

# **Policy Manual**

## **Fraser-Cascade Teachers' Association**

### **(as revised 2019-07-01)**

#### **1. Policy Manual**

- a) The policy manual will be a record of current policies and all new policies and all new policy statements as they are passed by the Executive Committee/Representative Assembly and/or a General Meeting.

#### **2. Signing Officers of Association Accounts**

- a) The signing officers of the Fraser-Cascade Teachers' Association General Account shall be two of the following: Treasurer, President, Pro-D Chair and the two Vice-Presidents.
- b) The signing officers for the Professional Development Accounts shall be two of the following: Pro-D Chair, President and Treasurer.

#### **3. Regions**

- a) The former district of "Agassiz-Harrison" is designated the West or western region of our district and the former district of "Hope" is designated the East or eastern region of our district.

#### **4. Executive Committee/Representative Assembly**

- a) The FCTA Executive Committee/Representative Assembly will normally meet seven times per year.
- b) Some Executive Committee/Representative Assembly meetings will be held in the western region of the district.
- c) The agenda for all regularly scheduled Executive Committee/Representative Assembly meetings will be forwarded to all committee members one week prior to the meeting.

#### **5. Council of Table Officers**

- a) When convened the Council will normally do so via speaker phone/conference call.

#### **6. General Meetings**

- a) All members in good standing (as defined by the BCTF and FCTA Constitutions and By-Laws) shall be entitled to vote on every issue.

#### **7. Financial**

- a) For the purposes of Constitution Article 5d, the annual audit may be conducted by a non-professional accountant.

- b) Expenditures over \$500.00 shall be taken to the Executive Committee/Representative Assembly for approval.
- c) Members of the Fraser-Cascade Teachers' Association shall be reimbursed for travel and meal costs at the prevailing BCTF rates for attendance at duly authorized functions and meetings of the Fraser-Cascade Teachers' Association.
- d) Whenever possible, members attending meetings or functions of the FCTA are requested to carpool.
- e) The FCTA shall pay a per diem of \$25.00 for members on official FCTA out of district business.
- f) Disposal of Assets: A fair and open process shall be used to give all members of the Association first opportunity to bid on assets of the Association that are surplus.
  - When an asset is deemed to be surplus to the needs of the Association, a notice of sale with a closing date (two weeks) shall be posted in the Association newsletter and/or all staff rooms in the district.
  - If the article remains unsold at this stage, an officer of the Association will offer the article for sale to the public by newspaper advertisement or other means.
- g) Capital Cost Replacement Account: The annual budget shall contain a line item called the capital cost replacement. The intended purpose of this account is to upgrade and replace on a regular basis Association capital cost items. (e.g. the computer equipment should be upgraded on a three-year rotational basis.)
- h) Retirement Gifts: Gifts for Retirees start at a base of \$50.00. An additional \$10.00 will be added per year, for each extra year of service, as an Association member, to a maximum of \$250.00
- i) Long Service Recognition: Members with 25 years of service within the district will receive a Long Service Recognition Award. The FCTA will contribute \$50 towards this award and approach the School Board to match the amount.
- j) School Based Pro-D: There shall be a District/School Pro-D fund consisting of at least \$600 per school site. The alternate schools shall (together) be considered one site. The FCTA General Account will deposit these funds into the School Based Pro-D account.
- k) Contingency Fund:
 

The purpose of the fund is to provide a reserve that can be accessed by the FCTA to cover:

  - i. The cost of a budget change that will place the FCTA Operating Budget in a deficit position;
  - ii. The cost of emergent programs or events that could not have been anticipated or put into the proposed budget presented at the AGM;
  - iii. A transfer to the Pro-D Fund.

Accessing funds from the Contingency Fund will be subject to the following:

- i. Transfers from the fund will only be done with the appropriate signatures and only after a vote of the FCTA Executive or a vote at a general meeting.
- ii. In June, should the balance of the FCTA General Account fall below a level that is 25% of the operating budget for the school year, the executive will authorize the transfer of the appropriate amount.
- iii. A minimum of \$20 000.00 will be maintained in the Contingency Fund. Should any transfer drop the balance below the minimum level, the executive will initiate a process that will correct the shortfall. Such a process will be consistent with Article 4 (Fees and Levies) of the FCTA Constitution.

#### **8. Fees**

- a) The FCTA fee for salaried members shall be 0.65% of salary.
- b) The fee for TTOC's and TR's shall be 0.65% of money earned.

#### **9. FCTA Committees, Contacts and Negotiating Team**

- a) The Grievance Committee will consist of at least two members. One shall be the FCTA president. The second shall be a member of the Federation mutually agreeable to the grievor and the Association.
- b) The Professional Development Committee shall consist of the Pro-D Chair and the Pro-D Representatives from each school/school site.
- c) The Appeals Committee: The Executive Committee/Representative Assembly shall operate as the appeals committee for the Association. If a member wishes to appeal a decision made by one or more of the Association Officers he or she can ask for an in-camera meeting of the Executive Committee/Representative Assembly and present a case to have the decision changed. If the decision is not reversed, and the member wishes to pursue further appeals, the President shall inform the member of his or her rights.
- d) Social Justice contacts will work to raise member awareness of continuing global and local social justice issues and advocate actions to create resolutions that respect human rights.
- e) The Negotiation Team shall consist of at least three members, one of whom shall be the president. A second shall be the Bargaining Chair. The remainder shall be selected by the Executive Committee. The Team shall select it's own chief negotiator.

#### **10. BCTF Annual General Meeting**

- a) Selection of BCTF AGM delegates: AGM Delegates shall be elected at the winter general meeting. The Local Representatives (LR) will be an alternate AGM delegates.
- b) A member of the FCTA may claim one supplementary per diem when attending the BCTF AGM as an elected delegate if the delegate is

accompanied by a spouse, common-law partner or children. Such per diem shall be equal to the prevailing BCTF per diem for meals.

### **11. Local Representative and Alternate Local Representative**

- a) The President of the FCTA shall be one of the Local Representatives to the BCTF. The two Local Representatives will operate as Alternate Local Representatives for each other.

### **12. Scholarships/Bursaries**

- a) The Fraser-Cascade Teachers' Association may provide annually, bursaries with a maximum value of \$1500.00 for graduating students from the secondary schools in the Fraser-Cascade School District as follows:
  - Up to \$3000 for Agassiz Elementary Secondary School
  - Up to \$3000 for Hope Secondary School
  - Up to \$1500 for Boston Bar Elementary school
  - Up to \$1500 for Agassiz Centre for Education
  - Up to \$1500 for Two Rivers Education Centre
- b) The selection of the recipients shall be the responsibility of the schools' Scholarship/Bursary Committees.

### **13. Teacher Presentations**

- a) Any teacher or group of teachers intending to present information or requests to individuals or groups that are not members of, or part of, the FCTA will do so according to the following process:
  - A proposal that outlines the purpose of the presentation and a summary of the content of the presentation will be presented at an FCTA General meeting or an Executive Committee/Representative Assembly meeting.
  - The proposal will be in written form and may be accompanied by a verbal presentation.
  - The meeting will vote on the acceptability of the proposal.
  - If time lines do not permit, the individual or group to seek endorsement through a General meeting or Executive Committee/Representative Assembly meeting of the FCTA, the president will make the decision on the acceptability of the proposal.
- b) A short report will be made at the General meeting or Executive Committee/Representative Assembly meeting following the presentation.