

Page	CDTA71 Constitution (Page 1), By-Laws (Pages 5-9) and Policies and Procedures (Pages 10-22)
4	Part 1 CONSTITUTION
5	Part II By-Laws
5	BY-LAW 1 MEMBERSHIP
5	BY-LAW 2 Rules of Order
5	BY-LAW 3 General meetings
5	3.1 Definitions
5	3.2 Elections
5	3.3 Duties of the General Meeting
5	3.4 Conduct of the General Meeting
6	BY-LAW 4 Rep Council
6	4.1 Definitions
6	4.2 Elections
6	4.3 Duties of Rep Council
6	4.4 Conduct of Rep Council
7	BY-LAW 5 EXECUTIVE COMMITTEE
7	5.1 Definitions
7	5.2 Duties of the Executive Committee
7	5.3 Conduct of Executive Committee
8	BY-LAW 6 BY-LAW COMMITTEES
8	6.1 Standing Committees
8	6.2 Local Employers' Group
8	6.3 Professional Development Committee
8	6.4 Teachers'-Teacher-on Call Committee
8	6.5 Health & Safety Committee
8	6.6 Social Justice Committee (Ad Hoc)
8	6.7 Aboriginal Education Committee
8	6.8 Public Education Defense Committee
8	6.9 French Programs Committee
8	6.10 Joint CDTA/School Board Committees
8	6.11 District PD Committee
9	6.12 Contract Committee
9	6.13 Disclaimer re: individuals acting independently
9	BY-LAW 7 Fees
9	BY-LAW 8 Finance
9	8.4 Annual Review
9	BY-LAW 9 BCTF AGM Delegates
9	BY-LAW 10 Elections
10	BY-LAW 11 Amendments to the Constitution and By-Laws

Page

11	Part III POLICIES & PROCEDURES
11	INTRODUCTION
11	1 AWARDS
11	1.1 Graduation Awards
11	1.2 Courtenay Youth Music Centre Bursaries
11	1.3 Art and Craft Competition And Awards Program
12	2 Bargaining
12	2.1 Calendar Changes and Hours of Work
12	2.2 Class Size
12	2.3 Volunteer Activities subject to Withdrawal of Service during job action
12	3 BCTF MEETINGS
12	3.1 Annual General Meeting
12	3.2 Representative Assembly
13	4 FINANCE
13	4.1 Budget
13	4.2 Financial Policy
13	4.3 Line Items Which May Require Explanation
14	4.4 Expenses
14	4.5 Acquisition of Capital Assets
14	4.6 Disposal Of Assets
15	4.7 CDTA Budget
15	4.7 TTOC Compensation
15	5 GOALS OF THE CDTA
15	6 New Teachers
15	6.1 Induction Ceremony
15	6.2 New Teacher Conference
15	7 ORGANIZATION OF THE CDTA
15	7.1 Release Time
16	7.2 Executive Committee
16	7.3 President:
16	7.4 Vice President
17	7.5 Secretary - Treasurer
17	7.6 Past President
17	7.7 Local Rep
18	7.8 Professional Development Chair
18	7.9 TTOC Chair
18	7.10 Social Justice Chair

Page

18	7.11	Aboriginal Education Chair
18	7.12	Health and Safety Chair
18	7.13	Public Education Defense Chair
19	7.14	The French Programs Chair
19	7.15	Member-At-Large
19	7.16	Meetings Chair
19	7.17	Staff Rep – See BCTF Members' Guide
19	7.18	Staff Committees
19	7.19	Professional Development Representative
19	7.20	Professional Development Representative Network
20	7.21	Committees
20	7.22	Rep to Other Groups
20	7.23	Office Staff and Procedures

PROFESSIONAL DEVELOPMENT

21	8	PD Policies are covered in the Policies & Procedures of the Joint PD Committee see p.23
----	---	---

21	9	PROFESSIONAL RIGHTS & STANDARDS
----	---	--

21	10	PUBLICATIONS OF THE CDTA
----	----	---------------------------------

21	10.1	Mail
----	------	------

21	10.2	Newsletter
----	------	------------

21	11	RETIREMENT
----	----	-------------------

21	12	DEATH OF A MEMBER
----	----	--------------------------

22	13	CDTA Building/ Strata
----	----	------------------------------

22	14	STRIKES AND JOB ACTIONS
----	----	--------------------------------

22	14.1	Job Action
----	------	------------

22	14.2	Picket Line Discipline
----	------	------------------------

22	14.3	Third Party Picket Line – CUPE
----	------	--------------------------------

22	14.4	Picket Lines in the Community
----	------	-------------------------------

22	15	TEACHERS TEACHING ON CALL
----	----	----------------------------------

23		Appendix — Policies and Procedures of the Joint PD Committee
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I CONSTITUTION

- 1 The name of this Association shall be the Comox District Teachers' Association, a local Association of the British Columbia Teachers' Federation.
- 2 The objectives of this Association shall be:
 - 2.1 to promote the cause of public education,
 - 2.2 to raise the status and promote the welfare of the teaching profession,
 - 2.3 to promote the objectives of the British Columbia Teachers' Federation,
 - 2.4 to represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment
3. The Comox District Teachers' Association shall operate in the geographical area defined as School District 71 (Comox Valley) — SD71.

II BY-LAWS

1 BY-LAW MEMBERSHIP

- 1.1 Active membership in the Comox District Teachers' Association shall be in accordance with the terms of the Constitution and By-Laws of the BCTF. Active members shall be the only persons entitled to vote and to hold office. Only active members shall participate in any matters related to collective bargaining.
- 1.2 Honorary membership may be conferred by resolution of the AGM or Rep Council on any person whom the Association wishes to honour. 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 BCTF.
- 1.3 Associate membership shall be granted upon application to persons who do not hold valid B.C. teaching certificates and are employed as teacher replacements by School District No. 71. Associate members do not have voting rights.
- 1.4 The Executive of the CDTA may grant an honorary lifetime membership to a retiring teacher in recognition of significant and long-standing service to the Association.

2 BY-LAW RULES OF ORDER

- 2.1 The current Simplified Rules of Order as issued by the BCTF shall govern procedure for all meetings, when not inconsistent with the Association's Constitution and By-Laws.
- 2.2 When the Chair is required to make a ruling not covered by (2.1), guidance shall be sought from the current edition of Robert's Rules of Order (Newly Revised).

3 BY-LAW GENERAL MEETINGS

3.1 Definitions:

- 3.1.1 A General Meeting, a Special General Meeting, and an Annual General Meeting shall consist of the assembled members of the Comox District Teachers' Association.
- 3.1.2. The General Meeting is the sovereign body of the Association

3.2 Elections:

- 3.2.1 Only Active members shall be entitled to vote.

3.3 The business of the General Meeting shall include but not be limited to:

- 3.3.1 receipt of reports
- 3.3.2 receipt of financial statements
- 3.3.3 such other business as may be properly brought before the General Meeting
- 3.3.4 nomination and election of officers, Annual General Meeting only, except in the case of vacancies
- 3.3.5 adoption of the Annual Budget, Annual General Meeting only.

3.4 Conduct of the General Meeting:

- 3.4.1 General Meetings shall be held at least two times a year. The first General Meeting of this Association shall be held in the fall of each school year and shall elect (a) delegate(s) to the BC Federation of Labour. Additional General meetings may be called as deemed necessary by the Executive or Rep Council. Each meeting shall be publicized at least five school days in advance by email.
- 3.4.2 A quorum of a General Meeting, an Annual General Meeting, or a Special General Meeting of the Association shall be thirty (30) active members of the Association.
- 3.4.3 If a quorum for any General Meeting is not attained, the Executive shall call another General Meeting one week hence and the quorum shall be those members present.
- 3.4.4 For normal business a majority of the members present shall decide any issue that comes before the meeting.
- 3.4.5 Voting at all General Meetings shall be by a show of hands except when a ballot is demanded by one of the members present. Scrutineers shall be elected from the members present as needed.
- 3.4.6 The Annual General Meeting of the Association shall be held no later than the end of May at a time and place to be fixed by the Executive.
- 3.4.7 A Special General Meeting must be called by the President immediately upon receipt of a request signed by thirty (30) active members of the Association. Members must be given at least one week's notice of such a meeting.
- 3.4.8 A Special General Meeting dealing exclusively with an emergency matter may be called by the Executive Committee, allowing twenty-four (24) hours' notice.

3.4.9 The CDTA will pay for release for a representative of the Hornby Island staff to attend all Annual, Special or General Meetings. This representative will be empowered to vote by proxy, one extra vote for every other member of the Hornby Island staff who is unable to attend these meetings.

4 BY-LAW REP COUNCIL

4.1 Definitions:

4.1.1 The Rep Council shall consist of Staff Reps from each staff and members of the Executive.

4.1.2 However, any decision at a meeting of the Rep Council shall be by vote of the Staff Reps only.

4.1.3 After every effort has been made to find a Staff Rep unsuccessfully, the Executive member who is from said school, will be able to concurrently occupy the position on the Executive as well as act as CDTA Staff Rep.

4.2 Elections:

4.2.1 Reps shall be elected by their staffs on or before the 15th of September of each school year.

4.2.2 The number of Reps elected by each staff shall be determined by the following schedule:

4.2.2.a

1 -20 Staff -one Rep

21 -35 Staff -two Reps

36 or above – three Reps

4.2.2.b. A staff may choose to elect two members to share the position of Staff Rep at their school.

4.2.3 According to the schedule above, there shall be (a) Staff Rep(s) at each staff of a regularly constituted school within SD71, including the TTOC Committee.

4.2.4 If there is cause for concern regarding the fitness of a Staff Rep to represent his/her staff, the President will bring these concerns to the Personnel Committee. The Personnel Committee, as established by the CDTA Executive, will decide, within one week of notification, whether the member shall be required to resign. If the Committee recommends resignation, the President will advise the member of their decision. The member shall also be advised that they can appeal that decision to the full Executive of the CDTA. The Executive, at their next meeting, will hear from both the President and the member and, by majority vote of those members, not including the President or members of the Personnel Committee, shall either uphold the decision or overturn it. Should the decision be to uphold the resignation, the President will notify the staff to select an alternative Rep.

4.2.5 A Rep who becomes ineligible to represent the staff because of transfer or other cause shall be replaced forthwith by the staff concerned.

4.3 Duties of Rep Council:

4.3.1 The Rep Council may either at its own discretion or at the request of the Executive, direct the Executive on any question affecting the Association.

4.3.2 In the absence of a General Meeting vote, the Reps at Rep Council Meetings shall represent the school staff in all matters pertaining to the Association.

4.4 Conduct of the Rep Council:

4.4.1 The Rep Council shall meet at the call of the President not less than once each month during eight of the ten months school is in session. The President shall call a meeting at the written request of at least 20% of Reps. All meetings shall be publicized by email at least two school days in advance.

4.4.2 Any member of the Association shall be entitled to attend and join in the discussion at any Rep Council but shall not be permitted to propose or vote upon any motion at such a meeting. A member who is serving as both an Executive member and a Staff Rep as per By Law 4.1.3 is entitled to vote at the Rep Council.

4.4.3 The Rep Council shall be chaired by a member elected at the AGM as Meetings Chair or by a person designated by the President.

4.4.4 The Chair may vote if he/she is a member of the Rep Council.

4.4.5 A quorum of the Rep Council shall be 15 members.

4.4.6 Voting at a Rep Council meeting shall be by a show of hands except when a ballot is demanded by one of the members present. When a secret ballot is requested the meeting shall elect (a) scrutineer (s).

4.4.7 For normal business a majority of the members present shall decide any issue that comes before the meeting.

5. BY-LAW EXECUTIVE COMMITTEE**5.1 Definitions:**

- 5.1.1 Only active members of the Association shall be entitled to hold elected positions.
- 5.1.2 The Executive of this Association shall consist of the following voting members:
 - 5.1.2.a President
 - 5.1.2.b Past-president
 - 5.1.2.c Vice President
 - 5.1.2.d Secretary-Treasurer
 - 5.1.2.e Local Representative(s) in number as determined by BCTF Policy
 - 5.1.2.f Chair of the Professional Development Committee
 - 5.1.2.g Chair of the Teachers-Teaching-on-Call Committee: Co-Chairs may be elected; only 1 may vote at a time
 - 5.1.2.h Chair of the Social Justice Committee
 - 5.1.2.i Chair of Health and Safety Committee
 - 5.1.2.j Chair of the Aboriginal Education Committee
 - 5.1.2.k Chair of the Public Education Defense Committee
 - 5.1.2.l Chair of the French Programs Committee
 - 5.1.2.m One (1) Member-at-Large
- 5.1.3 The position of Past-President follows the person's term as President. It shall be for one year only. The Past-President will be a voting member
- 5.1.4 In the event that a member of our local were to be elected to the BCTF Executive Committee, the member would automatically be a voting member of the local Executive Committee.
- 5.1.5 The Table Officers of the CDTA shall be the President, Vice President and the Secretary-Treasurer.
- 5.1.6 Local Representatives (LR's) shall be elected to two (2) year terms with half of the LR's being elected one year and the other half being elected the following year.

Note: for the 2018/19 school year. The LR that receives the highest number of votes will receive the two year term. The other elected LR will receive a one year term.

5.2 Duties of the Executive Committee:

- 5.2.1 Duties of the Executive shall be as defined in Robert's Rules of Order, when the Rules are not in conflict with any clause of these By-Laws or the Constitution of the CDTA or the BCTF
- 5.2.2 The Executive Committee is subject to decisions of the Rep Council and the General Meeting.
- 5.2.3 The Executive shall:
 - 5.2.3.a exercise all the powers of the Association, direct and supervise the business, and conduct the affairs of the Association
 - 5.2.3.b appoint Advisory Committees to carry on the activities of the Association, the powers and duties of which it shall define or approve
 - 5.2.3.c appoint all members to all internal and joint CDTA/School Board Committees
 - 5.2.3.d meet at least once each month while school is in session, or at the call of the President, or at the written request of at least six members of the Executive
 - 5.2.3.e act as or appoint an agent to represent the CDTA as the employer.
- 5.2.4 The President of this Association shall act as an ex-officio member of all Advisory and Standing Committees of this Association.
- 5.2.5 The Secretary-Treasurer shall ensure a copy of these By-Laws is available to members on the CDTA website.
- 5.2.6 The Executive shall review all on-going grievances.
- 5.2.7 Whenever a vacancy occurs in a non-Executive position, the Executive may be empowered to appoint a member to fill such a vacancy.

5.3 Conduct of Executive Committee:

- 5.3.1 A quorum of the Executive shall be a majority of the members thereof.
- 5.3.2 A majority of the members present shall decide any issue that comes before any meeting.
- 5.3.3 Voting at all meetings shall be by a show of hands except when a ballot is demanded by one of the members present.
- 5.3.4 When a secret ballot is requested, the Secretary-Treasurer shall act as scrutineer.
- 5.3.5 The Vice President or designate shall chair the Executive Committee Meetings.

6 BY-LAW COMMITTEES

6.1 The Standing Committees of this Association shall be:

6.1.1 Local Employers Group (LEG)/Local Employers Union (LEU) Contract

6.1.2 Professional Development

6.1.3 Teachers Teaching on Call

6.1.4 Health and Safety

6.1.5 Social Justice

6.1.6 Aboriginal Education

6.1.7 Public Education Defense

6.1.8 French Programs

6.1.9 In addition to the Standing Committees, the Association may elect or appoint a contact for other matters as determined by the Executive on a yearly basis.

6.2 Local Employers' Group —LEG

6.2.1 The President or designate shall serve as the Association's Representative to the *LEG*.

6.2.2 The LEG shall represent the Association in all matters dealing with unionized office staff, their contract and its negotiations and implementation.

6.3 Professional Development Committee

6.3.1 The teacher reps on the Joint Professional Development Committee shall consist of the Chair and five members to be elected at the AGM.

6.3.2 The election for Chair shall precede voting for the other members of the Joint Committee.

6.4 Teachers-Teaching-on-Call Committee

6.4.1 The TTOC Committee shall consist of a Chair or Co-Chairs and interested TTOC's who shall bring budget recommendations to the Executive Committee for consideration.

6.5 Health and Safety Committee

6.5.1 The Health and Safety Committee shall consist of a Chair and interested Health and Safety Reps of the general membership, who shall bring budget recommendations to the Executive Committee for consideration.

6.6 Social Justice Committee (Ad Hoc)

6.6.1 The Social Justice Committee shall consist of a Chair and interested Reps of the general membership, who shall bring budget recommendations to the Executive Committee for consideration.

6.7 Aboriginal Education Committee

6.7.1 The Aboriginal Education Committee shall consist of a Chair and interested Reps of the general membership, who shall bring budget recommendations to the Executive Committee for consideration.

6.8 Public Education Defense Committee

6.8.1 The Public Education Defense Committee shall consist of a Chair and interested Reps of the general membership, who shall bring budget recommendations to the Executive Committee for consideration.

6.9 French Programs Committee

6.9.1 The French Programs Committee shall consist of a Chair and interested Reps of the general membership, who shall bring budget recommendations to the Executive Committee for consideration.

6.10 Joint CDTA/School board Committees shall be:

6.9.1 Contract Review Committee which shall be as outlined in Article A.37 of the Collective Agreement.

6.9.2 Health and Safety

6.9.3 District Professional Development

6.9.4 Teacher Staffing Review Committee

6.9.5 District Calendar Committee

6.9.6 District Finance Consultation Committee and

6.9.7 Any other Ad Hoc Committee

6.11 District PD Committee

6.10.1 The CDTA Reps on the District Joint PD Committee shall be those referred to in Article 6.3 of the By-Laws and consistent with the Collective Agreement.

6.12 Contract Committee

6.11.1 The Contract Committee shall be established as a standing committee of the CDTA.

Members of the Contract Committee will meet annually to examine the contract and identify any areas of needed improvement and/or contravention that need to be addressed by the CDTA. The Contract Committee shall consist of the bargaining chair and four members to be elected at the AGM. Any unfilled positions may be filled by executive appointment. Members of the Contract Committee may hold other elected positions within the CDTA.

6.13 Disclaimer re: individuals acting independently

No CDTA member as an individual or as a member of a group of CDTA members shall make any representation in the name of the CDTA to outside bodies or the School Board without the authorization of the CDTA Executive.

7 BY-LAW FEES

- 7.1 The annual fee shall be approved, based upon the budget presented to and accepted by the last General Meeting prior to the beginning of the next fiscal year.
- 7.2 There shall be no fee for honorary members of this Association.
- 7.3 The President shall be released on a full time (1.0) basis.
- 7.4 The Vice President shall be released up to a .5 basis to be determined by the Executive Committee.
- 7.5 Special levies may be made by motion at a general meeting to cover extraordinary expenses. Written notice of motion two weeks in advance of the meeting is required.

8 BY-LAW FINANCE

- 8.1 All moneys received by the CDTA shall be deposited in a chartered bank or Credit Union to the credit of the Assoc.
- 8.2 The signing authorities shall be the Secretary-Treasurer, President, Vice President, and up to two current Executive Members appointed by the Executive Committee. Each cheque shall require 2 signers.
- 8.3 **Annual Review**
 - 8.3.1 An annual review of the financial records of the Association shall be carried out by an accountant with a C.G.A. or C.A. designation. The cost of the review will be budgeted on an annual basis.
 - 8.3.2 The written report of this review shall be submitted by the Secretary-Treasurer to the first General Meeting after completion.
- 8.4 The fiscal year of the Association shall be from July 1st to June 30th.

9 BY-LAW BCTF AGM DELEGATES

- 9.1 CDTA delegates to the British Columbia Teachers' Federation Annual General Meeting shall be elected at the winter General Meeting of the school year.
- 9.2 The Table Officers (President, Vice President, and Secretary-Treasurer) and Local Reps of the Association shall automatically be BCTF AGM delegates should they wish to attend.

10 BY-LAW ELECTIONS

- 10.1 Except where otherwise indicated, the term of office for elected positions shall be for one year commencing on July 1 immediately following the Annual General Meeting.
- 10.2 Unless otherwise specified, all elected officers of the Association shall be elected at the Annual General Meeting and shall assume their duties as of July 1st of the same year.
- 10.3. Nominations
 - 10.3.1 Nominations may be made to the CDTA Office prior to the AGM or from the floor of the AGM by any active member of the Association.
 - 10.3.2 Nominations made two weeks prior to the AGM will have their names and a statement (maximum of 300 words) sent out to the membership one week prior to the AGM
 - 10.3.3 The meetings chair shall ~~be~~ make three calls for nominations from the floor of the AGM for each position. If after three calls there is only a single candidate for a position, that candidate will be acclaimed into the position. If after three calls for nominations there are multiple candidates for a position, each candidate will be given the opportunity to give a 90 second speech, with the order determined by random draw. Candidates shall be given notification by the meetings chair at the 75 second mark to conclude their speech.
- 10.4 Elections shall be decided by secret ballot.

10.5 Reporting Scrutineers

10.5.1 Two reporting scrutineers will be elected at the start of the AGM. They will be responsible for distributing the ballots, collecting the ballots after voting, counting the ballots, and reporting the results of the election to the meeting.

10.5.2 As part of the reporting the results, the reporting scrutineers will announce the vote totals, and then state which candidate received each total and who was elected to the position.

In any election the candidate (or candidates if more than one is to be elected) with the most votes cast shall be declared the winner(s).

10.6 The Local Representative(s) shall be elected at the Annual General Meeting and the position of Alternate Local Representative shall be held by the Vice-President or President in the absence of the Vice-President.

The election shall be conducted in the following order:

- a. President
- b. Vice-President
- c. Secretary-Treasurer
- d. Local Representatives (2)
- e. Professional Development Chair
- f. Health and Safety Chair
- g. Teacher Teaching on Call Chair
- h. Social Justice Chair
- i. Aboriginal Education Chair
- j. Public Education Defense Chair
- k. French First Working Language Chair
- l. Member at Large (1)
- m. Professional Development Committee
- n. Meetings Chair
- o. Meetings Chair (Alternate)
- p. Contract Committee

10.7 Executive Committee members shall be elected to only one office.

10.8 One member may be elected at the first general meeting of every year to attend the B.C. Federation of Labour Annual Convention during such time as the BCTF retains membership in the B.C. Fed.

10.9 Whenever a vacancy occurs in the Executive, the Executive may appoint someone to assume the duties until an election at the next General Meeting.

10.10 If a chair position remains unfilled after the call for nominations at the AGM, the position will become a member-at-large position for that year, with the duties of the chair to be assumed by the Executive.

11 BY-LAW AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

11.1 This Constitution and By-Laws may be amended only at an Annual General Meeting, General Meeting or Special General Meeting by three-quarters majority vote of the members present.

11.2 A detailed notification of a proposed Constitution or By Law amendment shall be given to the membership at least two weeks prior to an Annual General Meeting, General Meeting or Special General Meeting.

III POLICIES AND PROCEDURES

INTRODUCTION

1. Policy statements are statements of objectives the CDTA wants to attain or retain, and/or beliefs expressed by the CDTA on any matter. They deal with matters over which the CDTA does not have complete control (a government, university, school board or other organization is involved).
2. Procedure statements are statements of practice adopted or regulations established by the CDTA to handle business over which it does have complete control.
3. Policy and procedures may be established by standing Committees, the Executive Committee, the Rep Council and the membership at a General Meeting. Only those policies and procedures which have been ratified by the Rep Council and the membership at a General Meeting shall appear in the CDTA Policies and Procedures document.
4. Changes to existing policies and procedures may be made at any General Meeting. Any changes shall require a 50% plus one majority of the votes cast to be ratified. Notification of intention to change a policy and/or procedure shall be given at least two school days in advance of the meeting.
5. Any Policy and Procedure proposal regarding a particular Committee will first be referred to that Committee for comment.
6. A copy of the Policies and Procedures will be attached to the CDTA Constitution and will be available on the CDTA website.

1 AWARDS

1.1 Graduation Awards

- 1.1.1 One award of \$500 shall be offered to each of the three senior secondary schools (Vanier, Isfeld, and Highland) with a preference given to a student who intends to proceed to a Teacher Education Program.
- 1.1.2 The Awards Committee for each senior secondary school will determine who will receive the awards based on these criteria.
- 1.1.3 A Teacher Committee of Representatives from alternate Secondary schools (E.g. Navigate, Nala'atsi, Glacier View, etc.) may get together to award a \$500 bursary to one student with a preference given to a student who intends to proceed to a Teacher Education Program.
- 1.1.4 The remaining bursary is to be divided equally to dependents of CDTA members who apply and who intend to proceed to any post-secondary program to a maximum of \$1000 per dependent.
The Association shall provide individual cheques to each recipient.

1.2 Courtenay Youth Music Centre Bursaries

The CDTA shall provide an annual bursary of \$600 to support one or two SD71 students in their participation in the CYMC.

1.3 Art and Craft Competition and Awards Program

- 1.3.1 The CDTA will keep a line item in the amount of \$700.00 in its annual budget for the acquisition of student art and craft and the recognition of student artists within SD71.
- 1.3.2 From this line item \$250.00 may be used to frame or mount the first place prize if it is awarded.
- 1.3.3 The purposes are:
 - 1.3.3.a to recognize and foster the development of young student artists within SD71.
 - 1.3.3.b to provide a process to acquire artwork from students in SD71 for use in the CDTA office.
- 1.3.4 At its first meeting of each new year, the CDTA Executive will appoint a "coordinator" for the Art Competition and Awards Program.
- 1.3.5 The duties of the coordinator will be to:
 - 1.3.5.a advertise and promote the Art and Craft Competition and Awards Program in the schools;
 - 1.3.5.b establish time frames;
 - 1.3.5.c select a judging panel which :
 - 1.3.5.3.d reflects different viewpoints from year to year;
 - 1.3.5.3.e will not include any CDTA member who has a student entered in the contest.
- 1.3.6 Upon recommendations from the panel, the CDTA Executive may award the following prize and awards:
 - 1.3.6.1 one purchase prize of \$250.00;
 - 1.3.6.2 one Grade 11-12 recognition award of \$100.00;
 - 1.3.6.3 one Grade 8 – 10 recognition award of \$50.00;
 - 1.3.6.4 two elementary school recognition awards of \$25.00 each.

- 1.3.7 The panel, in any given year, may recommend not to award a first purchase prize. The CDTA Executive reserves the final authority to award any prize or award.
- 1.3.8 Criteria shall be established as follows:
 - 1.3.8.1 works may be two or three dimensional;
 - 1.3.8.2 works must be clearly identified with the name, age, school, and teacher of the student;
 - 1.3.8.3 the size and subject matter of the first place prize must be suitable for display in the CDTA office environment.
- 1.3.9 It is recognized that, over the course of time, more artwork may be acquired than can be used in the CDTA office. Therefore, the CDTA Executive may:
 - 1.3.9.1 keep a work for use in the office; or
 - 1.3.9.2 return the work to the student.
- 1.3.10 Only the art or craft referred to in 1.3.6.1 shall become the property of the CDTA and be kept at the CDTA office. Recognition award art shall be returned.

2. BARGAINING

2.1 Changes to Calendar and Hours of Work

- 2.1.1 Association support regarding the changes to the school calendar or hours of work for a specific site shall be determined as follows:
 - 2.1.1.a approval of all CDTA members at the work site, and
 - 2.1.1.b approval of the Staff Rep Council.
- 2.1.2 Where a proposed change applies to the whole District, approval shall be required by a General Meeting.

2.2 Class Size

- 2.2.1 Where consent and/or consultation is required to exceed class size provisions in legislation, the member will seek advice from the CDTA Staff Rep prior to signing any waiver.

2.3 Voluntary activities subject to withdrawal of service during job action

- 2.3.1 A voluntary activity shall be defined as an activity which involves the supervision and/or instruction of one or more students, outside of the prescribed hours of instruction or during regular school hours but is not specified in the given curriculum.
- 2.3.2 By the above definition voluntary activities will include but will not be restricted to the following activities:
 - 2.3.2.a athletic events, both practice and games;
 - 2.3.2.b Fine Arts (music, drama, dance) both rehearsal and performance;
 - 2.3.2.c overnight and/or out of town trips;
 - 2.3.2.d fund raising events;
 - 2.3.2.e parent/student dinners;
 - 2.3.2.f graduation activities and/or events;
 - 2.3.2.g parent information events

3. BCTF MEETINGS

3.1 Annual General Meeting

- 3.1.1 Delegates will be elected by the general membership at the winter general meeting.
- 3.1.2 A meeting will be called prior to the AGM to:
 - 3.1.2.a discuss the BCTF Resolutions and Recommendations Book;
 - 3.1.2.b elect a teller for ballot counting at the AGM (should scrutineers or tellers be required).
- 3.1.3 The Local Reps will be in charge of collecting and distributing voting cards and ballots at the end and beginning of each session. Voting cards shall be considered the property of the delegation and shall be kept at the table with the delegation at all times. When a delegate temporarily leaves the room he/she will pass his/her voting card to the LR or another delegate for voting;
- 3.1.4 The teller will leave his/her voting card with the LR during his/her absence.

3.2 Representative Assembly

- 3.2.1 The President will attend the Representative Assemblies at BCTF expense.
- 3.2.2 The Vice President may attend the RAs at local expense, where the budget allows.
- 3.2.3 If BCTF policy allots more than one LR to the CDTA, the LR elected by the largest number of votes shall vote the extra card. In the event of an election by acclamation or a tie vote, the extra card will be assigned by a "toss of the coin".

4. FINANCE**4.1 Budget**

- 4.1.1 A proposed annual budget shall be prepared by the Table officers and presented for approval by the last General Meeting prior to the beginning of the next fiscal year.
- 4.1.2 The annual dues rate shall be approved at the last general meeting prior to the beginning of the next fiscal year to which it shall apply.
- 4.1.3 The budget shall consist of three major sections:
 - 4.1.3.a Office Expenses;
 - 4.1.3.b Services to Members;
 - 4.1.3.c Staff and Employer Costs.
- 4.1.4 Within the budget, individual line items may be established and adjusted.
- 4.1.5 Once the budget has been ratified, the total amount of the budget may not be exceeded without the prior approval of the membership at a General Meeting.
- 4.1.6 The Secretary-Treasurer or designate shall provide an up-to-date spreadsheet of the CDTA finances at each Rep council meeting, and shall provide a detailed record of the CDTA finances to members at regular General Meetings. A motion for the records indicating acceptance of these reports shall be made at each meeting.

4.2 Financial Policy

- 4.2.1 Equipment purchased by the CDTA becomes a capital asset when the purchase price is in excess of \$1000 retroactive to July 1, 2006.
- 4.2.2 Expenditures of over \$2000 will be taken to an Executive meeting for approval.
- 4.2.3 There shall be the following reserve funds (guideline amounts):
 - Capital Equipment \$20,000
 - Special Projects \$20,000
 - Staff Replacement/sick bank \$10,000
 - Long Term Service \$20,000 (if needed)The table officers will review these funds at year end and replenish them if possible and as needed.
- 4.2.4 A separate "Teacher Support" account will be set up. The purpose of this account will be to help teachers who experience financial hardship. Table officers will meet to approve all expenditures from this account and make a report to the executive committee.

4.3 Line Items Which May Require Explanation

- 4.3.1 "Meeting Room Rent". Although the CDTA currently owns its premises at 491 4th Street, it may also need to rent(s) additional space for meetings and/or storage.
- 4.3.2 "Inservice". These are costs related to training which the CDTA requires its office staff or Executive to undertake (to operate new technology, for instance).
- 4.3.3 "Executive / Member Release". This line is used to release any member who is requested by the Executive to work for the CDTA on an ad hoc basis.
- 4.3.4 "Meeting Expenses". This item covers refreshments for all CDTA-related meetings. CDTA policy is to cover expenses at current BCTF rates.
- 4.3.5 "Mileage/Travel". This line covers costs of travel between schools during the regular work day, travel costs incurred by Hornby and Denman Reps attending CDTA meetings, and other travel costs to attend BCTF/ CDTA-related meetings which are not covered by the BCTF (at the BCTF current rate). It is not to be used for travel to and from work.
- 4.3.6 "President's Discretionary Account". This line covers costs incurred by the President which are not covered by other line items but are directly related to his/her duties. The President's signature is the only approval needed for expenditures from this line item.

- 4.3.7 "Vice President's Discretionary Account". This line item is equivalent to 4.2.6 above.
- 4.3.8 "Gifts-Other". The CDTA may provide gifts throughout the year in appreciation of service to the CDTA.
- 4.3.9 "Donations". All donation requests shall be considered on an individual basis. Each must either reflect a positive public relations image for teachers of this local or must be of educational benefit to the students of this District. Donations will not be considered if they duplicate personal donations that would normally be given by individual members of the CDTA. Requests for donations that meet the guidelines set out above must be approved by the Executive.
- 4.3.10 "CDTA President Benefits". This is the cost to the CDTA for the president's benefits which are paid to a teacher (pension, medical, dental, extended health, etc.) employed by the Board.
- 4.3.11 "Executive Secretary PD". This amount is established by the Collective Agreement between the Local Employee Union (our office staff) and the Local Employers' Group (the group of Locals of the BCTF who employ members of LEU).
- 4.3.12.a "Banked Sick Leave". This is the cost of the bank of sick days established by the Collective Agreement between LEU and LEG. At the end of each budget year, unused portions of this line item will become an allocated reserve to be used in any year as needed.
- 4.3.12.b "Long Term Service Recognition" This is the amount of money put aside for clerical employees upon their retirement for long-term service recognition, as established by the Collective Agreement between LEU and LEG.
- 4.3.13 Local Employer Group Fee". This line item covers our costs in participating with other members of LEG in implementing our Collective Agreement with LEU. The fee is based on our FTE count and a budget prepared by LEG each year.
- 4.3.14 "BC Fed Convention". These are costs relating to the President's and one elected local delegate's participation in the B.C. Federation of Labour Annual Convention during such time as the BCTF retains membership in the BC Fed.

4.4 Expenses

- 4.4.1 Any member who has been requested by the Executive or elected by the members to attend to CDTA business at any time during the regular school year shall be able to claim all reasonable out-of-pocket expenses (unless otherwise provided for) consistent with BCTF guidelines.
- 4.4.2 All expenses paid by the CDTA MUST be accompanied either by an invoice, an expense voucher or a receipt, and may be subject to Executive review.
- 4.4.3 CDTA Credit cards will be issued to the President, Vice President, and Executive Secretary for the purchase of gifts and meeting/office expenses. CDTA Credit Cards will not be used for cash withdrawals.
- 4.4.4 As invoices or requests for reimbursement are received, the CDTA Executive Secretary completes an approval form, listing the expense, choosing an appropriate line item and appending the invoice or receipt. The President reviews the form, checking the invoice and/or receipt as well as the line item. Then the Executive Secretary enters the financial details into the records and prepares a cheque. The Secretary-Treasurer reviews the line item allocation and the invoice and/or receipt, signs the approval form and then signs the cheque. Finally the cheque is co-signed by the President or the Vice President. Where possible, cheques which are for one of these three should be signed by the other two. A printout of the journal postings will be reviewed by the Secretary-Treasurer when signing cheques. The Secretary-Treasurer will also ensure that the bank reconciliations are approved or adjusted each month.
- 4.4.5 Any concerns of the Secretary-Treasurer, with respect to the application of expenses to particular line items, shall first be discussed with the President, and then may be directed to the Executive.
- 4.4.6 These procedures shall be reviewed each year by the President, the Secretary-Treasurer and the Executive Secretary. Proposed changes shall be presented to the Executive for approval.

4.5 Acquisition of Capital Assets. Whenever the CDTA Executive determines that a capital asset of over \$2000 needs to be acquired, every effort will be made to find a competitive price, preferably from a local business.

4.6 Disposal of Assets

- 4.6.1 The Executive will determine and authorize the disposal of assets. The disposal of assets will be done following the Generally Accepted Accounting Principles (GAAP). The table officers will ensure that the asset is disposed of appropriately.

4.7 CDTA Budget

- 4.7.1. The Table Officers shall prepare a draft budget showing the planned expenditures of the Association for the coming year. The draft budget shall be circulated to the membership one week in advance of the Annual General Meeting.
- 4.7.2. A budget shall be adopted by the membership of this Association at the Annual General Meeting.
- 4.7.3. Total expenditures which exceed the provisions of the annual budget shall be classed as extraordinary expenditures and as such may be made only if approved by a General Meeting. This would not preclude adjustments between line items.
- 4.7.4. Contracts for services to the Association must be approved by the Executive provided approval for the expenditure involved has been obtained through acceptance of the budget or a special resolution of a General Meeting. Such contracts must be signed by the signing officers provided for in By-law 8.2.
- 4.7.5. The President or designate, when required to attend arbitration hearings during a holiday break, shall be paid by the Association on a daily basis of 1/189th (one-one hundred and eighty-ninth) of their regular annual pay scale.

4.8 TTOC Compensation

- 4.8.1 Where a TTOC is requested to work for the CDTA during hours or days when she/he would normally be available to work as a TTOC she/he shall be paid on scale.
- 4.8.2. Where a TTOC is elected to the position of President, Vice President or Professional Development Chair, she/he will be paid his/her regular salary scale placement. The CDTA will pay the Employer's share of all applicable benefits and deductions equivalent to a regular teaching assignment.
- 4.8.3 A TTOC Rep who attends Staff Rep Training shall be paid on scale.

5 GOALS OF THE CDTA

- 5.1 The goals of the CDTA shall be:
 - 5.1.1 set on a yearly basis;
 - 5.1.2 Formulated by the Executive members yearly.

6 New Teachers

6.1 INDUCTION CEREMONY. Each year the CDTA Executive Committee ensure that:

- 6.1.1.a the organization and planning necessary for the new teacher induction ceremony is accomplished;
- 6.1.1.b all new members of the BCTF since the last induction ceremony are advised of the date and details regarding attendance at this function;
- 6.1.1.c invitations are sent to all necessary parties involved with the new teacher induction ceremony.

6.2 New Teachers' Conference

- 6.2.1 A New Teacher is defined as a teacher within the first 5 years of starting his/her career or a teacher who has experienced a significant change in her/his teaching assignment
- 6.2.2 Each year, \$2500 will be budgeted for new teachers to attend the BCTF New Teachers' Conference
- 6.2.3 Up to 5 members will be chosen to receive a subsidy.
- 6.2.4 If more than 5 members request subsidy, a "draw from the hat" will occur to determine which 5 members will receive the subsidy. Each member will be reimbursed for \$500 of his/her expenses
- 6.2.5 If less than 5 members request subsidy, the maximum amount 1 teacher can be reimbursed is \$625.
- 6.2.6 If a member that attends is a TTOC or a part time teacher, that member will book the day as "CDTA Business" with the school district and be paid as a day worked for that day. The amount of salary billed to the CDTA will be subtracted from the expenses of each member.

7 ORGANIZATION OF THE CDTA

7.1 Release Time

- 7.1.1 The President shall be released on a full time (1.0 fte) basis.
- 7.1.2 It is recognized that the work of the President involves travel and hours of work beyond the normally prescribed day and/or week. Absence from the CDTA office shall be arranged so that the services of the CDTA to its members continues smoothly.
- 7.1.3 Ten days of compensatory time may be taken by the President. The President shall notify the Executive of these absences and ensure that there is adequate coverage to run the business of the association while away.

- 7.1.4 The Vice President shall be released on up to a 0.5 fte basis. The Executive of the CDTA shall have the authority to decide on the distribution of these days
- 7.1.5 The Chair of the Professional Development Committee shall be released up to 0.25 fte basis, with up to 10 additional days on a discretionary basis. The monies to pay for this release time shall come from the District professional development fund.
- 7.1.6 Three days of compensatory time may be taken by each Local Rep during the course of the school year. Each LR shall notify the Executive Secretary of these absences.
- 7.1.7 Release time shall be available to any other member of the CDTA to do work for the CDTA during the member's regular hours of work at the request of the President or by one of the CDTA's governing bodies (i.e. the Executive, the Rep Council, or the General Membership by way of a motion at a regularly constituted meeting).
- 7.1.8 The CDTA will pay for release of the Staff Rep from Hornby Island to attend Staff Rep Councils and any other meetings which are deemed by the President to be important for Hornby Island to be represented.

7.2 The Executive Committee

- 7.2.1 The Executive Committee of the Association is elected to represent the various interests of the members of the Association pursuant to Section 3 of the Constitution.
- 7.2.2 The mandate and responsibilities of Executive members are set out in "Policies and Procedures".
- 7.2.3 Executive members shall normally be elected to only one office. If an Executive position vacancy occurs, the duties of the position will be assumed by the Executive.

7.3 The President:

- 7.3.1 is responsible to the Association as a whole;
- 7.3.2 responds directly to member needs and concerns including such activities as: Committee work, meeting with the Executive Committee and Rep Council, implementing their decisions, providing leadership in educational policy issues, speaking for the Association in regular communication with various organizations, reviewing and implementing the collective agreement, responding to requests and initiatives from the BCTF;
- 7.3.3 shall be the official spokesperson for the Association. All requests for consultation and/or for representation initiated by members, the Board, CUPE or parent groups, should be made through, or ratified by, the office of the President. In the absence of the President, the Vice President shall act as spokesperson or the Executive Committee may temporarily delegate the authority to act as Association spokesperson to another member or members on a specific issue.
- 7.3.4 shall report on the business and activities of the year at the Annual General Meeting of each school year;
- 7.3.5 oversees special events such as the New Teachers' Induction, retirement events, Christmas socials -including invitations, RSVPs facilities, refreshments, gifts and presentations;
- 7.3.6 at year end, without consultation, the president or Executive designate, discards all but historically relevant materials and, where appropriate, incorporates Committee Chairs' files into office files;
- 7.3.7 has the authority to consult and purchase computer software for the office
- 7.3.8 consults / forecasts budget for the year
- 7.3.9 shall be the representative to the LEG or will appoint a designate.

7.4 The Vice President:

- 7.4.1 takes over President's duties when he/she is requested to;
- 7.4.2 chairs the contract Committee;
- 7.4.3 chairs meetings of the Executive Committee;
- 7.4.4 attends the Executive, Rep Council and General meetings;
- 7.4.5 prepares, circulates and collates a membership " bargaining questionnaire";
- 7.4.6 prepares bargaining objectives for the bargaining year based on responses to the "questionnaire" and information from the president about member grievances and concerns;
- 7.4.7 ensures that minutes are kept and filed in the office;
- 7.4.8 represents the Association in all local, zonal, and provincial bargaining endeavours;
- 7.4.9 assists the President, Executive and Contract Committee with contract implementation, grievance and negotiation matters;
- 7.4.10 Chairs the Strike Committee;
- 7.4.11 establishes the Job Action Committee when required;
- 7.4.12 is available to sign cheques;
- 7.4.13 assists in preparing next year's Association budget/dues;

7.4.14 monitors policy implementation and takes a leadership role in suggesting change to processes for adoption, modification and implementation of Policy and Procedure statements;

7.4.15 ensures that the Policy and Procedures statements are revised and circulated to the Staff Reps as soon as possible after ratification;

7.5 The Secretary-Treasurer:

7.5.1 attends Executive, Rep Council and General Meetings;

7.5.2 keeps the minutes of the proceedings of meetings. Ensures the office staff receives the minutes for typing, filing and distribution.

7.5.3 The minutes shall include:

7.5.3.a the kind of meeting: "Regular" or "Special", etc.,

7.5.3.b name of the assembly,

7.5.3.c date of the meeting and place,

7.5.3.d whether the minutes of the previous meeting were approved,

7.5.3.e Motions: the names of the mover and seconder; the exact wording of the motion; and whether the motion was "carried" or "defeated",

7.5.3.f Amendments to motions: the names of the mover and seconder of the amendments, the exact wording of the motion; and whether the amendment was "carried" or "defeated". (If the amendment is "carried", a vote then takes place on the main motion as amended with minutes indicating "carried" or "defeated".),

7.5.3.g the time the meeting came to order and was adjourned.

7.5.4 visits the bank in person at the beginning of elected term, to complete "signing authority" forms;

7.5.5 is available in the office to sign cheques at least at mid and end month;

7.5.6 on signing cheques attached invoices for accuracy, possible duplication of payment and line item allotment;

7.5.7 during office crisis times such as bargaining, is prepared to write and sign cheques;

7.5.8 reviews bank reconciliations monthly, signs and dates same;

7.5.9 reviews ledger and journal entry records monthly to ensure that monies have been posted to the proper line items, and makes any appropriate suggestions to the bookkeeper;

7.5.10 is prepared to discuss any irregularities in expense requests with Committee Chairs. (Committee Chairs receive the monthly recording of their line item on "spread sheets" at Executive meetings and can obtain a detailed ledger on request);

7.5.11 meets with bookkeeper before Rep Council and General meetings to become familiar with details of monthly "spread sheets" prepared for adoption at these meetings;

7.5.12 answers any questions at above meetings relative to "spread sheets" or other financial matters;

7.5.13 assists in preparing the new year's budget / dues;

7.5.14 meets with Financial Reviewer in early fall

7.5.15 oversees choice of Financial Reviewer;

7.5.16 advises President when monies are sufficient to allow for investment options, suggests options and ensures that such funds are reinvested;

7.5.17 in conference with the President and Executive, oversees allocation of "savings" amounts to ensure that these are wisely invested;

7.5.18 drafts budget with Table Officers and presents to Executive Committee.

7.6 The Past President:

7.6.1 may, at the request of the incoming president, assist in preparing next year's budget / dues);

7.6.2 may attend Executive, Rep Council, and General Meetings;

7.6.3 provides historical continuity and support;

7.7 The Local Reps:

7.7.1 attend Executive, Rep Council and General Meetings

7.7.2 attend BCTF Rep Assembly Meetings

7.7.3 attend BCTF Annual General Meetings

7.7.4 carry member concerns and report back

7.7.5 report regularly to the membership about the provincial position

7.7.6 call a meeting of BCTF AGM delegates before the AGM to discuss the resolutions

7.7.7 report Rep Assembly business to Executive and Rep Council.

7.8 The Professional Development Chair:

- 7.8.1 attends Executive, Rep Council and General meetings
- 7.8.2 calls meetings of Committee
- 7.8.3 represents professional development issues as a member of the bargaining team / chooses a Committee alternate
- 7.8.4 assists the contract Chair in setting objectives for contract bargaining items relevant to professional development
- 7.8.5 with the Joint PD Committee, recommends the dates of the District's professional development days
- 7.8.6 plans with the Committee all professional development District functions
- 7.8.7 attends professional development meetings provincially and zonally when called
- 7.8.8 works with the professional development secretary in maintaining the PD accounts, forms, leaves of absence, etc.
- 7.8.9 reports regularly to the membership and Executive on the status of the Committee.
- 7.8.10 chairs any process related to the hiring of District PD Secretary's position.
- 7.8.11 represents the local at BCTF Zone meetings.

7.9 The TTOC Chair:

- 7.9.1 shall be an active TTOC in SD71
- 7.9.2 attends Executive, Rep Council and General meetings
- 7.9.3 attends TTOC meetings as called
- 7.9.4 reports TTOC issues back to Executive
- 7.9.5 keeps minutes
- 7.9.6 keeps TTOC's and other members informed of TTOC local issues
- 7.9.7 represents the local at BCTF Zone meetings.

7.10 The Social Justice Chair:

- 7.10.1 attends Executive, Rep Council and General meetings
- 7.10.2 attends Social Justice meetings as called
- 7.10.3 reports Social Justice issues back to Executive
- 7.10.4 keeps minutes
- 7.10.5 keeps members informed of local Social Justice issues
- 7.10.6 represents the local at BCTF Zone meetings.

7.11 The Aboriginal Education Chair:

- 7.11.1 attends Executive, Rep Council and General meetings
- 7.11.2 attends Aboriginal Education Committee meetings as called
- 7.11.3 reports Aboriginal Education issues back to Executive
- 7.11.4 keeps minutes
- 7.11.5 keeps members informed of local Aboriginal Education issues
- 7.11.6 represents the local at BCTF Zone meetings.

7.12 The Health and Safety Chair:

- 7.12.1 attends Executive, Rep Council and General Meetings, and also District H&S Committee meetings
- 7.12.2 attends Health and Safety Committee meetings as called
- 7.12.3 reports Health and Safety issues back to Executive
- 7.12.4 keeps minutes
- 7.12.5 keeps members informed of local Health and Safety issues
- 7.12.6 represents the local at BCTF Zone meetings.

7.13 The Public Education Defense Chair:

- 7.13.1 attends Executive, Rep Council and General meetings
- 7.13.2 attends Public Education Defense Committee meetings as called
- 7.13.3 reports Public Education Defense issues back to Executive
- 7.13.4 keeps minutes
- 7.13.5 plans local action in support of a strong public education system
- 7.13.6 keeps members informed of local and provincial actions in support of a strong public education system
- 7.13.7 represents the local at BCTF Zone meetings if possible

7.14 The French Programs Chair:

- 7.14.1 attends Executive, Rep Council and General meeting
- 7.14.2 attends French Program Committee meetings as called
- 7.14.3 reports French program issues back to Executive
- 7.14.4 keeps minutes
- 7.14.5 keeps members informed of local and provincial French program issues
- 7.14.6 represents the local at BCTF Zone meetings if possible.

7.15 The Member-At-Large:

- 7.15.1 attend Rep Council, General and Executive Meetings;
- 7.15.2 sit on one or more Committees (may or may not Chair these Committees).

7.16 The Meetings Chair:

- 7.16.1 shall be elected at each annual general meeting of the CDTA. (A position of Alternate Meetings Chair may also be elected at this time);
- 7.16.2 chairs any general or special meetings of the CDTA in an impartial manner;
- 7.16.3 chairs the meetings of the Representative Council;
- 7.16.4 chairs any other meetings of the CDTA when requested to do so by the President or the Executive;
- 7.16.5 is familiar with rules of order and parliamentary procedure;
- 7.16.6 is familiar with the By-Laws, policies, and procedures of the CDTA;
- 7.16.7 is familiar with the By-Laws, policies, and procedures of the BCTF;
- 7.16.8 is only eligible to vote at meetings where they are a member. (They may Chair Representative and Executive Meetings but would not vote at such meetings unless they had been elected as a school Representative or to the Executive.) In order to maintain impartiality, the Chair should not vote on issues except in cases where the vote may create a tie and cause a motion to fail, or when their vote may break a tie and decide the issue.

7.17 Staff Rep See BCTF MEMBERS' GUIDE**7.18 Staff Committees**

- 7.18.1 The purpose of a Staff Committee is:
 - 7.18.1.a to promote democratic decision-making in schools;
 - 7.18.1.b to ensure greater commitment to decisions;
 - 7.18.1.c to enhance professionalism and the quality of education;
- 7.18.2 Principles governing the role and responsibility of Staff Committees are:
 - 7.18.2.a based on principles of participatory democracy, professional practice and collegiality;
 - 7.18.2.b consistent with the terms of the local Collective Agreement and federation policy;
 - 7.18.2.c to provide an opportunity for every staff member to be directly involved in shaping the educational policies and practices of the school;
 - 7.18.2.d to provide teachers with the authority and autonomy to reflect on their practice, share and analyze this reflection with colleagues and apply the results of this analysis to the practical, day-today decision and policy making at the school;
 - 7.18.2.e to provide a forum for collegial problem-solving on matters of resource allocation, education policy and professional practice within the school.

7.19 Professional Development Representative

- 7.19.1 It is the responsibility of the PD Chair to:
 - 7.19.1.a ensure policy & procedure statements and revisions are up to date and available on the CDTA and PD websites;
 - 7.19.1.b post current PD opportunities; and
 - 7.19.1.c provide an opportunity for input by staff of their PD needs and work with the PD school Committee to plan and present school based PD.

7.20 Professional Development Representative Network

- 7.20.1 Reps to this Committee will be members of the CDTA and include:
 - 7.20.1.a School PD Reps
 - 7.20.1.b LSA Reps
 - 7.20.1.c District PD Committee (as per By-law 6.7.1).
 - 7.20.1.d The District TTOC Committee may, in September of every year, elect from their membership one Representative to the Professional Development Representative Network Committee.

7.20.2 The purpose of this Committee is:

- 7.20.2.a To promote democratic decision making about professional development in schools and the District
- 7.20.2.b To act as an advisory body to the PD Chair and the members of the Joint District PD Committee.
- 7.20.2.c To enhance professional development of teachers and to support quality teaching practices.

7.21 Committees

7.21.1 General:

7.21.1.a Only active members (including TTOC's) of the CDTA shall sit on CDTA Committees.

7.21.1.b All Committees shall:

- 7.21.1.b.i report their activities to the Executive Committee;
- 7.21.1.b.ii conduct such business as directed to them by the membership or by the Executive Committee;
- 7.21.1.b.iii neither implicate nor commit the Association or any of its members, nor act on any proposal or suggestion, without prior approval of the membership, or when this is not practicable, of the Executive Committee. Committees shall be mindful that the interest of individual members or groups of members shall not prejudice in any way the interest of the membership as a whole.

7.21.2 Committee Chairs:

7.21.2.a Each Committee Chair will maintain an on-going file for his/her Committee.

7.21.2.b At the end of each year of office the Committee Chair will review all files and turn the completed files over to the Executive Secretary for filing and safe keeping.

7.21.2.c Any Policy and Procedure proposal regarding a particular Committee will be referred to that Committee for comment.

7.21.2.d Each Committee Chair will review its budget quarterly from the ledger and report any discrepancies to the Secretary-Treasurer.

7.21.3 Constitution Committee:

7.21.3.a The purpose of the Constitution Committee is to review, on a yearly basis, the bylaws, policies, and procedures of the CDTA and make recommendations to the Executive as to any proposed changes, additions, or discussions and review of existing documents necessary to ensure the effective functioning of the CDTA.

7.22 Reps to Other Groups

7.22.1 It is recognized that teachers on District Committees must conduct their Committee business within the guidelines of the Collective Agreement and the Constitution and By-Laws of the Association.

7.23 Office Staff and Procedures

7.23.1 Office

7.23.1.a The Executive Secretary's time cannot be used for personal business of members.

7.23.1.b The CDTA office staff time will only be used for official Association business.

7.23.1.c The office equipment will not be used for personal business of members unless prior approval is obtained.

7.23.1.d All requests by members for clerical assistance from the office clerical workers shall be made through the President or Vice President.

7.23.1.e Keys to the office will be restricted to Executive members and the office staff only.

7.23.1.f All keys must be turned in at the end of the school year to the office. A record of all keys must be kept.

7.23.1.g Equipment issued to Executive members by the President must be returned to the CDTA immediately after its use or by June 30th of each year.

7.23.1.h The CDTA office shall be a non-smoking and scent-free work area.

7.23.2 Confidentiality. All personnel working in the office shall maintain the confidentiality of personnel matters and all other matters deemed by the President and/or the Executive to be confidential in nature.

7.23.3. Clerical staff of the CDTA are Represented by a Collective Agreement between the Local Employers' Group and the Local Employees' Union which establishes and guarantees the applicable terms and conditions of employment.

7.23.4. CDTA Archives and Accounting Records:

Revenue Canada requires accounting and financial records to be retained for a period 6 years following the tax year to which they apply. CDTA Corporate Records:

- ✓ Minutes, and other corporate records will be retained indefinitely

Correspondence:

- ✓ Indefinitely, in paper form (and electronic form where they originate within the CDTA)

SD71 materials:

- ✓ minutes, general info notices, etc. may be disposed of at the end of the school year (June 30) in which they originated as they are available through SD71

BCTF Minutes/Materials:

- ✓ may be disposed of at the end of the school year (June 30) in which they originated as they are available through BCTF BCFed Materials:
- ✓ may be disposed of at the end of the school year (June 30) in which they originated as they are available through the BCFed.

Other Political Materials:

- ✓ may be disposed of at the end of the school year (June 30) in which they originated as they are of ephemeral value

Member Records:

- ✓ Personal information on members (HR appointment forms, change of appointment, LOA approvals, etc) for current and previous years
- ✓ These records may be destroyed upon retirement/resignation. (Re-engagers records will only be available or the current appointment period).

Security: To preserve electronic records, CDTA will carry out automated backups of all hard disks each night.

8 PROFESSIONAL DEVELOPMENT COMMITTEE — PD Policies are covered in the Policies & Procedures of the Joint PD Committee (see Appendix on Page 23)

9 PROFESSIONAL RIGHTS & STANDARDS

9.1 All members are expected to follow the BCTF Code of Ethics at all times.

9.2 All members are expected to attend General Meetings.

10 PUBLICATIONS OF THE CDTA

10.1 Mail

10.1.1 For expediency, mail going to Hornby and Denman Island will first be faxed/emailed and then sent in the school mail.

10.1.2 Requests by other unions or groups to post or support any letters, posters or petitions will be considered on an individual basis. They must provide a benefit or be of the general interest of teachers, and must not be offensive nor be directed by any political party or private business.

10.2 Newsletter

10.2.1 The CDTA may publish a newsletter. The responsibility for organizing the material for the publication shall rest with the President and Vice President.

10.2.2 The President may decide not to publish a letter or article submitted by a member, or to change it significantly. If this should occur, the writer shall be so notified.

10.2.3 Articles printed in any CDTA Newsletter shall bear the name of the author.

11 Retirement

11.1 Each year the CDTA and the Retired Teachers' Association may host a retirement function for those members (defined under Section 1 Membership, of the CDTA By-Laws) who are retiring. The date will be set for June. If there are no teachers retiring or if a sufficient number of tickets are not sold, then the function will be cancelled.

11.2 Invitations and complimentary tickets will be sent to each retiree and his/her guest and any others identified by the President and/or the Retirement Committee.

11.3 Administrators, CUPE members, Trustees and retired teachers are encouraged to attend.

11.4 A Gift of \$200 for retiring teachers will only be given to those who are members under Section 1, Membership, of the CDTA By-Laws. The retiring teacher will be given the option of taking the gift as cash or giving it to their school staff for a pooled retirement gift.

11.5 Retiring teachers who are members under Section 1 of the CDTA By-Laws, and retiring Administrative Officers, shall be included in the Retirement Book.

12 Death of a Member

12.1. In the event of the death of a member, \$200 will be given to the deceased member's family or be donated to the charity of the family's choice.

12.2 The CDTA will officially express condolences to the family of the deceased member for their loss.

13 CDTA Building/Strata

- 13.1 As co-owners of the building at 491 4th Street with the Karen Sanford Society, the president shall act as the main CDTA representative for strata VIS2432
- 13.2 The CDTA will have as many people on the strata board as the strata allows
- 13.3 The CDTA executive secretary may act as the treasurer and be a signing authority for the strata.

14 Strikes and Job Actions**14.1 Job Action**

- 14.1.1 If the Association is considering job action, a special general meeting will be called to consider the issue. At the time of a vote on job action, a Strike Committee shall be elected from the membership and shall be responsible to coordinate such action.
- 14.1.2 The Strike Committee will be made up of six (6) members. This will include one (1) Executive member, two (2) Staff Reps (one elementary and one secondary) and three (3) members at large.
- 14.1.3 The Job Action Committee will:
 - 13.1.3.a consist of one member from each school (this person will not necessarily be the Staff Rep but could be);
 - 13.1.3.b be established by the Vice President;
 - 13.1.3.c be Chaired by an Executive member;
 - 13.1.3.d plan the District's job action;
 - 13.1.3.e report to the Executive of the job action planned;
- 14.1.4 Should there be any question concerning withdrawal of service and the application of the above guideline, it shall be the responsibility of the Strike Committee (with the Executive Committee's review) to determine the status of any event in question.

14.2 Picket Line Discipline

- 14.2.1 CDTA members shall honour all duly constituted picket lines and job actions arising out of a dispute with the employer, Board of School Trustees (SD71). The CDTA Executive shall be delegated the power to conduct hearings and to assess penalties for picket line crossings according to this policy and the By-Laws and policies of the BCTF.
- 14.2.2 Strike, lockout, and third-party dispute pay shall be disbursed as provided in BCTF Policy 10.L.12.
- 14.2.3. Local processing of picket line violations shall be consistent with the following and BCTF By-Laws and Procedures:
 - 14.2.3.a The CDTA Executive, consistent with BCTF By-Laws 7.8, 7.9, and 7.10 and BCTF Procedures 44.16 and 44.18, shall assess a fine equivalent to the gross daily pay received by any member(s) found to have crossed a duly constituted local picket line arising out of a CDTA dispute with the employer.
 - 14.2.3.b Such fines, consistent with (a) above, shall be a levy due to the CDTA pursuant to Article A.4.1 of the Collective Agreement and BCTF By-law 7.10 and shall be disbursed, once paid to the CDTA, to a local charity selected by the CDTA Executive.
 - 14.2.3.c Members found by the CDTA Executive to be in violation of picket lines and penalized therefore may appeal such finding and/or penalty in writing to the Chair of the BCTF Judicial Council who shall assign an Appeal Panel. The appeal may be heard orally and/or in writing at the discretion of the Appeal Panel.

14.3 Third Party Picket Line -CUPE

- 14.3.1 When a picket line is placed around the work place by action taken by CUPE, then the members of CDTA will respect that job action by not crossing the picket line, as stated in Article 25.6 of the Collective Agreement. A Special General meeting will be held to provide the membership with information regarding their job action.

14.4 Picket lines in the Community

- 14.4.1 The members of the CDTA will make every effort to respect picket lines placed at any work place within the community. If a member of the CDTA is found to have crossed the picket line, a letter will be sent to that member:
 - 14.4.1.a informing the member of the reasons for the job action.
 - 14.4.1.b requesting the member to respect the job action.

15 Teachers-Teaching-on-Call

- 15.1 TTOC's are part of the bargaining unit and as such will have an elected representative on the Representative Council.
- 15.2 In accordance with the CDTA By-Laws, the TTOC Chair will sit on the Executive of the CDTA.
- 15.3 The TTOC Committee may have access to the office equipment in order to publish newsletters or bulletins.

**APPENDIX TO THE CDTA POLICIES and PROCEDURES
School District #71 (Comox Valley) Professional Development**

Professional Development is a process of continuous growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

I District Professional Development Day, February

It shall be the responsibility of the CDTA members of the Joint PD Committee to facilitate the planning of the District day. The invitation to join in the planning and preparation for the day is extended to other members of the joint Committee. They shall each be provided with up to three days of release time to do the following:

- ✓ Within their areas of grade level/interest responsibility devise an assessment tool and circulate it to the teachers. The intent is to gather feedback with regards to both professional development needs and possible workshops topics teachers could be prepared to give or have interest in attending.
- ✓ Collect and collate the assessment information and devise a plan for possible topics and presentations.
- ✓ .Secure presenters and prepare brief description of the workshop, times and materials needed.

It shall be the responsibility of the professional development support staff to advertise and conduct registrations for the workshops. This includes advertising by flyer and website, establishing pre-registration deadlines. A fee shall be determined by the Committee and shall be charged to all participants. Such a fee may be paid in cash or deducted by participants' personal accounts. Workshop presenters, if they are attached to SD71, shall be offered the option of up to one day of release time or an honorarium of \$150.00. Out of town presenters would simply be given the honorarium.

II LSA and Cohort/Interest Group Planning for Sessions and Series

The responsibility for planning interest group sessions or series that occur on school-based days or any other time through the year will fall to selected members of an LSA or a cohort group within a specific subject area or specialty. A member of an LSA or a smaller planning group may access one planning day to do the following.

- ✓ Demonstrate needs through assessments conducted by survey, personal contact or at a meeting.
- ✓ Identify the workshop presenter(s) and secure their commitment to present in School District No. 71.
- ✓ Prepare a description of a workshop or workshop series. The information shall include the name and cost of the presenter, the presenter's fee, and the cost of participants, number of participants needed, a statement about the goals and objectives of the activity, a brief description of the activity, and the contemplated dates and times of the workshop. Workshop organizers/sponsors are responsible for negotiation with the presenter the amount of their fee and tending to arrangements for out of town presenters. Sponsor groups are also responsible for the creation, circulation and collection of an evaluation of the event presented at the completion of the workshop. A summary of those evaluations will be sent to the joint PD Committee.

The Joint Professional Development Committee will review all PD workshop offerings as part of their monthly meetings. Applications that meet the criteria set out here and in the policies and procedures will be approved. Pre-registration deadlines may be set and fees approved.

The District Committee support staff is responsible for advertising the series and accepting registrations. District teachers register through use of their personal accounts (or money). The District Committee pays fees due to presenters out of proceeds collected. LSAs may subsidize workshops or series with their own budget, if they so choose. Workshops should be cost neutral to the District Committee. Profit will be deposited into the District PD account. The District PD Committee reserves the right to cancel under subscribed workshops.