



Constitution

CLAUSE 1 Name:

The name of this society shall be Bulkley Valley Teachers' Union ("the Union") and it shall be a Local of the British Columbia Teachers' Federation.

CLAUSE 2 Objectives:

The objectives of this society shall be:

- a) To represent its members and to regulate relations with their employer through:
 1. collective bargaining of terms and conditions of employment, and
 2. enforcement of the current collective agreement
- b) To raise the status and promote the welfare of the teaching profession in School District # 54 (Bulkley Valley).
- c) To promote the cause of education in the public schools of School District # 54 (Bulkley Valley).
- d) To carry on such activities as may from time to time be prescribed or approved by the British Columbia Teachers' Federation.

CLAUSE 3 Boundaries

The business of the society shall be carried on in School District # 54 (Bulkley Valley).

Bylaws

BY-LAW # 1 - MEMBERSHIP

a) Voting Membership:

Voting membership in the Union shall be in accordance with the terms of the Constitution and By-laws of the British Columbia Teachers' Federation. Voting members shall be the only persons entitled to vote and hold office. Dues paying members, whether certified or uncertified, are voting members. Membership commences upon submission of a completed membership form to the Federation, or upon receipt by the Federation of applicable membership fees, whichever occurs first. Membership as a voting member ceases upon resignation, retirement, or termination of employment with a school district.

b) Honorary Membership, Associate Lifetime, for the Past President, who retires and/or resigns from School District 54 to support the incoming president. This membership excludes voting and assumes no conflict of interest.

BY-LAW # 2 - EXECUTIVE COMMITTEE

a) The officers of this Union shall consist of a:

President
Vice-President
Recording Secretary
Treasurer
Local Representative
Bargaining Chair
Grievance Chair
District Joint Occupational Health and Safety Committee Representative
French Language Representative
Professional Development Committee Chair
Political Action Contact
Social Justice Contact
Local Aboriginal Education Contact
Past President (for one year only)
TTOC Representative
Other Committee Chair as established by the Union.

In addition, one staff representative from each school will have a seat on the Executive Committee.

b) Dual Roles:

A maximum of two officers on the Executive Committee can hold two roles. The President and the Treasurer MAY ONLY SIT in their roles.

c) Duties of the Executive Committee:

The Executive Committee shall, subject to the authority of General Meetings of the Union, govern the Union.

d) Financial compensation for a local president to work from home in Houston:

If an elected BVTU president lives in Houston, the BVTU will financially compensate for home office costs up to \$1000.00 and transportation to/from Smithers up to \$5000.00 [mileage at the CRA annual rate].

Note: In the event the BVTU president lives in Houston, the Smithers BVTU office will be maintained for file storage and a meeting space.

BY-LAW # 3 - DUTIES OF EXECUTIVE COMMITTEE OFFICERS

a) The duties of officers and of the members of the Executive Committee shall be as defined in by the Simplified Robert's Rules of Order (see BCTF Members' Guide) when not in conflict with any clause of this Constitution. These rules shall also govern the procedure of all meetings of the Union.

b) The newly elected Executive Committee shall, on July 1, assume the responsibilities for the affairs of the Union.

c) The President shall be the presiding officer of the Union, and a member ex officio of all Committees and sub-Committees (appointed by the Executive Committee). They shall have general supervision of matters and affairs of the Union.

d) The BVTU President will be compensated for up to 12 days of summer work in the form of lieu days taken during the school year; no more than two lieu days will be taken in a row.

e) The Vice-President shall perform the duties of the President in their absence.

f) Up to five release days are available to the Vice President to be used annually to build capacity and to prevent any interruptions in services provided to members in the event of the absence of the President. The five days can be exceeded with the approval of the BVTU EC in the case of an emergency involving the President.

g) The Secretary shall keep accurate minutes of all meetings of the Executive and of all General Meetings.

h) The Treasurer shall:

1. Receive, disburse, and accurately account for all monies within the budget allocation. They shall disburse monies beyond this allocation only on the instructions of a majority at a General Meeting or on the instructions of a majority of an Executive Committee.
2. Deposit all monies received at a chartered bank and/or Credit Union to the credit of the Union and shall draw on these funds by cheque signed in accordance with a resolution of the Executive Committee. All cheques drawn on these funds shall be signed by the Treasurer and the President.
3. Prepare a budget for presentation to the Annual General Meeting of the Union.

BY-LAW # 4 - ELECTIONS TO THE EXECUTIVE COMMITTEE

- a) All positions of the Executive Committee shall be filled by election at the Annual General Meeting except for Staff Reps (See By-law #2a), and Past President. Officers elected at the Annual General Meeting shall continue in office until June 30 of the following year.
- b) Nominations for positions of the Executive Committee can be sent in advance of the Annual General Meeting via email to lp54@bctf.ca.
- c) Nominations for positions of the Executive Committee can be received from the floor. Nominations from the floor:
 1. Can be declined.
 2. Must be seconded.
 3. Will be voted on successively according to their order in By-Law #2a.
- d) Nominations for multiple positions are allowed, but as per By-Law #2b, only two seats on the Executive Committee can be dual role.
- d) Voting members only shall be eligible to vote and to hold office. A member shall be deemed elected by majority vote or by acclamation.
- e) Whenever a vacancy shall occur in the Executive Committee by death, resignation, or by removal from membership in the Union, the vacancy shall be filled by a General Meeting of the Union or through appointment by the Executive Committee until a General Meeting.
- f) Delegates to the Annual General Meeting or any Special General Meeting of the British Columbia Teachers' Federation shall be elected at a General Meeting of the Union. Voting procedures for delegates to the BCTF AGM shall be the same as the voting procedures followed at the AGM. Delegates are elected as representatives of the local and shall ensure that they seek feedback and input from the local and members on meeting business prior to attending.

BY-LAW #5 - EXECUTIVE COMMITTEE MEETINGS

a) The Executive Committee shall meet at the call of the President or at the call of fifty per cent (50%) of its members.

b) Executive Committee Meeting Quorum:

Executive Committee meeting quorum shall be at least 50% of the seats (as per By-Law 2a). For funds to be disbursed at least 50% of the EC members must be present, one of whom must be the treasurer. If a member holds dual roles, quorum counts as one for each member.

BY-LAW # 6 - GENERAL MEETINGS

a) In addition to the Annual General Meeting there shall be at least two (2) regular General Meetings per year.

b) At any General Meeting of the Union a quorum shall exist when there are ten per cent (10%) of the voting members present.

If Quorum cannot be achieved:

1. The meeting will wait 15 minutes at which time those present will constitute quorum, and
2. The Agenda cannot be amended, and the powers of the meeting will be restricted as per the following: Quorum must be met to enable any General Meeting the power to vote on appointments, elections, ratifying agreements, or disbursement of funds above \$100, unless otherwise required by BCTF policy and by-laws.

BY-LAW # 7 - ANNUAL GENERAL MEETINGS

a) Annual General Meetings of the Union shall be open only to voting members.

b) The Annual General Meeting shall be held in April or May of each year for the purpose of:

1. receiving committee reports,
2. electing officers of the Union,
3. determining the budget for the following year,
4. disposing of such other business as may be brought before the Annual General Meeting.

b) Notice of the Annual General Meeting shall be given to all members by the BVTU President via email not less than two weeks prior to the holding of the AGM.

c) All meeting minutes will be circulated to members as soon as reasonably possible.

BY-LAW #8 SPECIAL GENERAL MEETINGS

Special General Meetings shall be held at the call of the President, the Executive Committee, or at least twenty-five per cent (25%) of the voting members of the Union. Such Special General Meetings shall be held for any purpose properly to be considered by the membership and specifically for the purpose of ratification of a collective agreement or other business deemed necessary. Notice of Special General Meeting must be given to all members by the BVTU President via email not less than two weeks prior to the holding of the Special General Meeting.

BY-LAW # 9 VOTING

- a) Voting at all meetings shall be limited to voting members.
- b) Voting at all meetings shall be by a show of hands except when a ballot is demanded by one-third of the members present. When necessary, voting during virtual meetings shall be either by a show of hands, or by anonymous polling (the results of each vote will be shared with the meeting).
- c) Secret balloting shall be used for elections, appointments, and ratifications.

BY-LAW # 10 - COMMITTEES

- a) From time-to-time, committees may be formed by resolution of a General Meeting or of the Executive Committee.
- b) Each General Meeting will elect a chairperson to chair that meeting.
- c) The Executive Committee will elect a chairperson at each meeting to chair that meeting.

BY-LAW # 11 - FEES

- a) The local fee shall be levied at the Annual General Meeting and shall be payable in accordance with the Constitution of the British Columbia Teachers' Federation.
- b) The amount of the local fee established at the Annual General Meeting shall be recorded in the minutes of the meeting and reported to the membership, including the applicable rate and the year in which it takes effect.

BY-LAW #12: OPERATING RESERVE FUND

- a) The BVTU shall maintain an Operating Reserve Fund to ensure the financial stability and long-term sustainability of the Local.

- b) Operating Reserve Fund shall be maintained at a minimum level equivalent to forty percent (40%) of the Local's annual operating expenses, as determined by the most recently approved annual budget.
- c) The purpose of the Operating Reserve Fund is to provide financial security in the event of unforeseen expenses, revenue disruptions, legal costs, or other circumstances requiring unanticipated expenditures.
- d) The Executive Committee may approve by majority vote expenditures that temporarily reduce the Operating Reserve Fund below the prescribed minimum only where such expenditures are deemed emergent and/or necessary.
- e) Prior to considering approval, the Executive Committee shall receive and consider a written report outlining the rationale for the expenditure, the anticipated impact on the Operating Reserve Fund, and the plan and timeline for restoration to the minimum required level.
- f) The local shall report any approval under this section, including the rationale, amount, and restoration plan, to the next General Meeting and shall provide ongoing updates at subsequent General Meetings until the Operating Reserve Fund has been fully restored.

BY-LAW # 13 - FINANCIAL REVIEW

The accounts of the Union shall be reviewed by a General Accountant named by the Executive Committee.

BY-LAW # 14 - INSPECTION OF BOOKS

Any member of the Union shall, by giving ten days' notice, have the right to inspect the books of account and records of the Union.

BY-LAW # 15 - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Constitution and By-laws may be amended by assenting vote of two-thirds or greater of the members present at the General Meeting if notice of such amendments shall have been circulated to the membership at least two weeks prior to the meeting.

*Updated May 5, 2026