

**VANCOUVER ISLAND NORTH TEACHERS' ASSOCIATION**

**CONSTITUTION AND BYLAWS**

February 2015

## **CONSTITUTION**

### **1. NAME**

The name of this Association shall be the Vancouver Island North Teachers' Association, hereinafter called VINTA. This Association shall be a local association of the British Columbia Teachers' Federation hereinafter called the BCTF.

### **2. OBJECTIVES**

The objectives of the Association shall be:

- 2.1** To promote the welfare of the teachers of School District No. 85 (Vancouver Island North).
- 2.2** To foster and promote the cause of education in the public schools of School District No. 85 (Vancouver Island North).
- 2.3** To raise and maintain the professional status of teachers in School District No. 85 (Vancouver Island North).
- 2.4** To represent its members and to regulate relations with their employer, the Board of School Trustees of School District No. 85 (Vancouver Island North), in respect to the terms and conditions of employment as established by the Collective Agreement.
- 2.5** To help in the attainment of such objectives as may from time to time be approved and organized by the BCTF.

### **3. OPERATIONS**

The business of the Association shall be carried on in School District No. 85 (Vancouver Island North) and in the Province of British Columbia.

## **BYLAWS**

### **1. MEMBERSHIP**

- 1.1** Active membership - Membership in VINTA shall be in accordance with the terms of the Constitution and Bylaws of the BCTF. Only active members shall participate in any manner in matters related to collective bargaining.
- 1.2** Associate Membership - Any person holding membership other than active membership in the BCTF may become an associate member of VINTA on application to the Executive and on payment of the prescribed annual fee.
- 1.3** Honorary Life Members may be elected at any general meeting, provided that such election is not in conflict with the Constitution and Bylaws of the BCTF.

### **2. VOTING**

- 2.1** Voting rights at all General Meetings shall be restricted to active members who are in good standing, to Honorary Life Members and to those granted (by BCTF Executive decision) absentee membership - as governed by the provisions of Bylaw 2 of the BCTF Constitution and Bylaws.
- 2.2** Voting shall be by secret ballot for election of officers and BCTF Annual General Meetings delegates.
- 2.3** All other voting shall be by the show of hands unless a ballot is demanded by one third (1/3) of those members present at a meeting.
- 2.4** All majority decisions shall be binding upon the membership unless otherwise provided for by special resolution.

### **3. ELECTION**

- 3.1** All positions of the Executive Committee shall be filled by election at the Annual General Meeting with the exception of Past President. Officers elected at the Annual General Meeting shall hold office from July 1 until June 30 in the school year following their election.
  - 3.1.1** Any Executive position not filled at the AGM, may be filled by majority vote at a subsequent Representative Assembly.

- 3.2 Only active members, in good standing, shall be eligible to vote and to hold office. The number of ballots necessary for election to office shall be determined by the membership.
- 3.3 Delegates to the Annual General Meeting of the BCTF shall be elected by the Winter General Meeting of the Association. One delegate position will be held by the VINTA Local President, or designate.

#### 4. FEES AND LEVIES

- 4.1 Each active and associate member of the Association shall pay an annual fee; such fee to be established at the Annual General Meeting.
- 4.2 For expenses in connection with the attaining of the objectives of VINTA, any general meeting may make a levy upon the active membership of VINTA. However, no such levy may be made unless written/electronic notice of the motion has been given to all members at least two weeks prior to a general meeting. Such levy shall be paid by each active member on or before a date determined by that general meeting. Any member who fails to comply with this requirement shall not be in good standing until such a levy is paid.
  - 4.2.1 Members may appeal to the Executive Committee to be absented from payment of the levy. Such appeal will be accompanied by proof of need.

#### 5. EXECUTIVE COMMITTEE

- 5.1 Executive Committee: The officers of this Association shall be: President, Vice-President/Bargaining Chair, Past President/Member-At-Large, Secretary-Treasurer, Local Association Representative and the Chairpersons of the following Standing Committees: Aboriginal Education, Health, Safety and Wellness and Safety, Local Elections Political Action Contact, Professional Development, Social Justice, and Teachers Teaching On Call.
- 5.2 The position of Past President shall be for one year only. If the incumbent President remains in office for a second year the vacant executive position shall be filled by an elected Member-At-Large. In the event the Past President is elected to an alternate Executive Committee position, the vacated position shall be filled by an elected Member-At-Large.

- 5.3** Table Officer: The Table Officers of the Association shall be: President, Vice-President/Bargaining Chair, and the Secretary-Treasurer.
- 5.3.1** The Association shall purchase one hundred per cent (100%) of the President's contract from the School District.
- 5.4** The Executive Committee shall, subject to the authority of General Meetings of VINTA and the VINTA Representative Assembly, govern the affairs of VINTA.
- 5.5** Meetings of the Executive Committee shall be held on a regular basis with a minimum of six meetings from September to June.
- 5.6** A quorum of the Executive Committee shall be 50% of the members.
- 5.7** Special Meetings of the Executive Committee shall be called by the President at ~~his/her~~ **their** discretion, or if petitioned by a simple majority of Executive Members.
- 5.8** Other members of VINTA may attend Executive Committee meetings. They may speak on the issues being tabled, but only elected members may vote.
- 5.9** In the event a position on the Executive Committee is held by two members (co-chairs), the position will only be entitled to one vote.

## **6. REPRESENTATIVE ASSEMBLY**

- 6.1** Membership of the Representative Assembly shall be comprised of:
- 6.1.1** The staff representative who shall be elected on the basis of one (1) for every ten (10) full-time equivalent teachers and additional fraction there-of within a school. Schools with ten (10) or less full time equivalent teachers shall elect one (1) staff representative;
- 6.1.2** The members of the Executive Committee.
- ~~**6.1.3** Where possible, each isolated school shall have a staff representative~~
- 6.1.46.2** Staff representatives shall be elected at a staff meeting. An alternate staff rep shall be elected to substitute where needed. The names of the elected staff representatives and alternate shall be communicated to the Association office before September 30.

~~6.1.5~~**6.2.1** An executive member may be elected as a Staff Representative in the event there are no other interested members.

**6.2** Other members of VINTA may attend meetings of the Representative Assembly. They may speak, but they may not vote. Only elected staff representatives and designated alternates and Executive Committee members may vote.

**6.3** A quorum for the Representative Assembly shall be 10 voting members of the Representative Assembly, 2 of whom must be Staff Representatives.

**6.3.1** Voting at the Representative Assembly shall be based on a simple show of hands.

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**6.4** Meetings of the Representative Assembly shall be held on a regular basis, with at least three meetings held within a school year (normally Fall, Winter and Spring) in conjunction with an Executive Committee Meeting (expanded EC meeting.)

**6.5** An emergency meeting of the Representative Assembly may be summoned at the discretion of the President at any time or if petitioned by ten (10) active VINTA members.

**6.6** The Representative Assembly shall have the power to act on behalf of the Association between General Meetings.

**6.7** The Representative Assembly shall be responsible for establishing and monitoring an annual budget for the Association.

## **7. GENERAL MEETING**

**7.1** The sovereign body of VINTA shall be the General Meeting.

**7.1.1** Any member, whether active, Associate, Honorary, or Life shall be entitled to attend a General meeting, at which any member in good standing may speak.

**7.2** General Meetings shall be called at least three (3) times in each school year. The Annual General Meeting shall be held on or before the last Wednesday in April.

- 7.3** The president shall also call a meeting within ten (10) days at the request of a majority of the Executive Committee or ten percent (10%) of the active membership who petition in writing.
- 7.4** The Annual General Meeting shall be held for the purposes of:
  - 7.4.1** Receipt of annual committee reports
  - 7.4.2** Receipt of financial statements
  - 7.4.3** Nomination and election of officers
  - 7.4.4** Setting of annual fees
  - 7.4.5** Confirmation of Auditor's appointment as per Executive Committee decision
- 7.5** Notice of all General Meetings shall be clearly communicated to all members, and through staff representatives who shall display such notice and agenda in the staff room of each school not less than one week prior to the Meeting.
- 7.6** A quorum at a General Meeting shall be fifteen percent (15%) of the active membership of VINTA.

## **8. DUTIES OF OFFICERS**

- 8.1** The duties of officers and of members of the Executive Committee shall be defined in the VINTA Policies and Procedures Handbook, and **governed** by the Simplified Robert's Rules of Order as contained in the BCTF Members' Guide, when not in conflict with any clause of these by-laws.
- 8.2** The newly elected Executive Committee shall, on July 1, assume the responsibilities for the affairs of the Association.
- 8.3** The President shall be the presiding officer of the Association, the chairperson of the Executive Committee and a member ex-officio of all committees and sub-committees. The President shall be a signing officer and have general supervision of all matters and affairs of the Association.
- 8.4** In the absence or disability of the President, these duties (8.3) shall be performed by the Vice-President, who shall be a signing officer of the Association.

**8.5** The Secretary-Treasurer shall:

- 8.5.1** be responsible for a record of all property belonging to the Association.
- 8.5.2** be a signing officer and legal custodian of all monies of the Association. The Secretary-Treasurer shall be responsible for supervising and reviewing all financial transactions of the Association.
- 8.5.3** Receive and disburse as directed, an accurate account for all monies within the budget allocation. The Secretary-Treasurer shall disburse monies beyond this allocation only on the instruction of the Representative Assembly or on instructions of a majority of a general meeting.
- 8.5.4** Keep proper financial records and shall exhibit the same to the Executive Committee or to the Representative Assembly when required.
- 8.5.5** Submit a financial statement to the Annual General Meeting.
- 8.5.6** Submit a proposed budget to the Spring Representative Assembly.
- 8.5.7** The Secretary-Treasurer shall be responsible for the minutes of the Association.

**9. STANDING COMMITTEES**

- 9.1** VINTA will maintain the following standing committees under the direction of a chairperson: Aboriginal Education, Bargaining/Working and Learning Conditions, ~~Health and Safety~~ Safety and Wellness, ~~Local Elections~~ ~~Political Action~~ Contact, Professional Development, Social Justice, and Teachers Teaching On Call.
- 9.2** Duties of these Chairpersons shall include:
  - 9.2.1** Familiarizing the Committee members with VINTA Terms of Reference in respect to current policies and procedures for that committee; and ensuring that these are adhered to in the conduct of committee business.



**9.2.2** Attending or sending a Committee representative to all Executive and Representative Assembly Meetings and reporting to these groups in writing, when necessary, or as required.

**9.2.3** Preparing a report to the VINTA Annual General Meeting.

**9.3** From time to time ad hoc committees may be formed by resolution of a General Meeting, the Representative Assembly, or the Executive Committee to deal with matters not covered in this Bylaw.

## **10. FISCAL YEAR**

**10.1** The financial year of the Association shall commence on July 1st of each year.

## **11. AUDIT**

**11.1** The Executive Committee shall arrange for an ~~annual~~ audit, or external review, of the books of the Association, such audit/review to be made by a ~~competent accountant CPA~~ on a regular basis as determined by the Executive Committee.

## **12. INSPECTION OF BOOKS**

**12.1** Any member of the Association shall, by giving five days' notice, have the right to inspect the books of account and records of the Association.

## **13. PROFESSIONAL CONDUCT**

**13.1** All members of VINTA shall be governed in their professional conduct by the Code of Ethics of the BCTF.

## **14. AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**14.1** Any proposed amendment to this Constitution and Bylaws shall be presented to the Executive Committee as an extraordinary resolution at least one (1) week before a meeting of said committee.

**14.2** The Executive Committee shall then advise the Representative Assembly of the proposed amendment prior to the General Meeting at which the vote is to be taken and the General Membership shall also be advised at least fourteen (14) days prior to the meeting.

- 14.3** The consent of at least 75% of the voting members present at any General Meeting is required to amend the Constitution and Bylaws for which due notice has been issued.