



CHILLIWACK TEACHERS' ASSOCIATION

CONSTITUTION, BYLAWS & POLICIES



CHILLIWACK TEACHERS' ASSOCIATION

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CHILLIWACK TEACHERS' ASSOCIATION

CONSTITUTION AND BY-LAWS OF THE CHILLIWACK TEACHERS' ASSOCIATION

Preamble

1. This Constitution may be cited as the Constitution of the Chilliwack Teachers' Association.

Definitions

2. In this Constitution:
 - a)"General Meeting" means a meeting of our entire association.
 - b)"Annual Meeting" means the particular General Meeting held during the month of May specifically referred to in the Constitution (By-Law 5.1).
 - c)"Executive Meeting" means a meeting of the full Executive as outlined in By-Law (2)
 - d)"Annual General Meeting" is reserved for the Annual Meeting of the BCTF
 - e)"Special Meetings" mean General Meetings called for a specific purpose.
 - f)"Staff Representative Assembly" means a meeting of the elected staff representatives from each work site.
 - g)"TTOC" means Teachers Teaching on Call.

CONSTITUTION

Article 1 NAME

The name of this association shall be:

The Chilliwack Teachers' Association, a local of the British Columbia Teachers' Federation.
The abbreviated name of this association shall be the CTA.

Article 2 PURPOSE

The purpose of the Chilliwack Teachers' Association shall be:

1. To foster and promote the cause of education within the Chilliwack School District.
2. To raise the status of the teaching profession.
3. To promote the welfare, health and safety of the teachers within the Chilliwack School District.
4. To encourage the professional growth and development of the teachers within the Chilliwack School District.
5. To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.
6. To uphold the rights afforded to members in the collective agreement.



CHILLIWACK TEACHERS' ASSOCIATION

BY-LAWS

BY-LAW 1 - MEMBERSHIP

Active Members

1.1 Active membership in the Chilliwack Teachers' Association shall be in accordance with the terms of the Constitution and Bylaws of the B.C. Teachers' Federation.

1.2 Active members shall be the only persons entitled to vote and hold office.

1.3 Only active members shall participate in any manner in matters related to collective bargaining.

Honourary Members

1.4 A General Meeting may, by a three-quarters (3/4) majority vote, confer on any person not a teacher, Honourary Membership in the CTA for a specified period of time.

1.5 Nomination for Honourary Membership shall be made in writing with supporting brief to the Executive of the CTA and signed by two or more Active Members. The Executive, after due consideration, may recommend Honourary Membership to the membership.

1.6 Honourary Members shall be exempt from the payment of Local Association fees.

1.7 Honourary Members may attend CTA meetings only upon the invitation of the Executive.

Honourary Life Membership

1.8 Honourary Life Membership may be granted for long and outstanding service to the local association and/or BCTF.

1.9 Chilliwack Teachers' Association members upon retirement, or notice of resignation, may be considered for Honourary Life Membership.

1.10 Nomination for Honourary Life Membership shall be made to the Executive of the CTA by a Nomination form signed by two or more active members. The Executive after due consideration, may recommend Honourary Life Membership to the general membership.

1.11 By a three-quarters (3/4) majority, an Annual Meeting may confer the honour of Honourary Life Membership.

1.12 Honourary Life Members shall be exempt from the payment of local association fees unless they return to active membership status.

1.13 Honourary Life Members may attend CTA meetings only upon the invitation of the Executive or unless they return to active membership status.

1.14 Upon a recommendation from an Executive Meeting, a General Meeting may revoke the honor of Honourary Life Membership by a three-quarters (3/4) majority.



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BY-LAW 2 - EXECUTIVE OFFICERS AND COMMITTEES

Executive Officers:

2.1 Released Officers

- a) President
- b) 1st Vice-President
- c) Professional Development Chair

2.2 Table Officers

- a) Released Officers
- b) 2nd Vice-President
- c) Local Representatives (2)
- d) Treasurer
- e) Past President

2.3 Other Officers

- a) Assistant Treasurer
- b) Recording Secretary
- c) Members-at Large (There shall be five members-at-large in years where there is a past president, six in all other years.)
- d) Aboriginal Education Chairperson
- e) Health and Safety Chairperson
- f) Social Justice Chairperson
- g) TTOCs and New Teachers Chairperson
- h) Communications Chairperson
- i) Bargaining Chairperson

2.4 Standing Committees:

- a) Aboriginal Education
- b) Bargaining
- c) Communications
- d) Grievance
- e) Health and Safety
- f) Professional Development
- g) Social Justice
- h) TTOCs and New Teachers
- i) Constitution and Policy Review

2.5 Executive Committee:

The Executive Committee shall consist of Table Officers and Other Officers.



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BY-LAW 3 - NOMINATION AND ELECTION VOTING

- 3.1 The Election Committee shall consist of a Past President and two other members chosen by the Executive Committee. The Past President shall serve as the Chairperson of the Election Committee.
- 3.2 Nominations for all elected positions, except the position of Past President, shall be accepted at the CTA Office opening three (3) months prior to and closing two (2) weeks prior to the Annual Meeting. Further nominations for all elected positions may be received from the floor of the Annual Meeting if signed by at least five (5) members of the Association and accompanied by the written consent of the nominee.
- 3.3 Up-to-date lists of nominees will be faxed and emailed to Staff Representatives for distribution to members leading up to the election.
- 3.4 All candidates running for Executive Committee and Standing Committee positions have the right to complete an election statement for the April CTA Newsletter, with a deadline of April 15th. The candidates' election statements will also be available on the CTA website. Any election expenses incurred will be the responsibility of the individual candidates.
- 3.5 All voting for Executive Committee and all other elected positions shall be done by ballot.
- 3.6 All members of the Executive, Bargaining, Professional Development, and Social Justice Committees shall be elected at the Annual Meeting, except as provided for the Past President, or as otherwise provided in the By-Laws.
- 3.7 Standing Committees and their Chairpersons shall be elected according to Policy D.
- 3.8 No candidate shall be declared elected unless s/he receives more than 50% of the valid ballots cast. Blank ballots and any other ballots declared spoiled by the Election Committee shall not be valid ballots.
- 3.9 On the completion of each ballot the Chairperson of the Election Committee shall report to the meeting the number of votes received by each candidate, without attaching names to the numbers. Following a ballot when no candidate is elected, and before each candidate is identified with his/her vote count, the candidate receiving the fewest votes shall be dropped from the ballot. At this time the meeting may at its discretion order the dropping of additional candidates from the next ballot.
- 3.10 In the event of vacancies on Standing Committees, members may be appointed at the agreement of the Executive Committee.
- 3.11 Only active members in good standing shall have the right to vote or hold office.



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BY-LAW 4 - TERMS OF OFFICE

- 4.1 Bargaining Committee members are elected for two-year terms according to Policy D.2.2. Professional Development Committee members are elected for two-year terms according to Policy D.3.1. Local Representatives are elected for two-year terms according to Policy B.5.1.
- 4.2 With the exception of the Committee members listed in By-Law 4.1 above, the terms of office of all Executive and Standing Committee members shall be for one year, from July 1st to June 30th, or in the case of those elected or appointed at times other than the Annual Meeting from the time of their election or appointment, and shall continue until June 30th.
- 4.3 Any Executive Committee or Standing Committee position(s) not filled at an Annual Meeting shall be deemed a vacancy.
- 4.4 A member of the Executive Committee or Standing Committee may resign their position by informing the CTA President in writing and the position shall be deemed a vacancy.
- 4.5 Accusations of misconduct against Executive Committee or Standing Committee members will be dealt with according to BCTF By-law 7.8, with a possible result that the position be deemed a vacancy.
- 4.6 Whenever a vacancy occurs for the position of President, the Executive Committee is authorized to hold a Special General Election to fill the position, following the applicable provisions of By-law 3.
- 4.7 Whenever a vacancy occurs in the Executive Committee or on a Standing Committee, the President, on recommendation of the Executive is authorized to appoint a member to fill the position: such an appointment is to be ratified at the next General Meeting.



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BY-LAW 5 - MEETINGS

Meetings

- 5.1 Voting at all meetings shall be done by a show of hands except when a ballot or vote recount is demanded by at least one-third (1/3) of the members present.
- 5.2 The length of any meeting may be extended by a motion made during the meeting, and passed by a two-thirds (2/3) vote of members present.
- 5.3 All regularly scheduled meetings shall commence at 3:45 p.m. General Meetings and Staff Rep Assemblies shall take place on the third Tuesday of the month in which it is scheduled. Executive Meetings shall take place on the first Tuesday of each month during the school year, except when the first Tuesday follows a holiday, when it will take place on the first Thursday of that month.
- 5.4 It is the responsibility of the chair of a meeting to determine whether quorum has been reached. If the chair determines that a quorum is not reached, the chair may call the meeting to order, announce the absence of a quorum and entertain a motion to:
- recess, with the intention to obtain quorum by the end of the recess;
 - reschedule the meeting, where the members present at the rescheduled meeting will constitute a quorum;
 - adjourn and move business to the next regularly scheduled meeting.

Annual Meeting

- 5.5 The Annual Meeting shall be held during the month of May and must include:
- the election of the Executive Committee and other elected positions;
 - the setting of the membership fee and the approval of the budget for the following year;
 - written reports from the President, Vice-President, Treasurer and Pro-D Chair,
 - the collection of names of volunteers for Standing Committees.
- 5.6 A quorum shall consist of thirty-five (35) members in good standing.
- 5.7 Annual Meetings shall be limited to one hundred and twenty (120) minutes.

General Meetings

- 5.8 There must be at least two General meetings during the year, including one in the fall and one in January.
- 5.9 The General Meeting in the fall must include:
- any local motions and resolutions to be presented to the BCTF AGM;
 - a review of the CTA budget from the previous fiscal year;
 - the ratifications of appointed members by the Executive Committee to fill any vacant positions;
 - oral reports from the President and First Vice-President.
- 5.10 The General Meeting in January must include:
- the election of delegates and alternates to the BCTF AGM;
 - a review of the CTA budget;
 - written reports from the President, Vice-President, Treasurer and Pro- D Chairperson.
- 5.11 A quorum shall consist of thirty-five (35) members in good standing.
- 5.12 General Meetings shall be limited to ninety (90) minutes.

Staff Representative Assembly

- 5.13 The Staff Representative Assembly will meet at least three (3) times a year to make recommendations to the CTA Executive and to discuss CTA and BCTF issues or concerns. Staff Representatives will share this information with staff at their site(s).



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5.14 The Staff Representative Assembly shall be composed of representatives from each school or worksite in the district, and may include:

- a) one representative from each of the Local Specialist Associations;
- b) two TTOC representatives.

5.15 Each school or work site shall elect at least one staff member known as "Staff Representative" to the Staff Representative Assembly whose term of office shall be from September 1st to June 30th.

5.16 Schools with a CTA membership of more than twenty (20) may elect two staff representatives who will each have a vote at a Staff Representative Assembly.

5.17 All members of the CTA shall be notified at least one week in advance at the school in which they teach of all Staff Representative Assemblies.

5.18 A quorum shall consist of fifteen (15) members in good standing.

5.19 Staff Representative Assemblies shall be limited to seventy-five (75) minutes.

Executive Committee Meetings

5.20 The Executive Committee shall meet at least once a month during the regular school year.

5.21 Executive Committee Meetings shall be composed of:

- a) Table and Other Officers as per By-law 2.5;
- b) other CTA members as per Policy B.18.

5.22 Executive Committee members shall provide prior notice of absence from regularly scheduled Executive Committee Meetings. Failure to provide notice of absence from three (3) meetings may result in the Executive Committee declaring the position vacant.

5.23 A quorum of the Executive Committee shall be fifty percent (50%) of the members of the Executive Committee.

5.24 Executive minutes shall note all Executive Members present, absent and absent with regrets at the start of each meeting. Minutes will also note members absent or late or leaving a meeting due to other CTA business.

5.25 Executive Committee Meetings shall be limited to ninety (90) minutes.

Special Meetings

5.26 Special General Meetings may be called at the discretion of the President or the Executive Committee, or upon the written request of thirty-five (35) members of the CTA. Due to the emergent nature of these meetings, as much notice as possible will be provided.

5.27 Special Staff Rep Meetings may be called at the discretion of the President or the Executive Committee, or upon the written request of fifteen (15) Staff Reps. Due to the emergent nature of these meetings, as much notice as possible will be provided.

5.28 Special Executive Meetings may be called at the discretion of the President or 50% of the Executive. Due to the emergent nature of these meetings, as much notice as possible will be provided.

5.29 Special Table Officers Meetings may be called at the discretion of any Released Officer. Due to the emergent nature of these meetings, as much notice as possible will be provided. A quorum for such a meeting shall be three (3) Table Officers.

5.30 During the summer vacation, if an issue of emergency arises, the Table Officers may take appropriate necessary action subject to ratification by the Executive Committee and/or the Association in September.

Attendance at CTA Meetings

5.31 Persons other than active CTA members may attend CTA meetings only upon the invitation of an Executive Officer.



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BY-LAW 6 - MONIES AND FEES

- 6.1 A budget shall be presented, and the annual local fees shall be established at the Annual Meeting.
- 6.2 A Notice of motion to amend the budget shall be made:
- If the spending of monies would cause a change in the total budget.
 - If the Local Association fee is to be adjusted during the year.
 - In writing and circulated to the staff representatives at least fifteen days prior to the meeting.
- 6.3 That no Active Member of the CTA be paid an honorarium by the CTA for extra work performed within the District without prior Executive approval.
- 6.4 All moneys received by the Treasurer shall be immediately deposited in a chartered bank to the credit of the Association.
- 6.5 The Fiscal Year of the Association shall be September 1 to August 31.
- 6.6 Prior approval of the Executive is required for unbudgeted expenditures over \$500; in emergency situations, expenditures may be approved by the President or Vice President and at least one other Table Officer and reported to the Executive at the next Executive meeting.
- 6.7 Executive members responsible for a committee budget must report expenditures at the next Executive meeting. For Committee member budgets, the majority of the committee must approve.
- 6.8 Executive Committee notification is required for any expenditures that cause a budget category to be exceeded.
- 6.9 Executive members not responsible for a budget shall not expend CTA funds without approval of two table officers, one of which must be the president.

BY-LAW 7 - CONSTITUTIONAL AMENDMENTS

- 7.1 The Constitution may be amended at the Annual Meeting of the association by two-thirds (2/3) vote of the members present. No prior Notice or Notice of Motion concerning Constitutional amendments need be given, but any proposed amendments must be brought to the attention of the Annual Meeting in writing.
- 7.2 This Constitution may also be amended by two-thirds (2/3) majority vote of the members present at a General Meeting provided that a Notice of Motion for such an amendment be made at a previous General Meeting of the CTA or published in the CTA Newsletter or circulated in writing to the staff representatives for posting in each school.

BY-LAW 8 - RULES OF ORDER

- 8.1 All meetings of the CTA shall be governed by Robert's Rules of Order.
- 8.2 Any matters not governed specifically by this Constitution and its By-Laws, shall be governed by the Constitution and By-Laws of the BCTF.

BY-LAW 9 - AD HOC COMMITTEES

- 9.1 Ad Hoc Committees may be struck for a specific purpose by the Executive.

BY-LAW 10 - POLICY STATEMENTS

- 10.1 Formal statements or CTA policy set by the membership during each school year shall be organized and appended to the (Policies Appended to the) Constitution before the first general meeting of the following school year.



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BY-LAW 11 - OFFICIAL RECORDS

Official records will be maintained for minimum lengths of time as follows:

11.1 Seven (7) Years: Minutes of the Executive, Staff Representatives and General Meetings, Treasurer's records, financial statements, Professional Development financial records and Building Committee Records.

11.2 Three (3) Years: Minutes of the Social Justice, Mentoring, Professional Development Committees, and written Committee reports prepared for the Annual Meeting and submitted to the President.

11.3 Current Version: Master copy of the CTA Constitution, Bylaws and Policies, updated annually at the end of June.

11.4 Unlimited: Bargaining and Management Meeting notes, Collective Agreements, Cross-referenced Grievance files, Letters of Understanding, investigation documents and other documents related to bargaining and contract enforcement or identified by the President or Executive.

BY-LAW 12 - ANNUAL GENERAL MEETING DELEGATES

12.1 Delegates to the BCTF Annual General Meeting shall be elected at a General Meeting.



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BY-LAW 13- PRIVACY POLICY

The Chilliwack Teachers' Association is committed to protecting the privacy and confidentiality of our members' personal information. The CTA is committed to complying with the British Columbia Personal Information Protection Act (PIPA). This includes managing the collection, use, disclosure, storage and ultimate disposition of our members' personal information in ways that safeguard the privacy of our members.

Definitions

Personal Information - means information about an identifiable individual. Examples include name, home address and phone number, social insurance number, and medical information.

Privacy Officer - means the individual designated responsibility for ensuring the the CTA complies with this policy and PIPA. The president of the CTA shall be the CTA privacy officer.

Personal Information Collected

13.1 The CTA collects personal information to fulfill its obligations to members and in the course of providing a variety of services. The types of information collected shall include:

- a) Members' names
- b) Home addresses and telephone numbers
- c) Social Insurance numbers
- d) Birth dates
- e) Gender

13.2 Additional information may be collected to fulfill our obligation to members or to provide specific services. This additional information will only be collected as required for our record keeping and with members express consent at which point members will be fully apprised of the proposed for collection and how the information will be used.

Use of Personal Information

13.3 The information collected is used to fulfill our obligations to members as set out in the CTA constitution and by-laws to provide specific services as required, and to fulfill our role as the bargaining agent representing members. The uses of personal information include:

- a) To identify members:
- b) To confirm member eligibility for services
- c) To comply with various professional legal and regulatory requirements
- d) To provide services related to grievance and Salary Indemnity Plan
- e) To provide LSA memberships and associated services
- f) To provide ProD grants
- g) To conduct research
- h) Other responsibilities as designated by the BCTF

Protection of Personal Information

13.4 The CTA is committed to protecting member personal information from unauthorized use or disclosure. Our commitment means that;

- a) Will use members personal information only for purposes identified
- b) Will not disclose members personal information without permission unless required
- c) Will employ appropriate security measure to ensure only authorized individuals have access to personal information
- d) Will keep personal information only as long as required
- e) Will destroy personal information no longer required in a confidential, secure method.
- f) Will keep only one file per member in a secure location at the CTA office with the exception of grievances and investigations,



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Member rights

13.5 As prescribed by the Personal Information Protection Act, members have certain rights of access and correction in regard to their personal information.

13.6 Requests for access or corrections and any complaints, concerns, or questions must be made in writing and directed to: CTA President - Privacy Officer.

BY-LAW 14 - CONSTITUTIONAL REVIEW

14.1 The CTA Constitution and Policies will be reviewed annually by the Constitutional and Policy Review Committee.



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POLICIES APPENDED TO THE CONSTITUTION

(A) OFFICIAL BULLETIN

- A.1 The CTA shall publish a newsletter to help achieve the goals and objectives of the Association.
- A.2 The CTA Newsletter will not include any advertising from any sources.

(B) DUTIES OF THE TABLE OFFICERS, EXECUTIVE AND STAFF REPRESENTATIVES

B.1 President

The duties of the President shall be to:

- a) Conduct the general affairs of the CTA, acting in a manner responsible to the membership, including, but not limited to:
 - i) Advocacy at the District level (District Committees, Board Meetings, District Human Resource Meetings, Meetings with Senior Management)
 - ii) Provide and allocate support for Members (Investigations, Grievances, Contract Issues, Arbitrations)
 - iii) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Zone Meetings, Representative Assemblies, Summer Conference)
 - iv) Oversee the CTA's finances and development of budget
 - v) Manage office staff and associated personnel
 - vi) Act as spokesperson for the CTA
- b) Co-chairperson at General Meetings of the CTA
- c) Responsible for the security of the official records (See By-Law 11)
- d) Act as Alternate Local Representative
- e) Act as ex-officio member on all CTA and District Committees
- f) Act as Bursary Committee Chairperson
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least 50% of the School Board meetings a year
- i) Report at all Executive Committee meetings
- j) Provide a written report to the January General Meeting and the Annual Meeting in May
- k) Act as final approval for any CTA-produced union literature
- l) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.2 First Vice-President

The duties of the First Vice-President shall be to:

- a) Assist the President in conducting the affairs of the CTA
- b) Act in lieu of the President, in case of their absence
- c) Responsible for the arrangements for the Executive & General Meetings
- d) Ex-officio member of one of the major standing committees of the CTA
- e) Act as Chairperson of the Grievance Committee
- f) Act as a co-chairperson of CTA meetings
- g) Act as Alternate Local Representative
- h) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Summer Conference)
- i) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- j) Report at all Executive Committee meetings
- k) Provide a written report to the January General Meeting and the Annual Meeting in May
- l) Attend at least one School Board meeting a year
- m) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings



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B.3 Professional Development Chair

The duties of the Professional Development Chair shall be to:

- a) Represent the Professional Development Committee as a member of the Executive Committee
- b) Act as chairperson at the Joint Professional Development Committee as constituted in Article F.1.3 of the Collective Agreement
- c) Co-ordinate the activities of the CTA Professional Development Committee
- d) Act as a resource to the Executive Committee in matters relating to Professional Development
- e) Liaise with the CTA President, the School District and the BCTF on all Professional Development matters
- f) Process all applications for Professional Development funds
- g) Make a monthly report to the CTA Executive regarding the Pro-D Committee's activities
- h) Organize monthly meetings of the CTA Pro-D or the Joint Pro-D committees
- i) Facilitate the planning, development, organization and implementation of a CTA Professional Development day in the school year at the discretion of the committee
- j) Attend the annual BCTF Summer Conference, BCTF Zone Meetings and other BCTF sponsored opportunities relating to Professional Development
- k) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- l) Attend at least one School Board meeting a year
- m) Provide a written report to the January General Meeting and the Annual Meeting on the activities of the Pro-D Committee
- n) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.4 Second Vice-President

The duties of the Second Vice-President shall be to:

- a) Ensure meetings of the CTA are run in a timely, professional manner
 - i) Arrange for a, or act as, chairperson for all General Meetings, Executive Meetings and Staff Rep Assemblies
 - ii) Oversee site preparation and tear down, including but not limited to, audio-visual equipment, tables and chairs and refreshments
- b) Act as chairperson for the Constitutional/Policy Review Committee
- c) Act as a member of at least one of the committees of the CTA (see B.17)
- d) Act in lieu of the President or First Vice-President in case of their absence
- e) Assist the Released Officers in carrying out the affairs of the CTA
- f) Act as an alternate Local Representative
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.5 Local Representatives

B.5.1 The Local Representatives shall be elected for a two-year term. Each term will begin on alternate years.

B.5.2 The duties of the Local Representatives shall be as stated in the BCTF Members Guide, and specifically:

- a) Represent the CTA at the meetings of the Representative Assembly
- b) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- c) Make a report to the CTA after meetings of the Assembly
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Attend at least one School Board meeting a year
- f) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.5.3 One Local Representative shall serve as the AGM Chairperson. The additional duties shall be to:

- a) Survey the members of the CTA for AGM resolutions
- b) Prepare and present AGM resolutions to the CTA for endorsement
- c) Be familiar with the resolutions booklets and to draw attention of the membership to important recommendations and resolutions
- d) Co-ordinate the activities of the delegates prior to the AGM
- e) Make an oral and written report to the CTA on the business of the AGM



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B.6 Treasurer

The duties of the Treasurer shall be to:

- a) Maintain, or cause to be maintained, accurate records of the financial business of the CTA
- b) Present to the Annual Meeting, for its approval, a budget prepared in consultation with the Released Officers
- c) Submit detailed financial statements covering the year's operation, including reports to the Fall General Meeting and the January General Meeting
- d) Provide a financial statement, including a monthly detailed category report and Treasurer's report, for each Executive meeting
- e) Arrange for audit of CTA Finances as needed
- f) Act as a member of at least one of the Committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least one School Board meeting a year
- i) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.7 Past President

B.7.1 The Past President shall be a member of the Executive Committee for one year following term as President.

B.7.2 The Duties of the Past President shall be to:

- a) Act in an advisory capacity to the President
- b) Act as member of Constitutional Committee and provide historical perspective
- c) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.8 Assistant-Treasurer

The duties of the Assistant-Treasurer shall be to:

- a) Assist the Treasurer in carrying out his/her assigned duties
- b) Work with the treasurer to develop a budget for the membership
- c) Act in lieu of the Treasurer in case of his/her absence
- d) Act, at the request of the Executive Committee, as Treasurer of specific committees
- e) Act as the Treasurer of the Pro-D Fund
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least one School Board meeting a year
- i) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.9 Recording Secretary

The duties of the Recording Secretary shall be to:

- a) Ensure that accurate Minutes of all General, Executive and Staff Rep Meetings are taken and submitted
- b) Provide information to the members on relevant issues by providing past discussion points
- c) Support the office staff with the maintenance of records (meeting minutes, indexing discussion topics, reports of general matters and proposals under discussion)
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- f) Attend at least one School Board meeting a year
- g) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.10 Members-at-Large

The duties of the Members-at-Large shall be to:

- a) Act as a member of at least one of the committees of the CTA (see B.17)
- b) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- c) Report at all Executive Committee meetings, when required
- d) Attend at least one School Board meeting a year
- e) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings



CHILLIWACK TEACHERS' ASSOCIATION

B.11 Aboriginal Education Chairperson

The duties of the Aboriginal Education Chairperson shall be to:

- a) Ensure local cultural protocols
- b) Enhance communication within district
- c) Work with district staff to promote Aboriginal issues (IE. District Advisory Committee)
- d) Promote understanding of aboriginal issues
- e) Act as a contact for the BCTF on Aboriginal Education issues
 - i) Provide the CTA with resources, contacts and materials from other provincial Locals
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.12 Bargaining Chairperson

The duties of the Bargaining Chairperson shall be to:

- a) Serve as a contact for the BCTF on local and Provincial Bargaining matters
- b) Act as Chief Negotiator on the CTA Negotiating team
- c) Survey membership in bargaining years for local and provincial proposals
- d) Represent the CTA at the BCTF Bargaining conference and meetings
- e) Work with the Bargaining Team to develop language for bargaining proposals
- f) Report on Local and Provincial Bargaining matters to the CTA Executive and CTA membership meetings
- g) Act as a resource to the CTA Executive Committee
- h) Act as a member of at least one of the committees of the CTA (see B.17)
- i) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- j) Report at all Executive Committee meetings, when required
- k) Attend at least one School Board meeting a year
- l) Perform such duties as assigned by the CTA Executive Meetings, Staff Rep Assemblies or General Meetings

B.13 Communications Chairperson

The duties of the Communications Chairperson shall be to:

- a) Act as Administrator for CTA social media sites and pages
- b) Facilitate maintenance of the CTA's website
- c) Research and prepare articles for publication in the CTA's newsletters
- d) Review and edit (as required) information pamphlets created by the CTA
- e) Assist the CTA and the President of the CTA in all matters pertaining to internal and external public relations
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by the Executive Meetings, Staff Rep Assemblies or General Meetings

B.14 Health and Safety Chairperson

The duties of the Health and Safety Chairperson shall be to:

- a) Act as a contact for the BCTF on Health and Safety issues
- b) Strive to implement effective health and safety training and policies as laid out by the BCTF and CTA
- c) Monitor the health and safety conditions within Chilliwack schools
- d) Make such recommendations as deemed desirable to the Executive Committee
- e) Represent the CTA on the District Health and Safety Committee
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings



CHILLIWACK TEACHERS' ASSOCIATION

B.15 Social Justice Chairperson

The duties of the Social Justice Chairperson shall be to:

- a) Act as a contact for the BCTF on Social Justice issues
- b) Advocate on Social Justice issues
- c) Disseminate information and materials relating to Social Justice issues
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- f) Report at all Executive Committee meetings, when required
- g) Attend at least one School Board meeting a year
- h) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.16 Teachers Teaching On Call and New Teachers Chairperson

The duties of the TTOC and New Teachers Chairperson shall be to:

- a) Act as a contact for TTOCs and New Teachers of the CTA and for the BCTF on TTOC issues
- b) Call meetings and prepare agendas for all regularly scheduled meetings
 - i) Chair meetings
 - ii) Prepare materials and meeting minutes
- c) Facilitate a yearly induction ceremony
- d) Advocacy at the District level on TTOC/New Teachers' issues
- e) Disseminate information and materials relating to TTOC/New Teachers' issues
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.17 General Duties

It is expected that all Executive Members will be a member of at least one of the following committees and will regularly report to the Executive Committee.

- a) Aboriginal Education
- b) Bargaining
- c) Budget or Finance
- d) Bursary
- e) Constitutional Review
- f) Communications
- g) Grievance
- h) Health and Safety
- i) Labour Council/Elections
- j) Professional Development
- k) Social
- l) Social Justice
- m) TTOCs and New Teachers

B.18 Empty Chairs

B.18.1 Four chairs shall be reserved at all executive meetings for invited staff representatives, TTOC representatives or Local Specialist CTA representatives.

B.18.2 The invited representatives shall have full voice and vote in all items of business before the meeting.

B.18.3 This provision does not prevent the president or the executive from adding additional positions at any meeting, and from approving appropriate rights of voice and vote.

B.18.4 This provision does not prevent any member of the CTA from attending any meeting of this CTA as an observer, or at the discretion of the meeting, as an advocate or presenter



CHILLIWACK TEACHERS' ASSOCIATION

B.19: Staff Representatives

The duties of a novice Staff Representative shall include:

- a) Communicator: sharing BCTF/CTA info with teachers when appropriate
- b) Advocate: contacting the CTA for support when required
- c) Leader: attending Staff Rep Training and other CTA meetings (or send an alternate)

The responsibilities of an experienced Staff Representative shall include the above and expand to include:

- d) Communicator: sharing teacher concerns with CTA and/or administrators when required
- e) Communicator: answering questions from teachers, parents and administrators
- f) Advocate: supporting teachers with concerns
- g) Advocate: supporting teachers during meetings with administrators
- h) Leader: organizing monthly school CTA meetings and annual elections as required
- i) Leader: participating in school staff committees

(C) STANDING COMMITTEES

C.1 The CTA Standing Committees operate in an advisory capacity to the President and Executive Committee. The committees are deemed to have the following structures and functions.

C.2 Bargaining

C.2.1 The Bargaining Committee shall consist of the CTA President and five other elected members.

C.2.2 Members shall be elected for alternating two-year terms - three one year, two the next.

C.2.3 The Committee shall elect a chairperson who shall:

- (a) be the chief negotiator unless such responsibilities are assumed by other member(s) of the Committee.
- (b) be a CTA executive member.

C.2.4 The committee shall have the power to add additional members as deemed necessary.

C.2.5 The members will negotiate all local terms and conditions of employment between the employer (School District #33) and members of the Chilliwack Teachers' Association.

C.3 Professional Development

C.3.1 There shall be a six member Professional Development Committee consisting of the currently elected CTA Professional Development Chair, and the CTA Assistant Treasurer and, for alternating two-year terms, four members representing the following educational levels:

- (1) Elementary
- (2) Middle/ Secondary School
- (3) Member At Large
- (4) Member At Large

C.3.2 The chairperson shall be elected at the Annual Meeting by the general membership.

C.3.3 The CTA ProD Chairperson shall be released from their teaching position up to 20% release time (with benefits) in order to fulfill the duties and functions required by the position.

C.3.4 The six-member CTA Professional Development Committee shall represent the Association on the Joint Professional Development Committee as constituted in Article F.1.3 of the Collective Agreement.

C.3.5 The CTA President shall be the designate to act on behalf of the Association under the terms of Article F.1.2 of the Collective Agreement.



CHILLIWACK TEACHERS' ASSOCIATION

C.4 Social Justice Committee

C.4.1 The Social Justice Committee shall consist of the CTA President and four other elected members.

C.4.2 Members shall be elected for alternating two-year terms.

C.4.3 The Committee shall elect a chairperson who shall:

- a) be the BCTF Prime Contact Person.
- b) be the CTA executive member.
- c) To perform such duties as assigned by Executive or General Meetings.

C.4.4 The committee shall have the power to add additional members as deemed necessary.

C.5 Grievance Committee

C.5.1 The Grievance Committee shall consist of the CTA President, CTA First Vice President, two other members of the CTA Executive, the Bargaining Committee Chairperson, and up to two Past Presidents.

C.5.2 The Grievance Committee shall be chaired by the CTA President or the CTA First Vice President.

C.5.3 This Grievance Committee shall regularly review current grievances and will convene when grievance reaches Step 2.

C.5.4 The Grievance Committee shall advise the President, as necessary, on the processing of grievances and make recommendations to the Executive regarding referral of the grievance. A recommendation forwarded to the Executive not to proceed with a grievance must pass with at least a 2/3 majority.

C.6 Other Committees

C.6.1 The Chairpersons of the Aboriginal Education Committee, the Health and Safety Committee, and the TTOC and New Teacher Committee shall be elected at the Annual Meeting by the general membership



CHILLIWACK TEACHERS' ASSOCIATION

(D) FINANCE

D.1 CTA Accounts

D.1.1 The signing authority for the CTA General Accounts shall be

- a) the President and one of:
 - (i) First Vice President
 - (ii) Treasurer
 - (iii) Assistant Treasurer, or
- b) the First Vice-President and one of:
 - (i) President
 - (ii) Treasurer
 - (iii) Assistant Treasurer

D.1.2 The signing authority for the CTA Professional Development Accounts shall be any two of:

- a) Professional Development Chairperson
- b) President
- c) Treasurer
- d) Assistant Treasurer

D.1.3 No member receiving a CTA cheque shall use his/her signing authority on that same cheque except in an emergency.

D.2 Expenses

D.2.1 The C.T.A. shall pay daily expenses for members on official CTA business at BCTF rates without requiring receipts.

D.2.2 The C.T.A. shall pay a per diem of \$25.00 per day for members on official CTA out of district business, and the Treasurer is authorized to make such payments in advance.

D.3 CTA Bursaries

D.3.1 That the Bursary Committee be made up of the president or designate (who will act a chairperson), two other members of the Executive and three representatives from each of the senior secondary schools in District #33. One of the representatives from each senior school is to be Staff Representative. This committee shall award the bursaries to successful candidates based on the criteria in Section E(c) after applications are received from the secondary schools.

D.3.2 That of the six (6) CTA bursaries one each goes to a student from CSS, SSS and GW Graham. That the remaining 3 bursaries be distributed to any SD33 graduating students who best meet the criteria.

D.3.3 That the following criteria shall be considered:

- a) Preference is to be given to immediate family members of the CTA
- b) The student has expressed an interest in obtaining a British Columbia Public School Teaching Certificate
- c) Academic Standing

D.3.4 That unless otherwise designated under section E.3.6 each award shall be named a "Chilliwack Teachers' Association Bursary."

D.3.5 The award will be paid to the student on registration in an accredited Canadian post secondary educational institution. On request, the award may be deferred for one year

D.3.6 CTA bursary awards may be named for a past or present member of the Association, or an individual who retired as a member of the Association, by majority vote at a general meeting. Such designation shall be for a maximum of five years.

- a) That one of the CTA bursaries be named the "Rene Peake Memorial Bursary" until June 2017.
- b) That one of the CTA bursaries be named the "Al Berry Memorial Bursary" until June 2020.
- c) That one of the CTA bursaries be named the "Bob Fitzsimmons Memorial Bursary" until June 2020.
- d) That one of the CTA bursaries be names the "Ralph Marini Memorial Bursary" until June 2020.
- e) That one of the CTA bursaries be named the "Mike Stewart Memorial Bursary" until June 2022.
- f) That one of the CTA bursaries be named the "Pauline Capirchio Memorial Bursary" until June 2022



CHILLIWACK TEACHERS' ASSOCIATION

D.4 Retirement Gifts

D.4.1 The C.T.A. shall purchase gifts for retiring members.

D.4.2 Members of the CTA or BCTF may be recognized for their service to the teaching profession. Such recognition may, on recommendation of the Executive, include an appropriate gift.

D.5 Grants

D.5.1 The C.T.A. shall not make contributions or grants of funds of more than \$250 to any outside organization or individual other than for bursaries authorized in policy or for professional development, or for speakers' honoraria without the approval of the duly scheduled general meeting.

D.6 Social Justice Grants

D.6.1 The CTA Social Justice Committee may recommend applications for grants to the BCTF when they are consistent with the following criteria:

- a) Teachers are to initiate and be part of the planning and grant application
- b) Social Justice Initiatives must be supervised and controlled by a teacher (or teachers) on an ongoing basis
- c) A CTA member must be the applicant
- d) Dispersal of funds is to be through the CTA Office
- e) Funding is intended to establish sustainable programs, and will not be used to cover employees' salaries.
- f) BCTF policies for grant approval shall be followed

D.6.2 BCTF policy states that projects must:

- a) Have as an objective an ongoing impact on teachers, students and/or the community
- b) Reflect the principles of social justice: equity, opportunity, security, safety, participation and suitability.
- c) Contain an evaluation component

D.6.3 BCTF policy states that projects should involve the local community.



CHILLIWACK TEACHERS' ASSOCIATION

(E) OTHER COMMITTEES

E.1 The CTA President has the power to recommend appointees to District Committees.

E.2 District Committee Guidelines

E.2.1 District committees are created by the Board under the terms of the collective agreement A.5.

E.2.2 Selection to a district committee is not equivalent to election or endorsement by the Association.

E.2.3 It is the Association's position that all teacher members on all committees should be appointed by the CTA President.

E.2.4 Teachers selected to a district committee shall be provided either through direct consultation or in writing:

a) a description of the committee mandate and its limits, and

b) a copy of CTA policy on district committees, and

c) the terms of reference of the Professional Development and Bargaining committees.

E.2.5 Teacher members of district committees are asked to report on progress to the Executive either directly or through standing committees of the Association. It is recommended that two reports are made each school year. One teacher member may be responsible for the report. The reporting process does not imply endorsement of any kind.

E.2.6 A report will be made to the Executive immediately upon any change being made in the mandate of the district committee.

E.2.7 Teachers members who have any concerns about the operations of a district committee should immediately report their concerns to the CTA President or to the Executive.

E.2.8 Any reactivation of a discharged committee will require a new survey for CTA members.

E.2.9 A teacher who withdraws from a district committee because of leave of absence or any other reason shall immediately notify the president or the executive. Upon such notification a selection process to replace the member may be initiated.

E.2.10 Teacher members of district committees shall avoid any overlap of responsibility with the standing committees of the Association.

E.2.11 No report, finding, or decision of a district committee is binding on the Association unless it has been endorsed by either the Executive or the general membership.



CHILLIWACK TEACHERS' ASSOCIATION

E.3 Joint Committee Guidelines

- E.3.1 Joint committees are formed
- a) after consultation with the CTA, or
 - b) under the terms of the collective agreement (A.5) , or
 - c) after the signing of a letter of intent.
- E.3.2 Teacher representatives on joint committees, after selection by the Association, represent the Association's position. They shall work under the direct guidance of a standing committee or the Executive.
- E.3.3 Joint committees shall not engage in any bargaining with the Board unless the teacher representatives have been formally constituted by the executive as a subcommittee of the bargaining committee, and then only as directed by that committee.
- E.3.4 Teacher members of joint committees are asked to report on progress to the Executive either directly or through standing committees of the Association. It is recommended that two reports are made each school year. One teacher member may be responsible for the report.
- E.3.5 A report will be made to the Executive immediately upon any change being made in the mandate of the joint committee.
- E.3.6 Teachers members who have any concerns about the operations of a joint committee should immediately report their concerns to the CTA President or to the Executive.
- E.3.7 Any reactivation of a discharged committee will require a new selection of CTA members.
- E.3.8 A teacher who withdraws from a joint committee because of leave of absence or any other reason shall immediately notify the president or the executive. Upon such notification a selection process to replace the member may be initiated.
- E.3.9 Teacher members of joint committees shall avoid any overlap of responsibility with the standing committees of the Association.
- E.3.10 No report, finding, or decision of a joint committee is binding on Association unless it has been endorsed by either the Executive or the general membership.

E.4 Labour Council Committee Guidelines

- E.4.1 The Labour Council Committee shall include active CTA members as appointed by the President and ratified by the Executive.
- E.4.2 The Labour Council Committee shall include the President or designate.
- E.4.3 The Labour Council Committee members represent the Association at the meetings of the Labour Council.
- E.4.4 The Labour Council Committee members make regular reports to the Executive.
- E.4.5 No report, finding, or decision of the Labour Council Committee is binding on the Association unless it has been endorsed by either the Executive or the general membership.

(F) SALARY POLICY AND JOB SECURITY

- F.1.1 The CTA opposes any termination or lay off of teachers due to budget cuts.
- F.1.2 The CTA will not consider salary rollbacks.
- F.1.3 The CTA will not consider working without pay.



CHILLIWACK TEACHERS' ASSOCIATION

(G) CLASS SIZE

G.1.1 That the CTA believes that classes with defined limits, including multigrade classes and distributed learning programs, ensure that students receive sufficient attention for their learning and that teachers have appropriate working conditions.

(H) PROFESSIONAL DEVELOPMENT

H.1.1 At the school level, the Professional Development Representative shall be a CTA member.

H.1.2 The duties of the school based Professional Development Representative shall be to :

- a) Attend annual CTA Pro-D Rep training session
- b) Chair a school-based Pro-D Committee
- c) Act as liaison between Pro-D Committee and staff
 - (i) distribute information to the staff
 - (ii) collect information for staff
 - (iii) maintain bulletin board, calendar, binder clipboard, or other method of providing information should be a member of the School Staff Committee if one exist
- d) Facilitate "Requests for Pro-D Funds":
 - (i) provide application forms
 - (ii) process applications
 - (iii) maintain records of "Requests for ProD Funds"
 - (iv) inform staff of monthly individual Pro-D fund balances
- e) Initiate Pro-D business at staff meetings to:
 - (i) report to staff information regarding workshops and conferences
 - (ii) encourage staff to initiate Pro-D activities
 - (iii) initiate discussion on selection of non-instructional days (dates and activities)
 - (iv) Encourage use of school implementation funds or other funds available at the school level for staff development activities

H.1.3 Each member seconded to work in the CTA Office shall be provided with Pro-D money equivalent to the amount provided per member by the Board and CTA under the terms of the contract.

- a) Such an amount should be set aside in the CTA budget in the seconded members' release budget line item.

These monies will be transferred to the CTA Pro-D Acct.

- b) The member seconded to the CTA will be allocated an amount equivalent to that allocated to all other members.

(I) PRESIDENT'S COMPENSATORY TIME

I.1 That the President and Vice President shall each receive payment in accordance with Article B.31 of the Collective Agreement for work done beyond the school year to a maximum of five (5) days annually. Work done beyond five (5) days will be compensated with time in lieu. (Eight hours of work shall be deemed one day.)

I.2 The President and Vice President will submit a detailed account of work done for compensatory time to be approved by the Executive at the next Executive meeting. This information shall be reported to the membership at the next general meeting.



CHILLIWACK TEACHERS' ASSOCIATION

(J) GRIEVANCE

- J.1.1 CTA must deal with all contract and policy violations and other grievances where applicable.
- J.1.2 Members with possible school-based grievances should immediately inform the Staff Rep or the President or First Vice President.
- J.1.3 The Staff Rep shall provide assistance to teachers concerning grievances at the school level.
- J.1.4 The Staff Rep shall immediately forward pre-grievance information to the President or First Vice President prior to the initiation of a grievance.
- J.1.5 The President or First Vice President shall have overall responsibility for the processing of grievances and shall refer a grievance to the Grievance Committee and to the BCTF.
- J.1.6 A teacher dissatisfied with a decision of the Grievances Committee not to proceed with a grievance may appeal to a committee of the CTA Executive, made up of those executive members not involved in the original decision.

(K) GOAL STATEMENTS

- K.1.1 The CTA Executive shall set and publish its goals annually,
- K.1.2 A goal-setting session should be set near the beginning of each school year to facilitate the goal setting processes of the Executive members and the Executive as a whole.

(L) AD HOC COMMITTEES

L.1 Building Committee

- L.1.1 The Building Committee shall include active CTA members as appointed by the President and ratified by the Executive.
- L.1.2 The Building Committee shall include the President or designate.
- L.1.3 The Building Committee shall advise the President, as necessary, on building matters including purchase and/or lease options, repairs, equipment, and use of facilities.
- L.1.4 That 2 members of the CTA Building Committee sit on the council for the Airport Strata Corporation BCS 2655 and attend the associated Annual General Meeting.

(M) TUTOR LIST

- M.1 The CTA shall maintain a list of CTA members available for tutoring services.
- M.2 The CTA shall provide the names and contact information of tutors on an equal rotational basis to parents and students seeking to employ a tutor.