



## **BVTU Constitution and By-laws**

*Approved at the February 15, 2022 BVTU General Meeting*

### **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 promote the recruiting of teachers in School District #54 (Bulkley Valley) into membership in the British Columbia Teachers' Federation.
- e) 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).

## **BY-LAW # 1 MEMBERSHIP**

### a) Active Membership:

Membership in the Union shall be in accordance with the terms of the Constitution and By-laws of the British Columbia Teachers' Federation. Active members shall be the only persons entitled to vote and hold office. Certified TTOC's are active members. Associate or affiliate members shall not participate in any manner in matters relating to collective bargaining.

### b) Associate Membership:

Any person holding membership other than active membership in the British Columbia Teachers' Federation may become an associate member of the Union on application to the Executive and on payment of an annual fee prescribed by the Executive Committee.

### c) Honorary Membership:

Honorary members may be selected at any general meeting, providing that such election is not in conflict with the Constitution and By-laws of the British Columbia Teachers' Federation.

## **BY-LAW # 2 EXECUTIVE COMMITTEE**

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

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

In addition to the aforementioned, there shall be as many members at large as are needed to represent school staffs. One staff representative (or co-staff representative) shall be elected by each school staff.

b) Duties of the Executive Committee:

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

c) Quorum:

A quorum of the Executive Committee shall be 50% of filled positions; consideration given to members who hold multiple positions.

### **BY-LAW # 3 ELECTIONS**

- a) All positions of the Executive Committee shall be filled by election at the Annual General Meeting with the exception of Staff Reps (See By-law #2 (a), and Past President. Officers elected at the Annual General Meeting shall continue in office until June 30 of the following year.
- b) Active members only shall be eligible to vote and to hold office. A member shall be deemed elected by majority.
- c) 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 until a General Meeting.
- d) 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. Balloting procedure for delegates to the BCTF AGM shall be the same as the procedure followed in balloting at the AGM. Delegates may be instructed on any given resolution or recommendation, to vote according to the wishes of the Union as shown by vote at a General Meeting.

### **BY-LAW # 4 DUTIES OF 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 10 days of summer work in the form of equivalent discretionary days. These days shall not impact the business of the union. No more than two of these days shall be taken consecutively.
- e) The Vice-President shall perform the duties of the President in their absence.
- f) The Secretary shall keep accurate minutes of all meetings of the Executive and of all General Meetings.
- g) 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 # 5 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 # 6 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.

## **BY-LAW # 7 MEETINGS**

- a) Meetings of the Union shall be open only to members in good standing together with guests admitted with the approval of the meeting.
- 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.
- c) In addition to the Annual General Meeting there shall be at least two (2) regular General Meetings.
- d) Notice shall be given through Staff Representatives who shall display such notice in the staffroom of each school not less than two weeks prior to the holding of the Annual General Meeting and by e-mail to members.
- e) Special General Meetings shall be held at the call of the President, the Executive Committee, or at least fifteen per cent (15%) of the active 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.
- f) Notice of such meetings may be given by displaying it in the staffroom of each school and by e-mail to members.
- g) Minutes will be communicated to staff as soon as reasonably possible.
- h) The Executive Committee shall meet at the call of the President or at the call of fifty per cent (50%) of its members.

## **BY-LAW # 8 VOTING**

- a) Voting at all meetings shall be limited to active members in good standing of the Union.
- 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) Voting for the approval or rejection of the terms and conditions of employment and governing clauses shall be by secret ballot, and shall require a majority vote of the ballots cast. Voting on contractual issues, such as ratifying collective agreements, will be done in person, including attending virtual meetings, - unless required by BCTF bylaws and policy.

### **BY-LAW # 9 QUORUM**

- a) At any General Meeting of the Union a quorum shall exist when there are ten per cent (10%) of the active 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

Quorum must be met in order to enable any General Meeting the power to vote on contractual issues, such as ratifying collective agreements, and elections for Executive Committee positions - unless otherwise required by the BCTF policy and bylaws.

### **BY-LAW # 10 FINANCIAL REVIEW**

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

### **BY-LAW # 11 INSPECTION OF BOOKS**

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

### **BY-LAW # 12 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

The Constitution and By-laws may be amended by assenting vote of seventy-five per cent (75%) of the members present at the General Meeting, provided that notice of such amendments shall have been circulated to the membership at least one month prior to the meeting.