community Resources/Sunshine Fund Committee;
- (v) Shall chair the Personnel Committee.

(e) Treasurer

- (i) Shall be responsible for the preparation of a budget which shall be presented for approval at the first RA following the AGM;
- (ii) Shall be responsible to review the current year's budget by January 31<sup>st</sup> of each year and ,where appropriate, bring revisions forward to the February RA meeting;
- (iii) Shall submit in writing a report of the financial condition of the Association at the AGM of the Association;
- (iv) Shall serve on the Personnel Committee;

- (v) Shall serve on the Office Managers' Annual Review Panel;
- (vi) Shall chair the Finance Committee;
- (vii) Shall attend or designate the Second Vice President or, in their absence, the LAR to attend all RA meetings to report on financial matters;
- (viii) Shall, upon completion of the term of office, turn over to the successor a financial statement of the year's operation;
- (ix) Shall be available to sign cheques weekly at the Association office.

(f) Secretary

- (i) Shall be responsible for recording of minutes of Executive Committee, RA and General Meetings;
- (ii) Shall present to the next Executive Committee meeting the minutes of the RA for information only.
- (iii) Shall present to the next Executive Committee meeting and to the next RA meeting the minutes of any preceding General Meeting or AGM for information only.
- (iv) Shall present to the next General Meeting or AGM the appropriate minutes for approval.
- (v) Shall present to the next RA the minutes of each Executive Committee Meeting and/or General Meeting for information only;
- (vi) Shall ensure that a record of the minutes for monthly meetings and General Meetings are suitably filed, as paper and electronic versions, at the Association office.

(g) Local Association Representative(s)/Alternate(s)

- (i) Shall attend all meetings of the BCTF RA and the BCTF AGM;
- (ii) Shall keep the members of the Association informed of the business of the BCTF;
- (iii) Shall be accountable to the members of the Association for their voting decisions;
- (iv) Shall bring to the BCTF RA the concerns and opinions of the Association;

- (v) Shall chair the BCTF AGM Committee;
- (vi) Shall chair the Executive and Staff Rep meetings every month.
- (h) Local Bargaining Chairperson
  - (i) Shall provide counsel on matters of dispute and clarification related to the Collective Agreement;
  - (ii) Shall be responsible for coordinating the activities of the Local Bargaining Committee;
  - (iii) Shall be the spokesperson of this Committee;
  - (iv) Shall allocate the responsibilities of members of the Local Bargaining Committee
- (i) Professional Development Chairperson
  - (i) Shall be responsible for co-coordinating the Professional Development activities of the Association, which may consist of:
    - a. The February Zone Convention;
    - b. The October LSA day;
  - (ii) Shall chair the District Professional Development Committee;
  - (iii) Shall serve on the Local Bargaining Committee and the Educational Change Committee and the Personnel Committee;
  - (iv) Shall serve on Joint Board/Association Committees (as applicable);
  - (v) Shall be responsible for administering the Professional Development Fund as per the Collective Agreement;
  - (vi) Shall be responsible to manage Professional Development budget line items and report to the RA each year;
  - (vii) Shall chair meetings of, arrange for training and provide support for the School Pro D Chairpersons;
  - (viii) Shall chair meetings of and provide support for the Local Specialist Association leaders;
  - (ix) Shall maintain the District Pro D Handbook;
  - (x) Shall coordinate the joint Pro D Activities arranged with the other Locals in the Okanagan Zone;



(xi) Shall serve on the District Teacher Development Program or Mentorship Program Steering Committee.

(xii) Shall appoint the members to the District Professional Development Committee for ratification by the R.A.

(j) Social Justice Chairperson

(i) Shall be responsible for co-coordinating the activities of the Social Justice Committee;

(ii) Shall serve on the Local Bargaining Committee, or designate the Social Justice Representative;

(iii) Shall appoint the members to the Social Justice Committee, for ratification by the RA.

(iv) Shall chair the Community Elections Committee.

(k) The TTOC Representative

(i) Shall co-ordinate TTOC Meetings;

(ii) Shall attend RA meetings.

(iii) Shall maintain communication with TTOCs in the local through an up-to-date list of personal emails.

(l) Communications/Public Relations Coordinator

(i) Shall, together with the President and the Office Manager, be responsible for the coordination of the production and distribution of the Association's newsletter(s);

(ii) Shall, together with the President, ensure that the Association's website is kept current;

(iii) Shall develop for Executive Committee approval, a communications/public relations plan; and

(iv) Shall manage the Public Relations/Advertising budget line items and report to the RA.

(m) Occupational Health and Safety Chairperson.

- (i) Shall attend all District Joint Occupational Health and Safety meetings;
- (ii) Shall represent the VTA at all BCTF Occupational Health and Safety meetings.
- (iii) Shall keep the members of the Association informed of emergent information that relates to Occupational Health and Safety.

(n) Local Aboriginal Education Contact

- (i) Shall attend all Joint Committee meetings that relate to Aboriginal education and employment matters and shall report back to Executive Meetings and the RA;
- (ii) Shall encourage communications with the District Aboriginal Education Department and members of the bargaining unit within that Department.

**13. DUTIES OF STANDING COMMITTEES**

(a) Local Bargaining Committee. This committee shall be charged with the responsibility:

- (i) To recommend to the Executive Committee for approval, a Chief Negotiator from the bargaining team.
- (ii) To prepare for and initiate negotiations with the School Board in accordance with provisions of the Collective Agreement;
- (iii) To select a negotiating team who will assist the Chief Negotiator in conducting negotiations and, if necessary, advocate in arbitration hearings;
- (iv) To attend to other duties related to bargaining as assigned by the Association's Executive Committee;

(b) District Professional Development Committee. This committee shall be charged with the responsibility:

- (i) To make recommendations to the Board and the VTA Executive Committee on all matters of Professional Development;
- (ii) To administer and maintain the Professional Development Fund, including the funds for TTOCs;
- (iii) To aid in the continuing professional development of the membership;

- (iv) To inform and advise the Association of all matters pertaining to Professional Development;

(c) Personnel Committee

This committee shall be charged with the responsibility:

- (i) To ensure that the performance review of the Office Manager is conducted annually according to the contract between the VTA and the Office Manager and the Personnel Policies and Procedures of the VTA;
- (ii) To review and recommend to the Executive: staff wage scales, wages and benefits;
- (iii) To establish and review Personnel Policies and Procedures;
- (iv) To deal with personnel issues that may arise;
- (iv) To participate in the formation of a hiring panel for staff vacancies;
- (v) To meet and orient new employees as soon as possible during the probationary period;
- (vi) To conduct an exit interview for employees.

(d) Constitution Bylaw and Policy Committee. This committee shall be charged with the responsibility:

- (i) To meet after the October Executive Meeting to review and revise as necessary the Constitution, Bylaws and Policies of the VTA;
- (ii) To ensure that 14 days' notice be given prior to a General Meeting or AGM, to all members if recommending changes to the Constitution or Bylaws;
- (iii) To ensure that constitutional changes are properly registered with the appropriate bodies.

(e) Finance Committee. This committee shall be charged with the responsibility:

- (i) To develop and recommend a budget to the executive; the executive would then recommend the budget to the RA;

- (ii) To review the budget at least once during the school year and recommend revisions as appropriate to the Executive Committee; the Executive would then recommend revisions to the RA;
  - (iii) To review the Association's investments at least once during the school year and recommend changes as appropriate to the Executive Committee.
- (f) Elections/Nominations Committee. This committee shall be charged with the responsibility:
- (i) To solicit nominations for Executive Officers;
  - (ii) To conduct elections for Executive Officers;
  - (v) To solicit nominations for BCTF AGM delegates;
  - (vi) To conduct elections for the BCTF AGM delegates.
- (g) Joint Board/Association Committees. The following committees shall be charged with the following responsibilities:
- (i) Benefits Committee: To oversee 3/4/5 Plan; to oversee Employee Assistance Program; to oversee the dental carrier and benefits; to oversee the extended health plan carrier and benefits.
  - (ii) Joint Policy Committee: To formulate Joint Policies with Board Representatives.
  - (iii) School Calendar Committee: To provide input into the establishment of an annual school calendar.
  - (iv) District Teacher Development/Mentorship Committee: To oversee a jointly funded program which supports teachers involved in mentor/mentee relationships through the Teacher Development Program.
  - (v) Joint Occupational Health and Safety Committee: To carry out expectations of the contract and WorkSafe BC related to health and safety on the worksite; to ensure that statutory requirements relating to occupational health and safety are being carried out; and to promote the health and safety of all association members.
  - (vi) Educational Change Committee: To oversee educational and curriculum change.
  - (vii) Technology Committee: To advise on technology matters.
  - (viii) Professional Relations Committee: To foster better relations and communication between the employer and members of the Association; to

consider suggestions from the Association and the Employer through their representatives regarding district-wide issues; and to seek clarification on practices with the District.

- (h) Community Elections Committee. This committee shall be charged with the responsibility:
  - (i) To encourage public nominations for elected positions at times of trustee and provincial elections;
  - (ii) To encourage membership and public voter turnout at election time.
- (i) Social Justice Committee. This committee shall be charged with the responsibility to address social justice concerns and, without limiting the generality of the foregoing, including anti-racism, sexism, homophobia, heterosexism, violence prevention, bullying, poverty, and child and youth issues.
- (j) Community Resources/Sunshine Committee. This committee shall be charged with the responsibility:
  - (i) To dispense the Community Resource funds;
  - (ii) To dispense the Sunshine funds;
  - (iii) To dispense the Hardship funds;
  - (iv) To present a report to the executive as to the dispensation of funds at the next executive meeting following a disbursement of funds.
- (k) TTOC Committee. This committee shall be charged with the responsibility:
  - (i) To provide a forum for the concerns of Teachers Teaching On Call, including bargaining issues;
  - (ii) To disseminate information to Teachers Teaching On Call about Association and BCTF matters;
  - (iii) To work toward the improvement of the status of Teachers Teaching On Call in schools and the collective agreement;
  - (iv) To encourage participation of Teachers Teaching On Call in Professional Development activities;
- (l) BCTF AGM Committee. This committee shall be charged with the responsibility:
  - (i) to meet in advance of the BCTF AGM to review the reports, resolutions and recommendations that are coming forward to the meeting;

- (ii) to make reasonable efforts to attend all sessions of the BCTF AGM;
  - (iii) to attend all delegation caucus meetings as called by the chair of the committee; and
  - (iv) to prepare and present a written and/or oral report to the next meeting of the RA following the BCTF AGM.
- (m) Working and Learning Conditions Committee/ Grievance Committee. This committee shall be charged with the responsibility:
- (i) to address issues within the Collective Agreement, pertaining to the working and learning conditions in the local;
  - (ii) to work with the local President and the BCTF to assess, file and resolve matters of grievance;
  - (iii) to report the work of the committee to the VTA Executive and RA.

**14. COMMITTEES**

- (a) Other than Standing Committees, Special Committees may be appointed for a specific purpose and usually for less than a year;
- (b) Appointment of Special Committees - the President shall appoint Committee Chairpersons, to be endorsed by the Executive Committee. The Committee Chairpersons shall appoint the members to the various Committees;
- (c) To become a recognized Committee of the Association, written application is to be made to the President and then endorsed by the Executive Committee;
- (d) Newly appointed Committees and Task Forces shall be given a budget to cover proposed activities and programs at the next scheduled review of the budget. Budget allotment is to be recommended by the Executive Committee and approved by the RA.

**15. DELEGATES TO THE BCTF SUMMER CONFERENCE**

Delegates shall be any Executive Committee member of the Association. Should additional delegates be needed, Active Members may be selected following delegate selection procedures outlined in VTA policy.

**16. DELEGATES TO BCTF ZONE MEETINGS**

The delegates to zone meetings shall be the Chairpersons or contacts of the respective Committees that are invited to attend. Should an additional delegate(s) be needed, an Active Member(s) may be selected following delegate selection procedures outlined in VTA policy.

**17. BURSARY FUND**

- (a) The Bursary Fund shall provide eight awards in the amount of Five Hundred Dollars (\$500.00) each. One award shall be given to each of the five secondary schools in the District, one to a student whose parent(s) are Association member(s), one to a student pursuing a career in education, and one to a student attending an Alternate Education Program in the School District;
- (b) The Bursary Fund shall be administered by the Treasurer;
- (c) The Bursary shall be used within two years of graduation and may only be awarded to a student who has registered at a recognized institute of further education. A student who wishes to postpone receiving their bursary must submit a letter to the Association Executive Committee for approval;
- (d) The Bursary recipient shall be informed in writing of their success, with such communication stating the amount and all applicable details as per the current Association policy;
- (e) Where necessary and agreeable to the Association, the responsibilities of the Fund's dispersal may be delegated to the Bursary Committee where operating in the Secondary Schools;
- (f) The Treasurer shall present a report to the first RA of the school year.

**18. EXPENSES**

- (a) The Association shall accept any reasonable expenses incurred by the Executive Committee, Committee Heads, or any Association member in the course of Association business;
- (b) Suggested payment shall be for:
  - (i) Dinner meetings;
  - (ii) Retirement banquets;
  - (iii) Social events as ratified by the Executive Committee;
  - (iv) Entertainment of Federation Officers or special guests of the Association;
  - (v) Any event at which the individual concerned must play an official role;
- (c) Expenses shall be limited as per BCTF scale.