

Constitution of the Fraser-Cascade Teachers' Association July 1, 2018 V.11

1. Name

- a) The name of the association shall be the Fraser-Cascade Teachers' Association (hereinafter called the Association). We are a local association of the British Columbia Teachers' Federation.
- b) The abbreviated name of the association shall be FCTA.

2. Objectives

- a) To promote the cause of education in School District #78 Fraser-Cascade.
- b) To raise the status and promote the welfare of the teaching profession in School District #78 Fraser-Cascade.
- c) To represent its members and regulate relations with their employer through collective bargaining of terms and conditions of employment and enforcement of the Collective Agreements.

3. Membership

- a) All teachers and Associated Professionals employed in School District #78 Fraser-Cascade shall be members of the Association.
- b) The Executive Committee/Representative Assembly may accord Associate Membership to Teacher Replacements or other persons not eligible for Active Membership.
- c) Associate members who are teacher replacements (uncertified) may hold the office of TTOC Representative and may vote on those issues that concern them after thirty (30) days of service as a teacher replacement in the district.
- d) Honorary members may be elected at any general meeting provided that such an election is not in conflict with any clause of the constitution of the British Columbia Teachers' Federation. Honorary Life Membership may be granted by the Fraser-Cascade Teachers' Association.

4. Fees and Levies

- a) The annual fee of the Association shall be determined at a general meeting of the Association to be held in late spring or early fall.

- b) The annual fee and levies for all members shall be payable monthly through payroll deduction in ten (10) installments during the school year.
- c) Notwithstanding 4(a), the annual fee may, in emergent circumstances, be altered at a duly convened general meeting of the Association.
- d) The Association shall direct School District #78 to pay fees and levies directly to the Association and the BCTF.
- e) For expenses incurred in attaining the objectives of the Association and/or the British Columbia Teachers' Federation (BCTF), any general meeting of the Association may make a levy upon the members.

5. Budget, Funds

- a) An annual budget for the Association shall be adopted by the Executive Committee/Representative Assembly prior to setting the annual fee.
- b) All monies received by the Treasurer shall be deposited in a Chartered Bank or Credit Union to the credit of the Association, to be drawn only by cheque signed jointly by two duly authorized signing officers.
- c) The signing officers of the Association shall be two of the following: Treasurer, President, Pro-D Chair and the two Vice-Presidents.
- d) A financial audit of the Association shall be conducted annually.
- e) The fiscal year of the Association shall be July 1st to June 30th.

6. Election of Executive Committee/Representative Assembly

- a) Members of the Executive Committee/Representative Assembly, except Staff Reps., School Based Members-at-Large, and TTOC Reps. shall be elected by secret ballot of association members at the Annual General Meeting.
- b) Nominations are to be made in the open meeting by a nominating committee and from the floor.
- c) Notwithstanding (a) of this clause, delegates and alternate delegates to the British Columbia Teachers' Federation Annual General Meeting shall be elected by a general meeting held in December, January or February.
- d) The following Executive Committee/Representative Assembly members shall be elected at the Annual General Meeting:
 - President
 - First Vice-President
 - Second Vice-President
 - Recording Secretary
 - Treasurer
 - Local Representative to the BCTF
 - Bargaining Chairperson
 - Aboriginal Education Contact
 - Social Justice Representatives (2)
 - Health and Safety Representative

Pro-D Chair

Social Convener (preferably 1 from East Side, 1 from West Side)

Two Members-at-Large

Local Elections Contact

- e) All members elected to positions on the Executive Committee/Representative Assembly at the Annual General Meeting shall take office on July 1st, following the AGM at which they were elected.
- f) Whenever a vacancy occurs in the Executive Committee/Representative Assembly, the vacancy may be filled by presidential appointment until the next General Meeting of the Association.
- g) Staff Representatives, shall be elected by the appropriate members. In the event that a school staff does not elect a Staff Rep., the President may fill the position by appointment.
- h) A Teacher Teaching-On-Call Representative shall be selected through a posting process from appropriate members or appointed by the President.
- i) School Based Members-at-Large are to be elected by the members in schools with twenty or more FTE positions.

7. The Executive Committee/Representative Assembly

The Executive Committee/Representative Assembly is charged with exercising the business and conducting the affairs of the Association between general meetings and as directed by Association Policies.

The Executive Committee/Representative Assembly of the Association shall be:

- a) President
- b) Vice-Presidents (2)
- c) Past President (for a one year period)
- d) Recording Secretary
- e) Treasurer
- f) Local Representative to the BCTF
- g) Bargaining Chairperson
- h) Social Justice Representatives (2)
- i) Professional Development Chairperson
- j) Members-at-Large (2) + (one from each school over 20 FTE)
- k) Staff Representatives elected from each school including district staff
- l) Teacher Teaching-On-Call Representative
- m) Health and Safety Representative
- n) Social Convener (2)
- o) Aboriginal Education Contact
- p) Local Elections Contact

8. Council of Table Officers

- a) There shall be a Council of Table Officers (C.O.T.O.) consisting of the:
President
Two Vice-Presidents
Local Representative to the BCTF
Past President
- b) The President shall meet or contact the C.O.T.O. in those emergent circumstances where time or weather constraints make the calling of a full Executive Committee/Representative Assembly meeting difficult or impractical.
- c) Any decisions made the by Council of Table Officers shall be brought to the attention of the Executive Committee/Representative Assembly at it's next meeting.

9. Election of School Representatives

Each school staff committee shall elect in the fall of each year a:

- a) School Staff Representative
- b) School Pro-D Representative
- c) School Health and Safety Representative
- d) Member-at-Large. (Schools with 20+ FTE).

10. Committees-Powers and Duties shall be outlined in the Association policy manual.

11. Executive Committee/Representative Assembly Meetings-Power to Call, Notice, Quorum

- a) The power to call a meeting of the Executive Committee/Representative Assembly shall rest with the president or six (6) members of the Executive Committee/Representative Assembly from at least three school sites.
- b) Except in emergent circumstances, Notice of Meeting of seven (7) calendar days shall normally be given for Executive Committee/Representative Assembly Meetings.
- c) A quorum for Executive Committee/Representative Assembly meetings shall consist of 50% of the members of that committee/assembly.
- d) There will usually be seven Executive committee/Representative Assembly meetings per school year.
- e) The Fraser-Cascade Teachers' Association may develop policy regarding voting cars for school Staff Reps.

12. General Meetings-Power to Call, Notice, Quorum

- a) General meetings may be called by the President, Executive Committee/Representative Assembly or by written request and signatures of 10% of the Association membership represented by at least 3 schools.

- b) Except in emergent circumstances, Notice of Meeting of seven (7) calendar days shall normally be given for General Meetings.
- c) The quorum for a general meeting shall consist of 20% of the FTE membership.
- d) In the event a quorum for a general meeting is not present, the meeting shall be rescheduled to take place within ten (10) calendar days at the same location provided five (5) calendar days notice of meeting is given. Those members present at the rescheduled meeting shall constitute a quorum.
- e) An Annual General Meeting of the Association shall be held each year in the month of April or May.
- f) Persons other than active members of the association may attend general meetings on invitation.
- g) Special General meetings may be called in emergent circumstances. A Special General Meeting may deal only with a preset agenda to be circulated along with the Notice of Meeting. Notice of Meeting for a Special General Meeting shall be 48 hours minimum.

13. Rules of Order

- a) The meetings of the Fraser-Cascade Teachers' Association shall be conducted according to Robert's Simplified Rules of Order (BCTF Members' Guide).
- b) Any matters not governed specifically by this constitution shall be governed by the constitution and bylaws of the BCTF.
- c) The Chair and Alternate Chair for the Executive Committee/Representative Assembly Meetings and the General Meetings shall be elected at the first Executive Committee/Representative Assembly meeting of the school year.

14. Amendments

The Constitution may be amended by a 75% majority vote of the members present at any general meeting provided that:

- a) Notice of such an amendment shall have been submitted at a previous general meeting or Executive Committee/Representative Assembly meeting.
- b) All members have been notified (e.g. by newsletter) at least two weeks before the meeting, which will vote on the amendment.

15. Duties of Officers:

President

- a) Will uphold and promote the goals of the British Columbia Teachers' Federation.
- b) Will be the Local Representative or the alternate Local Representative or appoint an alternate Local Representative of the FCTA to the BCTF Representative Assembly.

- c) Will conduct the affairs of the association, acting in a manner responsible to the membership and represent the membership and the teaching profession before the public.
- d) Will be responsible for the management of the Association office, office employees, and the records and assets of the Fraser-Cascade Teachers' Association.
- e) Will be ex-officio member of all standing committees of the Fraser-Cascade Teachers' Association.
- f) Will maintain or cause to be maintained a manual of policies.

Vice-Presidents

- a) Will assist the president in conducting the affairs of the Association.

Treasurer

- a) Will maintain or cause to be maintained, accurate records of the financial business of the Fraser-Cascade Teachers' Association.
- b) Will provide to the Annual General Meeting appropriate financial statements for approval of the annual fee.
- c) Will submit audited financial statements covering the year's fiscal operation to the fall General Meeting.
- d) Will provide a financial report for each Executive Committee/Representative Assembly meeting.
- e) Will act in an advisory capacity to the Executive Committee/Representative Assembly and the Association in regards to financial matters.