COQUITLAM TEACHERS' ASSOCIATION

CONSTITUTION

BY-LAWS

POLICIES

OCTOBER 7, 2026

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COQUITLAM TEACHERS' ASSOCIATION

CONSTITUTION

I. NAME

The name of the Society is the Coquitlam Teachers' Association.

II. PURPOSES

The purposes of the Association shall be:

l. To foster and promote the cause of education in School District No. 43 (Coquitlam).

2. To maintain and to improve the status, welfare and professional development of the teaching profession and its members, including entering into agreements with School District No. 43 (Coquitlam) to this end.*

3. To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

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BY-LAW NO. 1 - MEMBERSHIP

1.1. ACTIVE MEMBERS

All persons who are active members of the B.C. Teachers' Federation (the B.C.T.F.) pursuant to its Constitution and By-Laws and who are employed in the public school system of Coquitlam School District No. 43, or who are employed in a position which is excluded from the bargaining unit, shall be admitted as Active Members of the Association. Only active members shall participate in any matters relating to collective bargaining. *****

1.2. ASSOCIATE MEMBERS

a. The Representative Assembly may grant Associate Membership in the Association to any B.C.T.F. Associate Members, on application and on payment of a fee pursuant to By-Law No. 3, according to the scale of fees then in force.
b. Associate Administrative Members - Persons appointed as administrative officers in School District No. 43 shall, upon application and payment of fees and levies as established by the AGM, be eligible for CTA Associate Administrative Membership. *****

Associate Members and Associate Administrative Members shall not be entitled to vote or hold office or serve as directors of the Association.

1.3. HONORARY LIFETIME MEMBERS

a. Honorary Lifetime Membership may be conferred by resolution of a General Meeting or of the Representative Assembly on any person who the Association wishes to honor.

b. Honorary Lifetime Members shall not be entitled to vote or to hold office or serve as directors of the Association.

c. Honorary Lifetime Membership may be granted to any person who has made significant contributions to education in the CTA communities and/or the CTA and is accepted for admission as an honorary lifetime member as determined at the discretion of the Executive Committee.

d. There is no membership fee for Honorary Lifetime Membership. Honorary Lifetime Members who are employed by a school district, and a member of the BCTF bargaining unit, will be converted to voting member status, and will be required to remit membership fees as a voting member. For greater certainty, the member may convert back to Honorary Lifetime Member status after ceasing to be employed by a school district, in accordance with By-law 1.3.b and 1.3.c.

* See Index of Changes at the back of this manual

1.4. **TERMINATION OF MEMBERSHIP**

a. Membership in the Association terminates when a member ceases to be employed in the public school system of Coquitlam (School District No. 43) or when a member becomes employed in a position outside of the bargaining unit. *****

b. There shall be no process for expulsion of a member of the Association, but a member who ceases to be a member of the B.C.T.F. pursuant to the by-laws of the B.C.T.F. shall be deemed to have ceased to be a member of the Association. *****

BY-LAW NO. 2 - VOTING AT GENERAL MEETINGS

2.1. At all General Meetings of the Association, voting rights shall be governed by the provisions of By-Law No. 1.

2.2. Each Active Member in attendance at a General Meeting shall have one vote.

2.3. Voting at General Meetings is by show of hands unless twenty percent or more of the members present demand a ballot.

Voting for election of officers and committee members shall be by secret ballot.

Voting by proxy is not permitted.

2.4 The Executive Committee may, in its direction, make arrangements for members of the Association to participate in General Meetings, or to vote on matters to be decided by the members, by means of any system or combination of systems, including but not limited to telephonic, electronic, radio, computer or web-based technology of communication facility that:

(i) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the proceeding contemporaneously, and
(ii) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters;

Provided that nothing in these Bylaws shall oblige the Executive Committee to make such arrangements.

BY-LAW NO. 3 - FEES AND LEVIES

3.l. Each Active and Associate Member of the Association shall pay an Annual Fee. The Annual Fee shall consist of any amount set by the members at the Annual General Meeting of the Association, payable to the Association.

3.2. To meet extraordinary expenses, a General Meeting of the Association may make a levy upon the Active Membership of the Association, and such levy shall be paid by each Active Member on or before a date to be fixed by the General Meeting.

3.3. Fees and Levies shall be due and payable in accordance with Sections 2 and 4 of the B.C.T.F. By-Law No. 4.

"The membership year shall be from July 1 and shall end on June 30 next following. The annual fee of each member is due and payable on July l of each membership year.

Each teacher shall be deemed to be an active member in good standing when they have paid or committed 10% of the set annual fee by September 30 or within 60 days of commencement of duties as a teacher.

Notwithstanding anything contained within the Constitution and By-Laws, a member shall not be deemed to be in good standing under this section unless outstanding fees and levies have been paid in full.

The annual fee and any levy of the Federation or any levy of the local association of the Federation are debts due to the Federation or the local association, as the case may be, and may be collected with costs of suit in the name of the Federation or local association, as the case may be, in any court of appropriate jurisdiction." *****

3.4. If a member shall be deemed not to be in good standing as a result of the non-payment of their fees, they shall be advised by registered letter to their last address as provided by the member to the Association, that in default of payment of such arrears within ten (10) days of receipt of the letter, the Executive Committee of the Association will recommend to the Executive Committee of the B.C.T.F. that they be expelled.

* See Index of Changes at the back of this manual

BY-LAW NO. 4 - EXECUTIVE COMMITTEE *

4.1 a. The board of directors of the Association shall be known as the Executive Committee which shall consist of a:

- President
- Immediate Past-President
- First Vice-President
- Second Vice-President
- Local Representatives to the B.C.T.F who are Association members
- One (1) Member-at-Large position shall be held by a member who identifies as Black or a person of colour *
- One (1) Member-at-Large position shall be held by a member who identifies as Indigenous *
- Five additional Members-at-Large **

b. The Executive Committee will also include the following as non-voting members:*

- Labour Relations Officer
- Adult Educators Committee Chairperson
- BIPOC Educators' Committee Chairperson
- Committee for Action on Social Justice (CASJ) Chairperson
- Executive Director *
- French as First or Working Language Committee Chairperson*
- Professional Development (PD) Committee Chairperson
- Teachers Teaching On Call (TTOC) Committee Chairpersons

c. i) The immediate past president will be a member of the Executive Committee for a maximum of one year following the end of their term of office. **

ii) An additional member-at-large shall be elected if the past president position is not filled. **

d. Each voting member of the Executive Committee shall be elected at the Year End General Meeting for a one year term, to take effect on July 2 next, except the Local Representatives to the B.C.T.F. who shall be chosen to hold office in accordance with B.C.T.F. By-Laws 2 and 6. Candidates for the Executive Committee who intend to run for positions with equity criteria shall self-identify to confirm that they meet the equity criteria. During the election process a candidate can drop down to run for remaining positions without equity criteria. *

e. Each released position (President, First Vice-President, Second Vice-President, Labour Relations Officer, and PD Chairperson) shall have a term limit of four consecutive years. There is no limit to the number of non-consecutive terms that a member may serve in the same position.

f. Each member of the Executive Committee shall be an Active Member in good standing of the BCTF to be entitled to vote. Members on full time leaves of absence shall not hold a position on the Executive Committee. *

g. Any voting member of the Executive Committee of the Association who ceases to be a member entitled to vote in good standing of the B.C.T.F. as defined in the Constitution and By-laws of the B.C.T.F. shall cease to hold office on the Executive Committee of the Association. **

h. If any members of the Executive Committee shall resign from office, or without reasonable excuse be absent from three consecutive meetings of the Executive Committee, or be suspended or expelled from the B.C.T.F, the Executive Committee shall declare the office vacated. A successor shall be elected by the Active Members to fill the unexpired portion of the term of the Executive Committee Member whose departure gave rise to the vacancy. **

i. Any member who holds both a voting and non-voting seat will retain voting rights. *

j. Where a member released to the CTA office is unable to fulfill the duties of their role for an extended period of time due to an illness or other reason, their absence may be reported to the employer. The Executive Committee may appoint additional staff during their absence.

4.2. a. The Executive Committee shall meet regularly at the call of the President, or, if a meeting is requested by any two members of the Executive Committee.

b. Any Association member may attend meetings of the Executive Committee. The attending member cannot be present during in-committee business. *

4.3. **DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE**

a. Subject to By-Laws 5, 7, and 11, the Executive Committee shall exercise all the powers of the Association, the direction and supervision of the business and conduct of the affairs of the Association.

b. The Executive Committee shall evaluate the work of all committees of the Association.

c. The Executive Committee shall ratify the election of representatives to the Negotiating Team. (As per Policy 7) **

d. The Executive Committee shall recommend an auditor to the general meeting for appointment by the members of the Association. **

e. The Executive Committee shall, where a vacancy occurs among Chairpersons of the Standing Committees during the year, appoint members to fill such vacancies, provided that such appointments must be ratified at the first Representative Assembly thereafter.

f. The Executive Committee shall not sanction unbudgeted expenditures in excess of $1500.00 upon any occasion without approval by the Representative Assembly. *

g. i) The Executive Committee may appoint advisory committees or task forces to carry on the activities necessary for the attainment of the objectives of the Association.

ii) The powers and duties of advisory committees and task forces shall be formulated, or integrated, and assigned by the Executive Committee.

h. i) The Executive Committee shall have the power to appoint, fix the remuneration of, and dismiss employees of the Association.

ii) The Executive Committee is empowered to enter into agreements with the employees of the Association covering remuneration and conditions of employment.

i. i) The Executive Committee shall appoint one or more Canadian chartered banks and/or a B.C. credit union to be the bankers of the Association. *****

ii) The signing officers of the Association shall be the following:

- the President,
- First Vice-President,
- Second Vice-President,
- Treasurer;
- Finance Administrator *

and at least one shall be the President or First Vice-President. *

The Finance Administrator will have signing authority for the purposes of the work of the Association but will not act as a signatory. *****

iii) The Executive Committee shall have the power to borrow from any person or persons any sum or sums of money, and for that purpose shall be entitled to change the assets of the Association, either by way of mortgage, lien or otherwise.

j. The Executive Committee shall appoint the Treasurer. *****

k. When possible non-voting members shall: *

i. Attend Executive Committee meetings and functions
ii. Bring forward or submit committee business and motions

l.* The Executive Committee shall create a CTA welcome package to be mailed to new members of the Association upon their joining, including an invitation to upcoming CTA events.

4.4. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

a. The President shall have general supervision of all matters and affairs of the Association. In the absence or disability of the President, the President's duties shall be performed by the First Vice-President. *****

b. The President, or the President's nominee, shall be the presiding officer at all Association meetings other than Committee meetings.

c. The President shall be a non-voting member of all committees, except where otherwise defined by Policy. *

d. The election of the President shall entail simultaneous election as a delegate to the following year's BCTF AGM. **

e. The President shall have charge of all the correspondence of the Association.

f. The President shall issue all notices of the Association and the Executive Committee.

g. The President shall be the legal custodian of all the property of the Association.

h. The President shall prepare and keep, or cause to have prepared and kept, a record of all meetings, general and otherwise, of the Association.

i. The President shall sign and execute all documents in the name of the Association when authorized to do so by the Executive Committee or the Association.

j. In the event that the President resigns from office, the First Vice-President shall serve as Acting President until the position is filled pursuant to By-Law 4.1.f. **

k. In the event that the President is absent for an extended period of time the First Vice-President shall serve as Acting President until the President returns. **

4.5. **DUTIES AND RESPONSIBILITIES OF THE FIRST VICE-PRESIDENT** *

a. To act in place of the President when requested in the following areas:

i) committees

ii) grievances

iii) editing publications

iv) other member services.

b. The First Vice-President shall be a non-voting member of all committees, except where otherwise defined by Policy. *

c. The First Vice-President may act as an alternate Local Representative to the B.C.T.F. as provided for in B.C.T.F. By-Law 6.7. **

d. The First Vice-President shall review bank reconciliations and bank statements. **

4.6. **DUTIES AND RESPONSIBILITIES OF THE SECOND VICE-PRESIDENT** *

a. To act in place of the First Vice-President when requested in the following areas:

   i) committees;

   ii) grievances;

   iii) editing publications;

   iv) other member services. *****

b. The Second Vice-President shall be a non-voting member of all committees, except where otherwise defined by Policy. *

c. The Second Vice-President may act as an alternate Local Representative to the B.C.T.F. as provided for in BCTF By-Law 6.7. *****

BY-LAW NO. 5 - REPRESENTATIVE ASSEMBLY

5.1. MEMBERSHIP

a. The Representative Assembly shall consist of the following individuals employed by School District No. 43 (Coquitlam):
- the Staff Representative from each school, and
- the following delegates, in the numbers determined in accordance with paragraph c below:
- from each school,
- from Learning Services,
- from Continuing Education and
- from Teachers Teaching on Call, *****
- the Chairperson, or Reporting Member, of each Standing Committee; and
- the members of the Executive Committee.

b. Any member of the Association is entitled to be present at, and may speak at, any meeting of the Representative Assembly, but any decision at a meeting of the Representative Assembly shall be by vote of the members of the Representative Assembly only.

c. School delegates to the Representative Assembly shall be chosen by the teaching staff at each school in the district, including Learning Services and Continuing Education, from the active members on staff, on the basis of one School Delegate for each ten (10) active members or part thereof. (For Teachers Teaching on Call, refer to Policy 39.) *****

5.2. MEETINGS

a. The Representative Assembly shall meet regularly at the call of the President with a minimum of five meetings per year. All meetings shall be publicized by a bulletin, with an agenda, at least seven days in advance. *****

b. An Emergency Meeting of the Representative Assembly shall be called by the President upon the demand in writing of at least ten (10) Active Members of the Association.

5.3. DUTIES AND RESPONSIBILITIES OF THE REPRESENTATIVE ASSEMBLY

a. Between General Meetings and subject to By-Laws 4 and 7, the Representative Assembly shall exercise all the powers of the Association, direction and supervision of the business of the Association and the conduct of its affairs.

b. The Representative Assembly shall undertake such duties as may from time to time be assigned to it by a General Meeting of the Association.

* See Index of Changes at the back of this manual

c. The Representative Assembly may, either at its own discretion or at the request of the Executive Committee, advise or direct the Executive Committee on any question affecting Association Policy.

d. The Representative Assembly may authorize or prohibit any proposal of the Executive Committee for action which is deemed to be contrary to, or beyond the scope of, Association Policy.

e. The Representative Assembly shall manage the Association's affairs in the area of budgetary control.

f. The Representative Assembly shall receive and review all reports, submissions and recommendations to the Year End General meeting, Annual General Meeting of the Association and the B.C.T.F. *****

g. The Representative Assembly shall receive and review full reports of all actions taken by the Executive Committee, its appointees and Association Committees.
*****

h. The Representative Assembly shall ratify members to other Committees and delegations as required.

i. The Representative Assembly shall elect Members-at-Large to the Negotiations Committee. (As per Policy 7 – Negotiations Committee)*

j. All items for local contract negotiation with School District No. 43 (Coquitlam) shall be approved by a Representative Assembly prior to presentation to the Board of School Trustees of School (the “Board”) District No. 43 (Coquitlam). *****

k. In the exercise of all powers assigned to it by these by-laws, the Representative Assembly shall be subject to a review, if demanded, by a General Meeting of the Association which shall have the authority to modify, vary, rescind or reverse any decision of the Representative Assembly.

* See Index of Changes at the back of this manual

BY-LAW NO. 6 - STANDING COMMITTEES

6.1. The Standing Committees of the Association shall be the: *****

- Adult Education Committee *****
- BIPOC Educators' Committee *****
- Committee for Action on Social Justice *****
- French as First or Working Language Committee*
- Policies and Procedures Committee
- Professional Development Committee
- Scholarship, Awards & Bursary Committee *****
- Teachers Teaching on Call Committee *****

6.2. The Chairperson of each Standing Committee, except the Professional Development Committee, shall be a member of the committee chosen by the members of that committee. Chairpersons shall be ratified by the Year End General Meeting. *****

* See Index of Changes at the back of this manual

BY-LAW NO. 7 - GENERAL MEETINGS

7.1. a. The sovereign body of the Association shall be the General Meeting, at which the attendance of every member, whether Active, Associate, or Honorary, shall be invited, and at which any member may speak.

b. A General Meeting shall be called by the President at the request of:

i) the Executive Committee

ii) the Representative Assembly

iii) ten percent or more of the members by written petition. *****

c. Any meetings requested under these By-Laws shall be called within twenty-one days of the receipt of such request.

If such a meeting is not called, members may requisition a general meeting of the Association pursuant to the Societies Act.

d. At least 7 and not more than 60 days' notice in writing shall be provided to members in advance of a General Meeting.

e. Notice of a General Meeting may be provided by email and publication on the Association's website in accordance with the requirements set out in the Societies Act.

7.2. **DUTIES AND RESPONSIBILITIES OF THE GENERAL MEETING**

a. The General Meeting may adopt policies and prescribe procedures for the attainment of the objectives of the Association and perform such other duties and responsibilities as outlined in these By-Laws.

b. All final offers from the Board for contract or agreement shall be ratified by a General Meeting.

c. All delegates to the B.C.T.F. Annual General Meeting shall be elected by the Active Members at a General Meeting of the Association.

7.3. **PROCEDURES**

Robert's Rules of Order shall be the Standing Rules of Order and shall govern procedure for all Association meetings when not inconsistent with Association or B.C.T.F. By-Laws.

* See Index of Changes at the back of this manual

7.4. ANNUAL GENERAL MEETING *

a. The Annual General Meeting shall be held during the months of September or October at a time to be fixed by the Executive Committee. Notice of the time and place of the Annual General Meeting shall be given to all members in writing at least fourteen (14) days before the date of the meeting.

b. The Annual General Meeting shall set fees and may allocate any part thereof to special funds operated pursuant to the objectives of the Association.

c. The business of the Annual General Meeting shall include:

i) receipt of reports of all Standing Committees;

ii) receipt of the financial statement of the Treasurer;

iii) receipt of the report of the auditor;

iv) appointment of the auditor of the Society as required by By-Law 13.2

v) ratification of the budget and fixing of annual membership fees;

vi) such other business as may be brought forward by the Representative Assembly, the Executive Committee, or any member.

7.5. YEAR END GENERAL MEETING *

a. The Year End General Meeting shall be held during the months of May or June at a time to be fixed by the Executive Committee. Notice of the time and place of the Year End General Meeting shall be given to all members in writing at least fourteen (14) days before the date of the meeting.

b. The Year End General Meeting shall, in accordance with By-Law No. 4, elect the members of the Executive Committee.

c. The business of the Year End General Meeting shall include:

i) ratification of chairpersons of all Standing Committees;

ii) ratification of the Labour Relations Officer;

iii) adoption of general bargaining objectives for the next calendar year, and

iv) such other business as may be brought forward by the Representative Assembly, the Executive Committee, or any member.

* See Index of Changes at the back of this manual

BY-LAW NO. 8 - DUTIES OF THE TREASURER *

8.1. The Treasurer shall be appointed annually by the Executive Committee at the last Executive Committee meeting of the school year. *****

8.2. a. The Treasurer shall ensure all instruments pertaining to the responsibilities as Treasurer in the name of the Association as authorized by the Executive Committee or the Association are signed and executed properly. *****

b. The Treasurer shall ensure the care and custody of all monies of the Association. *****

c. The Treasurer shall ensure the deposit of all monies in such bank(s) or credit union(s) as shall be designated by the Executive Committee, and shall ensure disbursement and disposal of the same at the order of the Executive Committee. *****

d. The Treasurer shall ensure a proper set of books of the account of the Association is kept and shall ensure the same is exhibited to the Executive Committee or to a General Meeting upon request. *****

e. The Treasurer shall ensure that at the Annual General Meeting, a report of the audit of accounts and financial conditions of the Association, including a statement of monies received and expended is submitted. *****

f. The Treasurer shall ensure that a presentation of the budget is made to the Annual General Meeting for its approval. *****

g. The Treasurer shall ensure the proper disbursement of all monies by cheque signed by any two of the Signing Officers on the order of the Executive Committee. *****

BY-LAW NO. 9 - QUORUM

9.1. The Quorum at a General Meeting shall be 50 of the active members of the Association. If quorum is not met at a General Meeting, it shall be adjourned and reconvened after 15 minutes. If at the reconvened meeting, a quorum is not present the members present constitute a quorum. *

9.2. The Quorum at a meeting of the Representative Assembly shall be 50 members of the Representative Assembly. If quorum is not met at a Representative Assembly it shall be adjourned and reconvened after 15 minutes. If at the reconvened meeting a quorum is not present, the members present constitute a quorum. *

9.3. The Quorum at a meeting of the Executive Committee shall be a simple majority of the committee, one of whom shall be the President or a Vice-President. *****

* See Index of Changes at the back of this manual

BY-LAW NO. 11 - REFERENDUM

11.1. The Executive Committee may, at its discretion, and shall, when directed by a General Meeting or the Representative Assembly, or when requested in writing by at least 5% of the membership of the Association, submit any matter affecting the interests of the Association to the voting members for a referendum vote.

11.2. A referendum vote shall be conducted in the manner outlined in Association Policy.

* See Index of Changes at the back of this manual

BY-LAW NO. 12 - FINANCIAL YEAR

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

* See Index of Changes at the back of this manual

BY-LAW NO. 13 - EXAMINATION OF BOOKS AND RECORDS

13.1. All books, documents and other papers kept in the custody of the Executive Committee (with the exception of those books, documents or records containing information confidential to members or former members) shall be kept in the office of the Association and may be examined by any member of the Association upon giving to the Executive Committee at least 14 days' notice in writing. *****

13.2. a. An external auditor shall be appointed by members at the Annual General Meeting each year, upon recommendation of the Executive Committee. *****

b. The duties of the auditor shall include: *****

i) an examination of the accounts and books of the Association. *****

ii) a written and oral report to the Annual General Meeting on the examination of the accounts and books of the Association. *****

BY-LAW NO. 14 - RULES OF ORDER

14.1. Robert's Rules of Order shall be the Standing Rules of Order and shall govern procedures for all Association meetings when not inconsistent with Association or BCTF By-Laws.

BY-LAW NO. 15 - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

15.1. Any proposed amendment to the Association Constitution and By-Laws shall be presented to the Executive Committee as a Special Resolution at least one week before a meeting of the Executive Committee.

15.2. The Executive Committee shall publicize to all members, in writing, notice of the proposed amendments to the Constitution and By-Laws by Special Resolution, at least fourteen days prior to a General Meeting.

15.3. The consent of at least two-thirds of the voting members present at any General Meeting is required to amend the Constitution and By-Laws by Special Resolution.

* See Index of Changes at the back of this manual

BY-LAW NO. 16 – INDEMNIFICATION AND INSURANCE *

16.1 Subject to the provisions of the Societies Act a present or former member of the Executive Committee (an "Eligible Party") will be indemnified by the Association against all costs, charges and expenses, including legal and other fees, actually and reasonable incurred in connection with any legal proceedings or investigative action, whether current, threatened, pending or completed, to which that Eligible Party, by reason of holding or having authority within the Association:

a) is or may be joined as a party to such legal proceeding or investigative action; or
b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

16.2 To the extent permitted by the Societies Act all costs, charges and expenses incurred by an Eligible Party with respect to any legal proceeding or investigative action may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory to the Executive Committee by or on behalf of the Eligible Party to repay such amount unless it is ultimately determined that the Eligible Party is entitled to indemnification.

16.3 The Association must not indemnify an Eligible Party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, if such Eligible Party:*

a) has already been reimbursed for such expenses;
b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that they ought to have done;
c) in relation to the subject matter of the legal proceeding or investigative action, did not act honestly and in good faith with a view to the best interests of the Society or any subsidiary of the Association; or
d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that their conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.

16.4 The failure of an Eligible Party to comply with the provisions of the Societies Act or of the Constitution or these Bylaws, will not invalidate any indemnity to which they are entitled under this bylaw.*

16.5 The Association may purchase and maintain insurance for the benefit of any or all directors, officers, employees or agents against personal liability incurred by any such person as a director, officer, employee or agent.

* See Index of Changes at the back of this manual

* See Index of Changes at the back of this manual

CTA POLICIES



* See Index of Changes at the back of this manual

1. MEMBERSHIP

a. The Constitution of the BCTF and the CTA shall determine membership in the CTA. Any policy adopted by the CTA must not be contrary to the above.

b. To become a member of the Coquitlam Teachers' Association, a membership application form must be submitted. *****

c. Associate Membership *****

Associate membership may be granted as determined by BCTF policies and CTA By-Law 1.2. and By-Law 7.4. and payment of a fee as determined by the CTA Annual General Meeting.

d. Associated Professional *****

The category of Associated Professional which shall include, but not be limited to, Speech and Language Pathologists and Audiologists, shall be included in the active membership of the Coquitlam Teachers' Association.

e. Honorary Lifetime Membership

Honorary Lifetime Membership may be granted as determined by CTA By-Law 1.3 to recognize individuals who have given outstanding service to education and/or the CTA.

2. GENERAL MEETINGS

a. The General Meeting shall be open to all members of the Coquitlam Teachers' Association. *****

b. Meetings

The General Meeting shall be held at least twice per year. Additional meetings may be called as deemed necessary by the Executive Committee. Each meeting shall be publicized at least fourteen days in advance by a bulletin announcement to the School Staffs. If quorum is not met at a General Meeting and the meeting is adjourned, the meeting will be adjourned and reconvened after 15 minutes. *****

c. Amendment of Policies

The Local Association may, in a General Meeting, amend the Policies of the Association by the usual procedure of motion.

d. Annual General Meeting *****

Committee Chairs shall submit a written year-end report to the Executive Committee and these committee reports shall be distributed to each school as per their staff representative count. Each committee chairperson shall be given the opportunity at the Annual General Meeting to present up to a three minute oral summary and field questions.

3. REPRESENTATIVE ASSEMBLY

a. Meetings

The Representative Assembly shall meet as often as deemed necessary by the Executive Committee but not less than five times a year. All meetings shall be publicized by a bulletin, with an agenda, at least seven days in advance. Motions to be presented to the Representative Assembly must be published on the agenda. The delegates may, at their pleasure, accept motions which arise out of reports to the Representative Assembly or motions based on information which was not available prior to the publication of the agenda. *****

b. Voting *****

1. Voting cards will be distributed prior to the beginning of each Representative Assembly. They must be received and signed for by the Staff Rep or designate from each school.

2. Voting cards shall be printed on different coloured card stock for each meeting and shall include the date of the meeting.

3. Voting cards will be assigned on the basis of one for every ten staff or fraction thereof. TTOCs will be assigned four (4) voting cards in addition to a staff representative card. TTOC representatives shall be elected by the TTOC Committee as per policy 39. *****

4. Each school delegate shall only vote one card. *****

5. Ballots will be distributed only to those holding a voting card. *****

4. EXECUTIVE COMMITTEE *

a. 1. The Executive Committee shall meet as often as necessary and at least once per month.

2. Any CTA member may attend meetings of the Executive Committee. A written request to attend must be submitted to the Executive Director at least one week prior to the Executive Committee meeting. The attending member cannot be present during in-committee business. *

b. Minutes

The minutes of each Executive Committee meeting shall be distributed to Staff Representatives.*

c. Elections **

1. It shall be the responsibility of the Executive Committee to publish a document containing curriculum vitae for each declared candidate seeking election to the Executive Committee. **

Such curriculum vitae shall not exceed 150 words and will be circulated at least one week prior to the election. **

2. If there are fewer candidates seeking election than there are positions available, those fewer candidates shall be acclaimed. **

3. A simple majority shall be required for election to the Executive.

4. No member of the Executive Committee shall hold more than one elected position on the Executive Committee. **

5. The term of each position shall be one year, except that of Local Representative which shall be for a two year period.

6. Members on full time leaves of absence shall not hold a position on the Executive Committee. *

d. Committee Appointment

1. The Committee shall appoint all members to Standing, Contractual, Ad Hoc Committees and Task Forces. **

2. The Chairperson of an Ad Hoc Committee or Task Force shall be elected or appointed by the Executive Committee or by the Ad Hoc Committee members or Task Force members at their first meeting. **

* See Index of Changes at the back of this manual

e. Negotiations

1. All items for negotiation from the Negotiations Committee shall be submitted to the Executive Committee before being taken to the Representative Assembly. *****

2. Any negotiation items not the responsibility of the standing committees shall be the responsibility of the Executive Committee. *****

f. Review Panel (Refer to 4.d.1: The Executive Committee shall appoint all members to Standing, Contractual and Ad Hoc Committees and Task Forces) *****

1. The Executive Committee shall appoint the members of the Review Panel. One member of the panel shall be a full time table officer. The second shall be appointed from the Executive Committee. *****

2. Following each Review Panel meeting, a report shall be made to the Executive Committee.

g. Presentation to the Board on Behalf of L.S.A. Groups

All presentations to the Superintendent or the School Board shall be considered and endorsed by the Executive Committee prior to presentation. *****

h. BCTF Information

Copies of BCTF information and materials shall be made available to the Executive.

i. BCTF Activities

The Local Representatives shall scrutinize minutes of the BCTF Executive meetings and time shall be set aside at each CTA Executive meeting for discussion of BCTF activities.

j. BCTF Representative Assembly

1. Prior to each BCTF Representative Assembly, an Executive Committee Meeting shall be called at which the major topic of business shall be items on the agenda of the Representative Assembly. *****

2. These Executive Committee meetings shall be publicized as open meetings for any member to express their opinions regarding items on the Representative Assembly agenda. *****

k. Calendar of Events

The Executive Committee shall, in the Spring of each year, organize a calendar of events for the coming year which shall be submitted to the membership in September. *****

l. Liaison with School Staffs

A system of liaison between each Executive Committee member and four or five schools shall be maintained. *****

*m. Signing Officers

The signing officers for the Association shall be two of the following: the President, First Vice-President, Second Vice-President, or Treasurer; and at least one shall be the President or First Vice-President. *****

n. Expense and Mileage Allowances *****

1. Expense Allowance

Committee members should not have to meet small expenses out of pocket. There should be an allowance in the budget toward an expense grant for Committee members of the Association. Itemized vouchers must be presented to the Treasurer for reimbursement for agreed-upon expenses incurred while on legitimate Committee business.

2. Mileage Allowance *****

At the beginning of June, each Executive Committee member will be provided a sum of $100.00 to cover mileage expenses for the past year. Committee members who have served less than a full term will be paid on a monthly pro-rated basis.

o. Surveys

All CTA surveys sent to the total membership of the CTA shall be approved by the Full Time Table Officers. *****

p. Nominations of CTA Committees

All nominations to CTA committees and task forces shall be submitted to the Executive Committee with supporting documentation. *****

Procedures

1. Applicants will submit curriculum vitae forms for duplication and submission to the Executive Committee.

2. The Executive Committee will move into a Committee of the Whole to deal with a nomination(s).

3. Prior to balloting, Executive members will examine curriculum vitae forms and may ask questions or offer information on any candidate.

4. *****

   i) When one nominee is running, ballots shall be marked yes or no, or left blank.

   ii) When two or more nominees are running, ballots shall be marked with the nominee(s)' name(s) or left blank.

5. To receive nomination, a member must receive at least 50% plus 1 of the ballots cast.

q. Delegations *****

1. To appear before the Executive Committee a written request must be received at least one week prior to the Executive Committee meeting.

2. Topic and name of the delegation chairperson should be included in the written request.

3. Delegation presentations will be limited to fifteen minutes. If this time limit is to be exceeded, it must be authorized by a motion of the Executive Committee.

4. The Executive Committee shall respond to the delegation at a subsequent meeting unless a motion of the Executive Committee expresses otherwise.

r.* Sub-committee for shortlisting candidates for seconded positions

1. A sub-committee of the Executive Committee shall be struck no later than September 30th each year.

2. Members of the shortlisting sub-committee shall be:

   - CTA President
   - one additional full-time Table Officer
   - Executive Director
   - and up to three members of the Executive Committee

3. Members of the sub-committee shall:

   i. Review application packages received for each seconded CTA position.

   ii. Select applicants to be interviewed by the Executive Committee.

   iii. Provide a report on all applications to the Executive Committee.

4. Any member of the sub-committee who is also an applicant for a position may not be present for the discussion or decision of the position for which they have applied.

5. If the Executive Committee wishes to pursue an interview with a candidate not selected by the sub-committee that request must be carried by a 2/3 vote of the Executive Committee.

5. TABLE OFFICERS *

a. The President shall be elected to serve as a full-time officer of the Association. *****

b. The First Vice-President shall be elected to serve as a full-time officer. *****

c. The Second Vice-President shall be elected to serve as a released officer of the Association. *****

d. Duties

1. The President shall represent the interests of the CTA and the BCTF in the district.

2. The President shall be responsible to provide members with information and advice regarding: The School Act; Collective Agreement; School Board Policy; and Constitution, Policies and Services of the BCTF and of the CTA; and other professional matters.

3. One of the President, First Vice-President, or Second Vice-President shall, where possible, attend all meetings of all CTA committees and shall be available as a resource person for such groups. *****

4. The President, First Vice-President and Second Vice-President shall be responsible for the investigation of problems in enforcing the Collective Agreement. *****

5. One of the President, First Vice-President or Second Vice-President shall meet with each school staff on a scheduled basis to provide information to the staff and to provide staff input into CTA committee operation. *****

6. The President shall take steps early in the year to ensure that each Officer, Chairperson and Staff Rep knows their role in the Coquitlam Teachers' Association.

*

7. The President or a Delegate shall attend all Board meetings and report to the following Executive meeting.

8. The President or designate shall be present at all arbitration meetings. *****

9. All items of communication shall be directed through the President. All press releases from the CTA which are a matter of opinion are to be attributed to the President and given by them.*

e. Remuneration *****

1. The President's remuneration shall be the salary they would have received in their professional assignment, exclusive of allowances, plus an allowance of 15% of Category 5 (Max.). *****

2. The First Vice-President's remuneration shall be the salary they would have received in their professional assignment, exclusive of allowances, plus an allowance of 10% of Category 5 (Max.). *****

3. The Second Vice-President's remuneration shall be the salary they would have received in their professional assignment, exclusive of allowances, plus an allowance of 10% of Category 5 (Max). *****

f. Expenses *****

Table officers will receive reimbursement for the following expenses in the following amounts upon proof of payment and/or submission of an expense voucher.

1. Basic business use vehicle insurance coverage up to $30 per month.
2. Mileage allowance per km to be consistent with the collective agreement.
3. The CTA will provide a cell phone and monthly plan while seconded to the CTA Office.

6. STANDING COMMITTEES

a. General Duties of Committees

1. All Standing Committees should prepare and preserve a record of the minutes of their meetings.

2. All committees shall submit to the Executive a written report of the important developments and information for distribution to the membership.

b. Standing Committees *****

- Adult Education Committee *****
- BIPOC Educators' Committee *
- Committee for Action on Social Justice *****
- French as First or Working Language Committee*
- Policies and Procedures Committee
- Professional Development Committee
- Scholarship, Awards & Bursary Committee *****
- Teachers Teaching on Call Committee *****

c. Membership Appointments

1. Nominations for membership on the standing committees, except the BIPOC Educators' Committee, shall be made to the Executive Committee who shall elect a candidate. The Representative Assembly shall ratify the members of the respective committees from the list of nominations received from the Executive and the BIPOC Educators' Committee, except as specified elsewhere in Policy. *****

2. Members on full time leaves of absence shall not hold positions on standing committees. *

d. Membership Designations *****

1. All CTA committees with the exception of the BIPOC Educators' *, TTOC and Adult Education Committees shall have designated representative membership for schools: elementary (K-5); middle (6-8) and secondary (9-12). *****

2. Any designated positions that remain unfilled following the first Representative Assembly of the school year may be filled for that term with CTA members who do not fit the designation.

3. Vacancies which occur during the term shall be filled by Executive appointment for the balance of the unexpired term, subject to ratification by the Representative Assembly.

4. Membership appointments shall be made for two year terms, expiring at the end of December, such that no more than half of the terms expire in any one year with the exception of TTOC Committee appointments which shall expire at the end of September. *****

5. In order to be a member of any CTA committee or a CTA representative on joint or district committees, being a member of good standing of the BCTF is required. *****

e. Committee Chairpersons

1. Committee Chairpersons of the BIPOC Educators'*, PD, Committee of Action on Social Justice, French as First or Working Language, TTOC and Adult Education Committees are to be ratified by the Annual General Meeting. *****

2. The major responsibility of the Committee Chairperson is to ensure that the duties of the committees are carried out in an efficient and responsible manner.

3. The chairpersons of each committee, except for the PD Committee, shall be selected from and by the committee members. Committee chairs shall be ratified by the Annual General Meeting. *****

f. Committee Meetings *****

1. CTA committee meetings shall be held at the CTA office whenever possible.

2. CTA committees will meet as often as required to fulfill their duties and responsibilities as outlined in the terms of reference but not less than two times per year. *****

g.* Any non-consumable materials/resources purchased with CTA funds become the property of the CTA. Items may be purchased as prizes and gifts upon approval of two table officers.

7. NEGOTIATIONS COMMITTEE *

a. Membership

1. The Negotiations Committee shall consist of: President, First Vice-President, Past Lead Negotiator, an appointed member of the Executive Committee, one Member-at-Large who identifies as Indigenous, one Member-at-Large who identifies as Black, one Member-at-Large who identifies as a Person of Colour, and five Members-at-Large. *

2. The Members-at-Large shall be elected by the Representative Assembly.

3. If the Past Lead Negotiator is not a member of the committee, six Members-at-Large shall be elected. *

4. The Members-at-Large shall be elected to serve until a new Collective Agreement has been ratified by both parties, at which time a new Negotiations Committee shall be struck. *

5.* The committee shall meet at least 3 times a year.

6. Vacancies which occur during the term shall be filled by Executive Committee appointments until the Representative Assembly fills the vacant position by ratification.

b. Duties and Responsibilities of the Negotiations Committee

1. The Committee shall solicit recommendations for negotiations from committees and the general membership.

2.* The Committee shall seek recommendations for negotiations from the general membership through surveys, school visits and/or other means.

3. The Committee shall recommend negotiations items to the Executive Committee for recommendation to the Representative Assembly. *

4. The Committee shall coordinate and, where necessary, initiate research on negotiation items.

5. The Committee shall elect its chairperson.

6. The Committee shall provide timely updates and information to the Executive Committee and general membership through both in-person and digital formats during the bargaining process.

* See Index of Changes at the back of this manual

7. The Committee shall prepare and preserve a record of the minutes of their meetings. *****

c. Negotiations

1. Negotiating Team

1.1 The Negotiations Committee shall appoint a Negotiating Team consisting of: the President, Past Lead Negotiator, and up to five members from the Negotiations Committee, subject to the provision that there are no more than six representatives on the Negotiating Team. *

1.2 The Negotiating Team shall be ratified by the Executive Committee.

1.3 The Negotiations Committee shall recommend a Lead Negotiator to be ratified by the Representative Assembly. *****

1.4 The Lead Negotiator will be the Chairperson and Lead Spokesperson for the Negotiating Team. *****

1.5 A member of the Negotiations Committee may be added to act as an observer for any session at the invitation of the Negotiating Team as long as there are no more than six representatives.

2. The Negotiating Team shall act as the sole local bargaining agent for matters of a local nature. *****

3. The Negotiating Team shall present bargaining objectives to the Board.

4. The Negotiating Team shall negotiate with the Board's Negotiating Committee.

5. The Negotiating Team shall report regularly to the Negotiations Committee during negotiations.

6. The Negotiating Team shall report to Executive and Negotiations Committee prior to making a recommendation on ratification to the General Meeting.

7. The Negotiating Team shall make recommendations concerning ratification of a Collective Agreement to a General Meeting.

8. The Board shall be advised that the CTA Negotiating Team does not have the authority to negotiate beyond 24 hours prior to the deadline for going into arbitration.

9. The Negotiating Team shall ensure that BCTF advice regarding the Collective Agreement is made available to the CTA Executive.

10. The CTA Executive should ensure the BCTF has the opportunity to present advice on the Collective Agreement to the membership at a General Meeting.

11. The Negotiations Committee shall ensure the time, date and place of a general meeting concerning the ratification of a Collective Agreement shall be communicated to the membership. *****

d. Ad Hoc Advisory Committees

The Negotiations Committee or Negotiating Team may call together a group of teachers to discuss Collective Agreement matters which pertain specifically to it.

e. Collective Agreement Arbitration/Mediation Meetings

The President and/or designate(s) shall be present at all such meetings. *****

9. PROFESSIONAL DEVELOPMENT (PD COMMITTEE) *

PD Definition/rationale: PD is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. (BCTF Members' Guide)

a. PD

Primary Goal: To assist teachers by providing professional development services that improve the quality of teaching.

1. Guiding Principles for Professional Development *****

1.1. The services should provide an opportunity for teachers to grow professionally.

1.2. Teachers shall have autonomy to select the PD activity that best meets their needs as professionals. *****

1.3. PD is teacher driven, ongoing and requires support.

b. General Professional Development Policy

1. Allocation of Funds *****

1.1. The fund shall be used to cover requests for professional development activities throughout the school year. The school year for applications is considered to start May 1 of one year and end April 30 of the next.

1.2. Individuals shall be allowed a maximum of three successful applications for funds per school year as defined in Policy 9.b.1.1.*

1.3 Group applications (i.e., intact groups – school staffs, subject area, LSAs) will be encouraged. The maximum fund available to LSAs and standing committees through group applications will be no more than $100,000. *

1.4 Opportunities for professional development activities shall be distributed as equitably as possible.

2. The Professional Development Day finances shall be a separate budgetary item of no less than 20% of the total fund value. Any portion of the funds allocated to Professional Development Day not used on occasion shall be returned to the General Professional Development Budget. *

3. Retraining is a district responsibility. Where curriculum changes, reorganization or re-assignment create the need for retraining, this retraining shall not be covered by the CTA/SBO Joint Professional Development Fund. *

c. Professional Development Assistance Policy

1. The CTA Professional Development Committee shall use the following as guidelines for those CTA members requesting financial support. This committee will determine the actual amount according to:
   - relevance to the teaching practice,
   - cost,
   - number of applications,
   - recent expenditures by individuals,
   - suggestions from LSAs and others as to the potential to enhance teaching and learning, and
   - budgetary limitations.

   Priority for professional development support will be for those activities directly related to a teaching responsibility or in-school activity organized within the school district. The committee may refer questions to relevant LSAs and may ask an applicant to meet with the committee to discuss the application. **

2. Teacher appeals

   2.1. The Professional Development Committee will adjudicate appeals by teachers on decisions made by the CTA Professional Development Committee. **

   2.2. Any teacher not satisfied with the appeal outcome (2.1.) may appeal to the CTA Executive Committee.

3. Financial Support Guidelines (to be considered as maximum reimbursement amounts)

   3.1. Registration – **

   a. Teacher certified for more than 5 years:
      - 100% of the first $160; *
      - up to 50% of any amount over $160*

   b. Teacher certified for 5 years or less:
      - 100% of the first $320 *
      - Up to 50% of any amount over $320 *

   c. Taxes and additional fees incurred due to the registration process will be included.

* See Index of Changes at the back of this manual

d. Reimbursement will be paid in Canadian dollars. Professional development expenses incurred in non-Canadian currencies will be reimbursed upon provision of necessary documents, as per CTA Policy 9.d.1.5.

3.2. Accommodation:
$60.00 per required night per applicant at conferences hosted 100 km or more from 1080 Winslow Avenue, Coquitlam, BC**.** Which nights are required will be determined by the CTA PD Chairperson in consultation with the workshop agenda and applicant. *****

3.3. Transportation: *****

- air travel:
  - 1/4 of base airfare (not including taxes/fees) or
- car:
  - $30.00 reimbursement for driving to conference locations that are 25 km or more from 1080 Winslow Avenue, Coquitlam, BC *
- ferry:
  - 1/4 base ferry cost for a standard vehicle and full cost of a driver (not including taxes/fees) *

3.4. PSA membership fees:
Will be included in the reimbursement formula when a teacher attends a PSA conference and is required to pay a PSA membership. *****

3.5. Maximum reimbursement:
Reimbursements totaling more than $1,000 are subject to PD Committee review.

3.6. Items not eligible for reimbursement:

a. Individual reimbursement will not include financial assistance for meals, parking, and TTOC coverage.

b. Credit and non-credit-courses and certification granting programs are covered by Course Fee Assistance Forms available at the Board Office and therefore receive no assistance from the Joint CTA/SBO Professional Development Committee Fund, regardless of whether the teacher intends to use those credits. The course fee assistance fund, administered by the board office, may provide financial assistance for these course.

4. Non-fee paying teachers on leave of absence shall not be eligible for financial assistance from the Joint CTA/CSB Professional Development Committee Fund.

d. Procedure of Applying for PD. Assistance

1. Application by an Individual *****

1.1. The teacher shall complete the application for PD Assistance. If special registration procedures apply, the teacher should attach an explanatory note to the front of the application. *****

1.2. The form shall be signed by the site administrator for contract teachers. Forms submitted by TTOCs do not require administrator signatures. *****

1.3. Applications must be received by the CTA Office a minimum of two weeks prior to the activity with a copy of the complete program details, which must include the registration fee, date and location. *****
For recorded online workshops that do not have a start date, applications must be received a minimum of two weeks before the applicant intends to start the program in order to receive pre-approval for reimbursement. The applicant must indicate on the form or program details when they intend to begin and when they anticipate being done. *****

1.4. It is the responsibility of the teacher to complete their own registration with the organizers of the professional development activity. *

1.5. Payment for approved applications shall be made when the appropriate receipts and the Conference Report are submitted to the CTA office following the activity. Where receipts are not in Canadian dollars, proof of payment with exchange rate must also be provided. *****

1.6. Receipts and conference reports must be received at the CTA Office no later than one month after the last day of the conference. For conferences held during June, July or August, receipts must be received by the CTA Office no later than October 1. *****

For online workshops without a set or specific start/end date, receipts and conference reports must be received at the CTA Office within three months of the original form submission. If the program is not complete at that time, the applicant will report only on what they have completed at that point. *****

2. Applications by Group *****

2.1. The purpose of Group PD Assistance is to help offset the cost of professional development activities. It is expected that school staffs or teacher groups who apply will also contribute financially to the funding of the event. *****

2.2. Groups (LSAs, school staffs , standing committees or teacher groups) shall complete the Group PD Assistance Application Form (available online or in each school office and supplied by the Board Office). *

2.3. Applications must be submitted to the CTA Office a minimum of two weeks prior to the activity.

2.4. Payment for approved applications shall be made when the appropriate receipts and a completed Group PD Expense Report are received.

2.5. Receipts and Group PD Expense Report must be received by the CTA Office no later than one month after the event. For events held during June, receipts and the Group PD Expense Report must be received by the CTA Office no later than October 1st of the following school year.

2.6. Teacher Group:*

- maximum of 3 approvals
- 50% of total costs up to maximum reimbursement of $2,500

School Staffs:*

- maximum of 2 approvals
  - on 1st approval 100% of the first $500 and up to 50% of the remainder to a maximum reimbursement of $2,500
  - on 2nd approval 50% of the total costs up to a maximum reimbursement of $2,500

LSA/Standing Committees:*

- maximum of 3 approvals
- 100% of total costs up to a maximum reimbursement of $5,000

e. Honorariums *****

*1. All groups requesting honoraria will use the Group Professional Development Assistance Application Form. *****

2. Honoraria for CTA members - Honoraria will be paid to CTA members who conduct in-district workshops at a CTA hosted event. *****

2.1. Payment Guidelines *****

• A morning or afternoon session	$50.00 each session*
• A full day session with a keynote break	$100 each session*
• An full day session without a keynote break	$150.00 each session.*

*****2.2. CTA members whose job descriptions include the giving of PD workshops will receive honoraria at the discretion of the PD Committee. *****

2.3. Unsuccessful applicants may appeal to the PD Committee.

f. Local Specialist Association (LSA) *****

An LSA is a group of teachers interested in promotion and advocacy of professional development in the specialist area.

1. There shall be an elected executive with the equivalent title of at least three of the following CTA members:
   - Chairperson
   - Vice-Chairperson
   - Treasurer

   *
2. In order to be recognized as an LSA of the CTA the following criteria must be met: *****

   2.1. There shall be a PSA in existence. If there is not a PSA, a Representative Assembly must approve the LSA.

   2.2. A representative shall be named to the LSA Council.

   2.3. At least one workshop on the CTA PD Day shall be sponsored.

   2.4. At least three LSA meetings shall be held each school year, a minimum of two meetings in person.

3. The LSA representative shall support the CTA's efforts in advocating for the specialty area.

4. LSA Responsibilities *****
   LSAs shall have the responsibility to promote professional development through activities that may include: *****
   4.1 Conducting in-service education
   4.2 Participating in curriculum projects and sharing the results
   4.3 Proposing improvements to learning and working conditions for the specialist area to the LSA Council, CTA PD Committee, and the CTA Executive.
   4.4 Proposing curriculum policy positions for PSA adoption
   4.5 Maintaining liaison with specialty programs and training beyond curricular needs within the specialty area.
   4.6 Maintaining liaison with the BCTF PSA, if one exists
   4.7 Maintaining liaison with district Learning Services
   4.8 Initiating and maintaining contact with beginning teachers

4.9 Maintaining a system of communication with its members:

*****4.9.1 Each LSA must provide a copy of the minutes of each meeting to the LSA Council Chairperson and PD Chairperson.

4.9.2 Each LSA shall submit a report to the LSA Council Chairperson by May 1st of each school year. This report shall include LSA activities for the current school year.

4.10 Encouraging affiliation with national and international professional groups in the area of specialty

4.11 Other activities that are assigned or authorized by the CTA Executive

4.12 An LSA shall not carry out activities to influence the negotiation of bargaining objectives except through the CTA Executive Committee

4.13 The CTA will provide secretarial assistance subject to authorization of the CTA President. *****

5. LSA Financing *****

5.1 In order to receive funding, LSAs must submit a Budget Planning Form to the CTA Office no later than October 30th. Funding will be distributed to each LSA based on the following formula:

5.1.1. Total CTA LSA Budget divided by the number of LSAs that submit their Budget Planning Forms by October 30th. *****

5.1.2. Those LSAs that submit the Budget Planning Form after October 30th will not receive funding. If there are extenuating circumstances the LSA may submit a written appeal to the Executive Director by November 30th. The appeal will be reviewed by the next Executive Committee meeting to determine if funding will be granted. The Executive Director will report back to the LSA with the Executive Committee decision. *****

5.2 In order for LSAs to receive funding they must meet the criteria of f.2.

5.3 Only one LSA should exist per corresponding PSA. *****

5.4 Charges for operating expenses will be borne by the LSA's operating budget. *****

*5.5 An LSA can charge a fee to offset activity costs. *****

5.6 All LSA expenses shall be recorded by the LSA's treasurer and reported to the LSA Council Chairperson along with the LSA's May 1st annual report.*

5.7 The annual report must include financial statements consistent with CTA financial reporting procedures. *****

g. LSA Council *****

1. Membership of Council

The LSA Council shall consist of a representative from each LSA and the Chairperson of the CTA Professional Development Committee. *****

2. Responsibilities of the LSA Council *****

2.1. To promote communication among teachers with common interests.

2.2. To coordinate LSA policy and activities.

2.3. To assist the Professional Development Day Committee.

2.4. To liaise with the Provincial Specialist Associations.

2.5. To advise the CTA Professional Development Committee on professional development policy and budget.

3. Selection of Chairperson *****

The LSA Council Chairperson shall be elected by the LSA Council before May 1st of the preceding year for a one year term. This selection shall be ratified at the Annual General Meeting.

4. Responsibilities of the LSA Council Chairperson

4.1. To call meetings and preside over LSA Council meetings.

4.2. To provide meeting dates, minutes and agendas to the CTA Office.

4.3. To provide a written report on LSA Council activities to the AGM.

h. Professional Development Committee Structure

1. Professional Development Committee

1.1. Membership *****

- Chairperson
- LSA Council Chairperson
- Elementary Representatives 3
- Middle School Representatives 2
- Secondary School Representatives 3
- LSA Council Representatives 2

* See Index of Changes at the back of this manual

- Learning Services Representative 1 *****
- Past Chairperson
- TTOC Representative *****
- Adult Educators Representative *****
- CASJ Representative *****
- Member who identifies as Indigenous *****
- Member who identifies as Black or a person of colour *****

1.2. Selection of Committee

a) The representatives shall be ratified by a Representative Assembly according to Policy 6.d.4. *****

b) If any members of the Professional Development Committee shall resign from office or, without reasonable excuse, be absent from three consecutive meetings of the Professional Development Committee, or be suspended or expelled from the BCTF, the Executive Committee shall declare the office vacated. *****

1.3. Committee Responsibilities

i) To establish general professional development procedures (within CTA policies).

ii) To initiate, organize and support professional development through discussion with the LSA Council Chairperson and teachers.

iii) To handle appeals from CTA members regarding decisions made by the CTA Professional Development Committee. *****

iv) To encourage local LSAs and the LSA Council to assess the needs of members and to support professional development activities organized by the LSAs.

v) To prepare professional development recommendations for the Negotiations Committee.

vi) To carry out research tasks assigned by the Negotiations Committee.

vii) To provide training for school-based Professional Development Reps each year.

viii) To provide information to the membership about professional development activities.

ix) To elect one Professional Development Committee member, other than the PD Chairperson, as representative on the CTA/Board In-Service Coordinating Committee by September 30th of each year. *

1.4. Selecting a Chairperson *****

i) The position will be advertised in the newsletter and will include qualifications, desired experience and skills required.

ii) Members will forward an application package to the Executive Committee. *

iii) The Executive Committee will interview the candidates as determined by Policy 4.r and make a recommendation to the AGM for ratification.*****

iv) The term of office shall be for one year (July 1 – June 30).

v) The PD chair will report to the President.

vi) The responsibilities of the PD Chairperson shall be in accordance with CTA Policy 9.h.1.5.

vii) Qualification shall include:
- ability to speak in public
- ability to deal effectively in and with confrontational situations
- strong organizational skills
- ability to work in stressful situations
- knowledge of professional development issues and resources.

1.5. The responsibilities of the Chairperson shall be:

i) To meet with the CTA Executive Committee at the request of the Executive Committee or at the request of the Chairperson.

ii) To meet with District Learning Services and Senior Leadership to discuss professional development issues. *****

iii) To process all applications for professional development assistance through the CTA Professional Development Committee. *****

iv) To establish the degree of support for approved applications through the CTA Professional Development Committee. *****

v) To notify each applicant of the decision o f the CTA Professional Development Committee. *****

vi) To maintain a liaison between the CTA and the BCTF in matters of professional development.

vii) To serve as the professional Development Committee representative on the LSA Council.

viii) To call meetings on a regular basis during the school year.

ix) To provide a written and oral report to the AGM.

x) To chair the CTA PD Day Committee. *****

xi) To liaise with the District Mentoring Coordinator and oversee the use of the BCTF Mentoring Fund *****

xii) To serve on the CTA/Board In-service Coordinating Committee. *

i. Expenses *****

The PD Chairperson will receive reimbursement for the following expenses in the following amounts upon proof of payment and/or submission of an expense voucher.

1. Basic business use insurance coverage up to $30 per month. *****
2. Mileage allowance per km to be consistent with the collective agreement.
3. The CTA will provide a monthly stipend of $30 to offset cell phone costs while seconded to the CTA office. *

j. CTA Professional Development Day Working Group *****

1. Membership *****

1.1. CTA Professional Development Committee Chairperson

1.2. Interested CTA Members

1.3. CPVPA member by invitation

2. Duties of the working group shall be to plan, develop, organize and implement professional development activities for the CTA Professional Development Day.

k. CTA Professional Development Day Policy

1. The CTA PD Day be set for the Last Friday in February each year. *****

2. No alternate activities will be funded by the CTA/CSB Professional Development Fund for this day. *****

l. Meetings *****

The PD Representative Assembly shall meet as often as deemed necessary by the PD Committee. All meetings shall be publicized by a bulletin, with an agenda at least five school days in advance. The PD Representative must have agenda items to the PD Chair at least ten days prior to the meeting.

11. SCHOLARSHIP, AWARDS & BURSARY COMMITTEE *

a. Membership

i. The Scholarship, Awards & Bursary Committee shall consist of: *****
- President or designate
- CTA Finance Administrator
- Alternate Education representative
- Continuing Education representative
- Member who identifies as Indigenous
- Member who identifies as Black or person of colour
- Three additional CTA members. *

ii. The representatives shall be appointed by the Executive Committee according to Policy 6.d. *

b. Responsibilities *****

1. That the Cam McKenzie Awards and the C.T.A Student Assistance Bursaries be awarded at each secondary school enrolling Grade 12 students, including CABE, and to both a Continuing Education student and a student from an alternate program/school that is not attached to a secondary school. *****

*****2. By June 1st, determine and submit the recipients of Student Assistance Bursaries from each secondary school, alternate programs and Continuing Education to be approved by a CTA Officer. *****

3. By June 1st, determine and submit the recipient of the Cam McKenzie Award from each secondary school, alternate program/school and Continuing Education to be approved by a CTA Officer. *****

4. On or before October 15th, determine the Roy Krutow Scholarship recipient. *****

5. On or before June 15th, determine the Barbara Vengshoel Scholarship recipient. *****

6. Give full publicity for awards throughout the district.

c. Roy Krutow Scholarship

1. Each year two Roy Krutow Scholarships of $1,500.00 will be awarded. *****

2. The Roy Krutow Scholarship will be awarded to the child of a teacher employed by School District No. 43 or to the child of a deceased or retired teacher employed in School District No. 43 at the time of death or retirement.

3. Criteria for the Roy Krutow Scholarship *****

   3.1. academic achievement
   3.2. school involvement and/or community involvement will be considered.
   3.3. proof of graduation from a B.C. public school as indicated by a final transcript issued from the Ministry of Education *****
   3.4 Preference to those who plan to pursue a career in education.
   3.5 One page paper outlining why they want to pursue a career in their chosen field. *****

4. Application forms may be obtained from a Coquitlam District 43 secondary school, Continuing Education or the CTA Office and must be submitted to the CTA Office by July 1. *****

5. The Roy Krutow Scholarship shall be advertised in the CTA newsletter.

6. Recipients must utilize Roy Krutow Scholarship monies for tuition paid within two academic years immediately following graduation. *****

7. Recipient must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the scholarship) for a post-secondary institution before the award is presented. *****

8. January and June graduates are eligible for this scholarship.

d. Cam McKenzie Award *****

1. The Cam McKenzie Award of $500.00 will be awarded to a student in each secondary school enrolling Grade 12 students, including CABE, and both to a Continuing Education student and a student from an alternate program/school that is not attached to a secondary school. *****

2. Criteria for the Cam McKenzie Award will be as follows: *****

   2.1. Citizenship, service, leadership
   2.2. One page paper outlining how you demonstrated citizenship, service and leadership.

3. Applications must be submitted to the CTA office by May 1st to be approved the Scholarship, Awards, & Bursary Committee. A CTA officer will then approve the recipients. *

4. Recipients must utilize Cam McKenzie Award monies for tuition paid within two academic years immediately following graduation. *****

5. Recipients must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the award) for a post-secondary institution before the award is presented. *****

6. January and June graduates are eligible for this award.

*****

e. C.T.A. Student Assistance Bursaries *****

1. The Student Assistance Bursaries of $500 will be awarded to each secondary school enrolling Grade 12 students, including CABE, and both to a Continuing Education student and a student from an alternate program/school that is not attached to a secondary school. *****

2. Criteria for the Student Assistance Bursaries will be as follows: *****

2.1 Financial need to assist in post-secondary education
2.2 One page paper outlining how this bursary will assist in pursuing their post-secondary goals.

3. Applications must be submitted to the CTA Office by May 1st to be approved the Scholarship, Awards, & Bursary Committee. A CTA officer will then approve the recipients. *****

4. Recipients must utilize CTA bursary monies for tuition paid within two academic years immediately following graduation. *****

5. Recipients must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the award) for a post-secondary institution before the award is presented. *****

6. January and June graduates are eligible for the bursaries.

f.* Barbara Vengshoel Scholarship

1. Each year two (2) Barbara Vengshoel Scholarships, in the amount of $500 each will be awarded, until the willed funds are exhausted. Continuance of the Scholarship after that will be at the discretion of the Executive Committee.

2. The Scholarship shall be awarded to one student in SD43 pursuing a career in Trades and one student in SD43 pursuing a career in Fine & Performing Arts.

3. Criteria for the Barbara Vengshoel Scholarship will be as follows:
3.1 Satisfactory achievement in the areas of Trades or Fine & Performing Arts – based on courses taken in a graduation program.

3.2 One page paper outlining why the applicant wants to pursue a career in Trades or Fine & Performing Arts. Applicants are encouraged to include any information demonstrating financial need.

4. Applications must be submitted to the CTA Office by May 1st to be approved by the Scholarship, Awards, & Bursary Committee. A CTA officer will then approve the recipients. *

5. Recipients must utilize Barbara Vengshoel Scholarship monies for tuition paid within two academic years immediately following graduation.

6. Recipients must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the award) for a post-secondary institution before the award is presented. *

7. January and June graduates are eligible for this award.

g.* Trades & Art Scholarships

1. Each year two (2) Trades & Art Scholarships, in the amount of $1500 each will be awarded.

2. The Scholarship shall be awarded to students in SD43 pursuing either a career in Trades or a career in Visual Arts or Fine & Performing Arts.

3. Criteria for the Trades & Art Scholarships will be as follows:
   3.1 Secondary school coursework in the areas of Trades or Fine & Performing Arts – based on courses taken in a graduation program, as indicated by a current school transcript.*
   3.2 One page paper outlining why the applicant wants to pursue a career in Trades, Visual Arts, or Fine & Performing Arts. Applicants are encouraged to include any information demonstrating financial need.

4. Applications must be submitted to the CTA Office by May 1st to be approved by the Scholarship, Awards, & Bursary Committee. A CTA officer will then approve the recipients.

5. Recipients must utilize Trades & Arts Scholarship monies for tuition paid within two academic years immediately following graduation.

6. Recipients must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the award) for a post-secondary institution before the award is presented.

7. January and June graduates are eligible for this award.

h. Equity Scholarships *

1. Each year four (4) Equity Scholarships, in the amount of $1500 each will be awarded.

2. The Scholarship shall be awarded to students in SD43 who identify as Indigenous, Black, a person of colour, LGBTQ2S+, or a person with a disability.

3. Criteria for the Equity Scholarships will be as follows:
   3.1 An applicant is encouraged to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group.*
   3.2 One page paper outlining why the applicant wants to pursue a career in their chosen field. Applicants are encouraged to include any information demonstrating financial need.

4. Applications must be submitted to the CTA Office by May 1st to be approved by the Scholarship, Awards, & Bursary Committee. A CTA officer will then approve the recipients.

5. Recipients must utilize Equity Scholarship monies for tuition paid within two academic years immediately following graduation.

6. Recipients must supply proof of registration and proof of fee payment (that is proof of tuition paid equal to or in excess of the amount of the award) for a post-secondary institution before the award is presented.

7. January and June graduates are eligible for this award.

13. POLICIES AND PROCEDURES COMMITTEE *

a. Terms of Reference

1. To ensure that all statements in the CTA Constitution, By-Laws and Policies are reviewed and updated annually.

2. To serve as an advisory group to the Executive Committee, Representative Assembly, General Meetings and Committees on matters of policy and procedures.

b. Membership of the Committee *****

1. *****
   - First Vice-President,
   - Second Vice-President,
   - Executive Director (non-voting)
   - three members,
   - a member who identifies as Indigenous,
   - a member who identifies as Black or a person of colour. *

2. The members shall be elected for a two year term with terms being offset so two or three members are elected each year. *****

c. Duties and Responsibilities

1. The Committee be in attendance at all General Meetings and be prepared to advise on all proposed additions, deletions and amendments of CTA Constitution, By-Laws and Policies.

2. That the Committee meet as often as required to fulfill its duties and responsibilities as outlined in the terms of reference but not less than two times per year. (See Policy 6.g.2) *****

15. NOMINATING AND BALLOTING COMMITTEE *

a. Local Returning Officer **

1. The position will be advertised in the newsletter and will include qualifications, desired experience and skills required.
2. Members will forward curriculum vitae to the Executive Committee.
3. The Executive Committee will review submitted curriculum vitae, select candidates to be interviewed, interview the candidates and make a recommendation to the AGM for ratification.
4. The term of the office shall be for two years.

b. Duties **

1. Appoint members to the Nominating and Balloting Committee as they deem necessary.
2. To prepare a list of candidates for each vacant position.
3. To conduct both provincially and locally authorized membership votes including but not limited to: strike votes, ratification votes, referendum votes.

c. Election Procedures

1. All candidates for position(s) on the particular ballot shall be introduced.

2. Three calls shall be made for "further nominations."

3. Each candidate shall be given the opportunity to state their position (maximum of three minutes per candidate). Candidates will have an opportunity to respond to questions from the floor of the A.G.M. This does not apply for delegate elections to the BCTF AGM. **

4. Ballots shall be marked by indicating choice by name(s) - no more than the number of positions on the particular ballot.

5. A candidate will be declared elected if they receive more than 50% of the valid ballots cast in which case the ballot is considered decisive. **

6. Any candidate who is not elected shall have the opportunity to automatically "drop" to any other position (of their choice) to be elected.

7. On the completion of each ballot the chairperson of the Nominating Committee shall report to the meeting the number of votes received by each candidate. If at the time of balloting for a particular office there is a sole nominee for that office, that person shall be declared elected. **

8. When the position(s) on a particular ballot is (are) filled by election, the next ballot shall be taken by Procedures 1 to 6.

* See Index of Changes at the back of this manual

9. Balloting shall take place in the following order: President, First Vice-President, Second Vice-President, Local Association Representative(s), Member-at-Large who identifies as Indigenous, Member-at-Large who identifies as a person of colour, Members-at-Large. *****

10. Ballots will be destroyed by resolution.

d.* A deputy local returning officer shall be appointed from the Executive Committee to assume the duties of the Local Returning Officer in emergent circumstances.

18. STAFF REPRESENTATIVES *

a. Staff Representatives shall be elected each year by the CTA members at their schools.*****

1. Two CTA members who are not running for election will oversee the elections. *
2. Elections must occur by secret paper ballot. *

b. Election of Staff Representative(s) shall take place and results shall be communicated by those overseeing the election, to the CTA Office, where possible, by September 15th. *****

c. There shall be one Staff Representative elected for every 50 members on a staff, or portion thereof. *****

d. The Staff Representative(s) shall encourage members to attend CTA Representative Assemblies and General Meetings. *****
*

e. The Staff Representative(s) or their designate shall: *****

1. ensure that CTA business is an item on the agenda of regular staff meetings;

2. ensure that staff members have an opportunity to present agenda items for staff meetings;

3. call CTA meetings as necessary; including the establishment of a Collaborative Decision Making Committee (CDMC) before September 30th; *****

4. chair all school-based CTA meetings with the exception of the CDMC; *****

5. provide members with information regarding: Collective Agreement; Constitution, By-Laws and Policies of the CTA; services of the CTA; BCTF activities; and Code of Ethics; and bargaining information; *****

6. inform the Executive Director of all activities in the school that might be worthy of publication to the public or the Association; *

7. encourage members to be involved in CTA activities and to run for CTA positions;
*

8. remain informed on current CTA minutes, notices, bulletins and information available on the CTA website; *

9. attend CTA Representative Assemblies; *

10. attend CTA Staff Representative Training; *

11. serve as the advocate(s) for all CTA members at their school site; *

12. carry out duties and responsibilities assigned by the local; *
13. communicate site concerns to the local; *
14. encourage CTA members at their site to participate in the bargaining process. *

* See Index of Changes at the back of this manual

19. ASSOCIATION FINANCES

a. Financial Report *****

A financial report shall be presented to the Executive Committee at least once every two months during the school year.

b. Reserve Fund *****

1. The CTA shall achieve a balance in the Reserve Fund that is equal to a minimum of 25% of the total budget. *****

2. Any revenue generated by the Reserve Fund shall remain in the fund.

3. The purpose of the Reserve Fund is to ensure that the Association can pursue its goals and priorities from a position of financial strength and can meet, without delay, special or emergent, significant expenses. *****

4. All expenses from the Reserve Fund must be approved at a Representative Assembly or General Meeting. *****

c. BCTF/CTA Cost-sharing Grants *

The CTA is only eligible for a limited number of BCTF grants per year, so preference will be given to new applicants that meet grant criteria. The CTA will not fund repeated applications for recurring events.

20. BCTF ANNUAL GENERAL MEETING *

a. Delegation

1. The President shall be the chairperson of the delegation and be responsible for the formation of the AGM delegation and its adherence to CTA/BCTF policy and for all matters of finance.

2. The President shall be a member of the AGM delegation.

3. A Local Representative or local representative designate shall assist the President during the BCTF Annual General Meeting by: *****

   3.1. chairing caucus meeting;

   3.2. being responsible for the voting cards, attendance record, a voting tally and minutes book;

   3.3. ensuring that binding direction given by the general membership is understood and respected.

   3.4. preparing the BCTF Annual General Meeting report for the membership. *****

b. Election Procedure *****

1. The President shall advertise for names of possible delegates well in advance of the AGM.

2. All candidates for AGM delegate shall be given the opportunity to submit a curriculum vitae to be printed in a CTA publication prior to the General Meeting. *****

3. Prior to their election, candidates shall be advised of CTA policy and procedures for the BCTF Annual General Meeting. *****

4. Names shall be presented to a CTA general meeting to be held no later than February each year. *****

5. At the time of the General Meeting, further nominations shall be called for from the floor. Candidates must be in attendance at the General Meeting to be nominated from the floor. *****

6. Candidates for election as delegates to the BCTF Annual General Meeting will each speak for up to 1 minute to the General Meeting prior to the balloting. *****

7. Voting shall be by secret ballot. Election of delegates and alternates shall be by plurality vote. *****

8. In the event of a tied vote for the final delegate or alternate positions, a second ballot will be held to determine the rank order of the tied candidates. Election shall be by plurality vote. *****

9. All members shall be advised of the result.

c. Timeline *****

The CTA timeline for the BCTF Annual General Meeting shall be as follows:

1. Prior to December 15th, a Representative Assembly or General Meeting shall be held to discuss and approve CTA resolutions to the BCTF Annual General Meeting. *****

2. In January, AGM delegate candidate statements shall be printed in a CTA publication.

3. A General Meeting shall be held prior to the end of February to elect AGM delegates.

4. An AGM delegates and LR meeting shall be held to review the BCTF Reports and Resolutions book. The meeting shall prepare a Poll of Staff Opinion to gain membership advice regarding the Reports and Resolutions book. *****

5. Staff reps will meet with school staffs to discuss the AGM Reports and Resolutions book and the Poll of Staff Opinion. *****

6. A Representative Assembly open to all CTA members shall be held in March to discuss AGM business. *****

7. Any advice from the Representative Assembly and the Poll of Staff Opinion will provide guidance to the AGM delegation unless binding direction is given according to CTA Policy 20c.8 and BCTF AGM Rule of Order 11.4. *****

8. If directed by the Representative Assembly, a general meeting shall be held to bind delegates on specific matters to be debated at the AGM.

9. A report shall be made to school staffs following the AGM. *****

d. Candidate Interviews

If candidates for a BCTF Executive position are interviewed by the AGM delegation, then all candidates for that position should be invited. *****

e. Voting Procedure

1. Caucuses of the CTA delegation will be held to discuss AGM business.

2. Voting cards shall be distributed by the chairperson, or person designated by the chairperson, at the beginning of each session and collected by that person at the end of each session. *****

3. Unclaimed voting cards shall be distributed according to a predetermined list set by the delegation prior to the AGM.

4. All CTA delegates shall support all CTA resolutions at the BCTF Annual General Meeting, or temporarily relinquish their voting cards for the motion in question.

5. The President shall prepare a form based on the poll of staff opinion for each delegate to record their voting. The form, when completed, shall be returned to the President or Senior Local Representative.

f. Binding Delegates *****

Advice to local associations from the BCTF:

1. Delegates to the BCTF AGM cannot be bound to vote an individual candidate or slate of candidates in Executive Committee Elections. Delegates cannot be bound to vote in any particular way on a resolution or recommendation to the AGM.

*****

22. CTA PRESIDENTS

1. A listing of all CTA Presidents shall be on display at the CTA Office. *****

2. When a Table Officer leaves office, a gift shall be presented at a CTA General Meeting. *****

23. PARENT ADVISORY COUNCILS *

a. The CTA is in favour of the principle of Parent Advisory Councils or other parent involvement groups being formed in all schools and encourages every school to have a teacher representative attend regularly scheduled meetings of the PAC. *****

26. GRIEVANCE POLICY *

a. The local as bargaining agent is the party which must deal with contract violations. Members with possible school-based grievances should immediately inform the Staff Rep. Members with possible grievances arising at the district level should immediately inform the president.

b. Staff Reps shall, where appropriate, provide assistance to teachers concerning grievances at the school level, shall assist the president in processing the grievance, and shall keep the grievor and the staff informed about developments in pursuing a grievance.

c. The president shall have overall responsibility for the processing of grievances.

d. Grievance Report *****

1. A grievance report will be issued at least once a year to each member.

2. The grievance report will be prepared by the labour relations officer. *****

3. The grievance report shall contain a general description of the grievance and its status/resolution.

4. Descriptions shall be general enough to ensure confidentiality.

e. The authority to refer a grievance to arbitration shall rest with the BCTF. *****

f. A member dissatisfied with any decision not to proceed with the member's grievance up to and including referral to the BCTF for arbitration assessment may appeal by the steps outlined below. The president shall take any available steps to preserve time limits on a without prejudice basis while the appeal is pending. *

1. The member shall inform the CTA Executive Director, in writing, that they wish to appeal the grievance decision within 10 days of the decision. Up to 10 double-spaced pages of supporting documentation may be provided within 10 days of requesting the appeal.
2. A Grievance Appeal Panel of three members will be randomly selected from available members of the CTA Executive Committee, one of whom will be an officer not directly involved with the grievance. The Executive Director will attend as notetaker.
3. Selected Executive Committee members must disclose any conflict of interest to the Executive Director when they are made aware of the details of the appeal.
4. An appeal meeting will be scheduled and will be in-committee.
5. Supporting documentation from the member will be shared with the panel. The officer directly involved with the grievance may also provide up to 10 double-spaced pages of supporting documentation which will be shared with the panel.

6. The member seeking appeal will have up to 15 minutes to present their rationale for appeal to the panel.
7. The officer responsible for the grievance will have up to 15 minutes to present the rationale for their decision to the panel.
8. The appeal panel may ask questions of either presenter.
9. The appeal panel will deliberate in-committee.
10. The CTA Executive Director will notify the member of the outcome of their appeal as soon as practicable.
11. The Grievance Appeal Panel's decision shall be final and binding.

g. Labour Relations Officer *****

1. Release time will be provided for this position as determined by the AGM. *****
2. The position will be advertised in the newsletter and will include qualifications, desired experience and skills required.
3. Members will forward the application package to the Executive Committee. *
4. The Executive Committee will interview candidates as determined by Policy 4.r and make a recommendation to the AGM for ratification. *****
5. The term of office shall be for one year. (July 1 – June 30) *****
6. The labour relations officer will report to the President.
7. The responsibilities of the labour relations officer shall include: *****
   i. research, preparation and presentation of grievances
   ii. collaborate with the CTA Table Officers
   iii. liaise with the Executive Committee *****
   iv. support members through the investigation process
   v. maintaining confidentiality
   vi. other duties as assigned. *****
8. Qualifications shall include: *****
   i. ability to speak in public
   ii. ability to deal effectively in and with confrontational situations
   iii. background in brief and document formulation and presentation
   iv. ability to work in sensitive, stressful situations
   v. ability to respect the confidential nature of the situation.

h. Expenses *****

The Labour Relations Officer will receive reimbursement for the following expenses in the following amounts upon proof of payment and/or submission of an expense voucher.

1. Basic business use insurance coverage up to $30 per month. *
2. Mileage allowance per km to be consistent with the collective agreement.
3. The CTA will provide a cell phone and monthly plan while seconded to the CTA Office.

27. LOCAL REPRESENTATIVES *

a. Election

1. The number of local representatives shall be determined by the BCTF on an annual basis.

2. The local representatives shall be elected by the Annual General Meeting of the Association for a period of two years. These terms shall be alternating ones, with two being elected one year and two the next year. *****

3.* From the number of local representatives (as determined by the BCTF annually):
   a. One (1) Local Representative position shall be held by a member who identifies as Indigenous, Black, or a person of colour.
      i. If the designated Local Representative position is unfilled, it may be filled by an alternate Local Representative until an Indigenous, Black, or person of colour member is elected.

4. The local representatives shall be voting members of the Executive Committee. (Refer to CTA By-Law 4.1.a.) *****

b. Duties

1. The local representatives shall scrutinize minutes of the BCTF executive meetings and time shall be set aside at each CTA executive meeting for discussion of BCTF activities.

2. The local representatives shall carry out the concerns of the Executive, as directed, at the BCTF Representative Assembly.

3. The local representatives shall be responsible to carry out tasks as assigned to them from time to time by the president.

4. A local representative designate shall assist the president during the BCTF Annual General Meeting by:

   5.1. chairing caucus meetings;

   5.2. being responsible for the voting cards, attendance record, voting tally and minutes book;

   5.3. ensuring that any direction given by the CTA General Meeting is understood and respected.

c. BCTF Representative Assembly Procedure

1. A CTA Representative Assembly or Executive Committee shall be held prior to the BCTF Representative Assembly so that guidance can be given to the local representatives. *****

2. At the behest of the CTA Executive Committee any items of interest or controversial nature shall be circulated to the membership for their opinions or vote (opinion poll or referendum vote). *****

3. When local representatives are instructed to represent their constituents in a particular way, such direction shall be considered morally binding upon those voting.

4. The local representatives shall prepare a report for the executive and membership as soon as possible after each BCTF Representative Assembly.

d. Information Meetings for New Teachers

The local representatives shall hold information meetings in the fall to inform new members of the policies and services of the CTA and BCTF.

e. Alternate Local Representatives *****

1. The Executive Committee shall appoint a First and Second alternate Local Representative to the BCTF as provided for in BCTF By-Law 6.7 no later than June 30 of each year. *****

2. In the absence of the First Alternate Local Representative, the Second Alternate Local Representative shall act as alternate Local Representative to the BCTF as provided for in BCTF By-Law 6.7. *****

3. In the absence of the Second Alternate Representative, a Vice-President shall act as alternate Local Representative to the BCTF as provided for in BCTF By-Law 6.7. *****

4. When acting as a Local Rep to the BCTF, Alternate Local Representatives assume the duties listed in Policy 27.b. *

31. REFERENDUM VOTE *

a. The Executive Committee, by motion when directed by a General Meeting or Representative Assembly or following a written request of 5% of the membership of the Association, shall conduct a referendum vote within 30 calendar days.

b. The wording of any items submitted to referendum must be approved by the CTA Executive Committee.

c. The wording of the referendum shall be placed before the members at least five school days prior to the voting day.

d. The Nominating and Balloting Chairperson shall ensure ballots are available to all members.

e. The Executive shall set a date and time by which all ballots must be returned to the CTA Office to be included in the vote count.

f. The Staff Rep shall distribute and collect ballots, place them in a sealed envelope and return them to the CTA Office. Teachers on leave of absence shall be given an opportunity to vote at the CTA Office.

g. The privacy of the voters' opinions shall be protected by providing a ballot which does not require the voter's identification on the ballot. If some method of ensuring the return of all ballots is required, it shall be done in such a way as to provide secrecy of voters' opinions and that it give the voter the right of abstention.

h. The Nominating and Balloting Committee will count the ballots and report the results to the President. Ballots shall be kept until the next Representative Assembly or General Meeting at which time a motion to destroy the ballots shall be made.

* See Index of Changes at the back of this manual

32. ENDORSEMENT OF CTA CANDIDATES FOR BCTF EXECUTIVE POSITIONS *

a. Endorsation shall be made by a Representative Assembly.

b. Submission shall be made in writing to the CTA Executive Committee two weeks prior to a Representative Assembly. *****

c. Voting shall be by secret ballot.

d. CTA members endorsed as candidates by the Representative Assembly shall be entitled to the following:

1. Use of CTA endorsement on campaign literature.

2. Use of the CTA facilities for preparation of campaign materials.

3. CTA contribution of up to $500.00 (or in kind) for election campaign. *****

*****

33. CTA PUBLICATIONS *

**

a. The CTA Newsletter and Bulletins will support the goals of the Association, prioritizing the interests of the membership and providing accurate information, as set out in the policies and procedures of the Association. **

b. All members are able to submit information and articles for the newsletter. They will be published based on relevance of their content and available space in the publication. **

c. Associate Administrative Members shall be entitled to receive all CTA publications not addressed to Active Members Only. **

36. SHORTLISTING and/or interviewing COMMITTEES *

a. Process for Selecting CTA Representatives on Superintendent's Shortlisting and/or Interviewing Committees *

1. All CTA representatives on shortlisting and/or interviewing committees shall be appointed by the CTA Executive Committee in accordance with Policy 4 (s). *
*

b. Duration of Appointments

1. CTA representatives shall be appointed to the shortlisting and/or interviewing committees for the duration of that round of shortlisting and/or interviewing. *

c. Procedure *

1. CTA representatives should recommend a shortlisting and/or interviewing of those candidates who most closely meet the selection criteria for each posted position.

d. Professional Conduct

1. All CTA representatives on shortlisting and/or interviewing committees are expected to treat all committee discussions with confidentiality. *

2. CTA representatives shall ensure that all discussions related to other association members are conducted in accordance with the BCTF Code of Ethics.

38. RETIREMENT FUNCTION *

a. To honour retiring members and retiring administrative officers who have maintained their CTA membership, the CTA will sponsor an annual retirement function. The retirees, their spouses, teachers, school and district administrators, CTA Executive Committee, and trustees will be invited to attend. *****

b. Retirees will be presented with a gift.

c. The CTA will allocate $75.00 for a gift for each retiree. Upon direction from the CTA Table Officers, the CTA Office staff will be requested to purchase gift certificates on behalf of the CTA for presentation at the CTA Retirement Function. *****

d. When possible, representatives of the CTA and BCTF will make presentations at the Retirement Function. *****

39. TEACHERS TEACHING ON CALL COMMITTEE *

a. Definition of a Teacher Teaching on Call

A Teacher Teaching on Call (TTOC) is any teacher who has active membership in the CTA and the BCTF who does not have a full-time continuing contract with the District. A teacher on a part time continuing contract who is on call for the remainder of their FTE is considered a TTOC. *

b. Duties and Responsibilities of the Teachers Teaching on Call Committee

1. Act as a catalyst in promotion of awareness of the issues and concerns of Teachers Teaching on Call.

2. Enhance the profile of TTOCs in the Local.

3. Provide advice to the Executive on teachers teaching on call issues.

4. Prepare bargaining objectives for the consideration of the CTA Negotiations Committee.

5. Develop ways and means for teachers teaching on call to become active in the work of the CTA.

6. Elect four TTOC delegates to the CTA Representative Assembly and one TTOC Staff Representative. Candidates will forward their names to the chairperson for consideration and selection by the committee. Notice of an election shall be made in the CTA Newsletter at least two weeks prior to the election. *****

7. Organize social events and information meetings for teachers teaching on call.

*****

8. Promote professional development programs in conjunction with the Professional Development Committee.

9. Elect a TTOC representative to the Professional Development Committee.

10. Submit content for the TTOC section of the website and newsletter. *

c. Membership *****

1. The Teachers Teaching on Call Committee shall consist of: *****
   - 8 Members-at-Large;
   - 1 Member-at-Large who identifies as Indigenous; *****
   - 1 Member-at-Large who identifies as Black or a person of colour. *

2. Members will be ratified at a Representative Assembly.

3. Membership appointments to the committee shall be made for two-year terms, expiring at the end of September, such that no more than half of the terms expire in any one-year. *****

4. Committee members who achieve continuing contract status and cease to be employed as a teacher teaching on call during their term of office may retain membership on the committee until their current term of office ends. *****

d. Chairperson *****

1. Selection of Chairperson *****
   One member of the TTOC Committee shall be elected as Chairperson by the Committee before May 1st of the preceding year for a one year term. This selection shall be ratified at the Annual General Meeting. *****

2. Duties of the Chairperson
   2.1 Call and chair meetings of the Teachers Teaching on Call Committee.
   2.2. Act as a liaison with the CTA Executive Committee. *
   2.3 Act as a liaison with the BCTF TTOC Committee.

41. SECONDMENT *

a. Policy

Any positions other than teaching positions that become vacant during the year should be filled by using the established joint District/CTA shortlisting procedure. If a secondment procedure is to be used to fill a position it must be done according to the following criteria:

1. The CTA must be consulted prior to a decision being made to fill by secondment.

2. This procedure will apply only in extenuating circumstances.

3. The duration of the position to be filled is for less than one school year.

4. The position will be posted at the end of the school year to enable other CTA members to apply.

* See Index of Changes at the back of this manual

43. QUESTIONNAIRES / RESEARCH PROJECTS *

a. CTA members should not complete any questionnaires or research projects which impact on bargaining, the collective agreement, or CTA policy unless the questionnaires or projects have been approved by the CTA.

b. Questionnaires or research projects should be submitted to the CTA at least four weeks prior to the proposed distribution.

* See Index of Changes at the back of this manual

44. REPRESENTATIONS *

a. A CTA member as an individual or as a member of a group, should not make unauthorized representations, including social media posts, to outside bodies in the name of the association or its members. *****

45. TEACHER CONTACT INFORMATION *

a. CTA member and school lists are for internal use; that is, to serve organizational objectives and meet statutory requirements. 'Internal' is defined as CTA staff and Executive Committee.

The Executive Committee may release a whole or partial membership list subject to all the following conditions being met: *****

i. that the release be by motion;
ii. that the information be released to a committee for a specific task;
iii. that no unauthorized copying of the list be permitted;
iv. that the decision be reported in the next CTA newsletter; and
v. that the release follow the CTA privacy policy *****

.

b. No other organization or individual is permitted access to the information.

46. CHAIRPERSONS' ALLOWANCES

a. A $250.00 allowance shall be provided for the Chairpersons of the Committee for Action on Social Justice, Adult Education, BIPOC Educators', French as First or Working Language, and TTOC Committees. No member shall receive more than one allowance in any given school year. *****

47. DISTRICT / CTA COMMITTEES *

a. **

1. Upon a written request from the Superintendent of Schools for appointment of committee members, the CTA Executive Committee shall consider the request.

2. The positions shall be advertised by the CTA in two bulletins or newsletters.

3. Names shall be submitted to the CTA Executive Committee on the CTA curriculum vitae forms.

4. CTA committee members shall be elected by secret ballot of the Executive Committee.

5. Membership appointments shall be made for up to two years, expiring at the end of December on alternate years. **

6. The CTA Executive Committee or designate shall advise committee members of CTA policy and provide advice on matters as appropriate.

7. CTA committee members shall report regularly to the CTA President and provide the Executive Committee with minutes of each committee meeting immediately upon receiving them.

8. CTA committee members shall provide to the Executive Committee draft recommendations and the draft report of the committee.

9. Controversial issues shall be reported to the CTA President and Executive Committee.

10. All communications from committees to committee members and/or the general CTA membership must be copied to the CTA Executive Director. **

11. A CTA committee member who misses three consecutive committee meetings without adequate reasons may be removed from the committee after executive committee review. **

12. Key decisions from committees will be reported out to the Executive Committee. **

48. DISTRICT / ASSOCIATION CONSULTATION COMMITTEE *

a. That the CTA representatives on the District/Association Consultation Committee (Labour Relations meetings) shall be the President, First Vice-President, Second Vice-President, Labour Relations Officer and Executive Director. *****

49. SCHOOL BOARD MEETINGS ATTENDANCE *

a. As needed the President will seek members who are interested in attending School Board meetings. Up to four members attending individual School Board meetings may receive a per diem dinner remuneration to the sum of up to the current BCTF per diem rate. Receipts must be submitted along with a completed CTA expense form. This is to be a charge against the Public Relations Account. *****

50. CONDOLENCES AND CHARITABLE DONATIONS *

a. Condolences and charitable donations may include, but are not limited to:

1. condolence donations
2. disaster relief
3. community social groups

b. Condolences and charitable donations will be approved by the Executive Committee. *****

51. PD REPRESENTATIVES *

a. The PD Representative or their designate shall: *****

1. Be the chairperson of the School PD Committee. *****

2. Be elected for a one year term.*

   i. Two CTA members who are not running for election will oversee the elections.
   ii. Elections must occur by secret paper ballot.
   iii. Results shall be communicated to the CTA Office, by those overseeing the election, where possible, by September 15th.

3. Attend annual PD Rep Training. *****

4. Ensure that the school has a School PD Committee by September 30th of each year. *****

5. Ensure that members have an opportunity to present agenda items for the school PD Committee meetings. *****

6. Advocate that professional development business is a regular item on the agenda of staff meetings.

7. Consult with the Staff Rep to call CTA meetings to discuss emergent professional development issues.

8. Provide members with information regarding the services of the CTA, BCTF, and Winslow professional development activities and initiatives.

9. Encourage members to be involved in school, CTA, BCTF, and/or District, professional development activities.

10. Post information and maintain a binder containing current school, CTA PD committee minutes, notices and information. *****

52. COMMITTEE FOR ACTION ON SOCIAL JUSTICE *

a. Membership

1. Membership of the Committee

CTA representatives to the CASJ shall consist of:

- 3 representatives from the Secondary level
- 3 representatives from the Middle level
- 3 representatives from the Elementary level
- Member-at-Large who identifies as Indigenous*
- Member-at-Large who identifies as Black or person of colour*
- 1 Member-at-Large

2. Selection of the Committee
The elementary, middle and secondary representatives shall be ratified by the CTA Representative Assembly for two year terms, expiring at the end of December on alternate years. The member-at-large representatives shall be ratified by the CTA Representative Assembly for a two year term expiring at the end of December. *

3. Selection of the Chairperson
The chairperson shall be selected from and by the members of the committee and the selection shall be ratified by the CTA Annual General Meeting. **

4. Selection of the CTA CASJ contact(s) to the BCTF **
The CTA CASJ Contact(s) to the BCTF shall be selected from and by the members of the committee and ratified at a CTA Representative Assembly.

b. Duties and Responsibilities of the Chairperson

1. Call and chair meetings of the CASJ
2. Act as a liaison with the CTA Executive Committee
3. Ensure the minutes from all CASJ meetings are forwarded to the CTA Office.

c. Guiding Principles

1. The CASJ will support programs:

1.1. That foster the growth and development of all individuals so they become self-reliant, self-disciplined and socially responsible members of a democratic society.

1.2. That promote democratic values and equality.

1.3. That strive to eliminate from the school system discrimination based on gender, age, race, religion, socio-economic status, physical and mental ability, marital status or sexual orientation.

1.4. That propose solutions to the barriers that hinder student development.

2. The CASJ will support professional development activities which:

    2.1. Allow teachers to serve as role models of caring, resourceful, responsible, self-directed adults who are committed to professional growth and social justice.
    2.2. Educate students for citizenship in a democratic society with particular emphasis on skills for critical thinking, empathy and inquiry.

3. The Committee may structure itself to include sub-committees or action groups of special interest and/or activities, which would be accountable to and report back to the CASJ of the whole. *

* See Index of Changes at the back of this manual

53. CTA MEMBERSHIP TO THE NEW WESTMINSTER AND DISTRICT LABOUR COUNCIL *

a. Appointment of Labour Council Delegates and Labour Council Standing Committee Members

1. CTA delegates to the New West and District Labour council shall consist of up to twelve representatives, two of which shall be CTA Table Officers, one of which shall be an Executive Committee member, and the remainder of which shall be appointed from the membership at large. *****
2. Labour council delegates shall be appointed for two year terms, with terms expiring on alternate years. *****
3. Four of the CTA delegates to the Labour Council shall each serve on one of the four Labour Council Standing Committees (Education; Political Action; Strike Support; and Community and Social Action). *****
4. Labour Council delegates and Labour Council Standing Committee appointments will be recommended by the CTA Executive Committee to the CTA Representative Assembly for final ratification. *****
5. Positions will be advertised in the CTA newsletter for a minimum of two weeks.

b. Duties of delegates

1. Delegates shall attend Labour Council meetings during the regular school year and in July and August where practicable. *****
2. Delegates are responsible for reporting to the Labour Council on issues affecting CTA members, and for communicating information from the Labour Council to the CTA.

54. REIMBURSEMENT TO CTA MEMBERS *

a. CTA members who are selected to attend specific events at CTA expense shall submit a CTA expense voucher and shall receive up to the equivalent of BCTF per diems. Original receipts are required.

b. A five ($5) dollar stop payment fee will be charged when reissuing cheques that have been lost or stale dated for any cheque issued by the Association. *

c. Dependant Care Expenses

Where care is required for less than a full day to attend a CTA function or event, the amount paid will be based on the number of hours of daycare at BCTF hourly rates as set in the Member's Guide. The CTA will only reimburse members for dependant (as per BCTF Member's Guide Policy 10.i.28.1) costs that would not otherwise be incurred by the member. Members must submit a receipt with the expense voucher showing the name and address of the caregiver and amount expended. Members must obtain the approval of the CTA President or designate before incurring daycare costs in excess of 4 hours.

55. CONFLICT OF INTEREST POLICY FOR CTA EC MEMBERS *

a. CTA Executive Committee members will take all reasonable steps to ensure that conflicts of interest are avoided.

b. It is the responsibility of CTA elected officers to declare to the local any potential, apparent or real conflicts of interest. Conflicts of interest include but are not limited to situations where:

i. A CTA officer may in some way benefit materially or financially from exercising union duties; or
ii. A family member of a CTA officer may in some way benefit materially or financially from the CTA officer exercising union duties;
iii. A CTA officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.

c. A conflict of interest does not exist when a benefit arises from performance of duties that affect officers as one of a broad class of BCTF members.

d. When a conflict of interest arises, the CTA executive committee shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:

i. the officer exempts themselves from the discussion and vote on any matter that gives rise to the conflict

ii. the officer no longer represents the members vis a vis the board of education (i.e. delegates the function of representing the members to another officer)

iii. the officer removes themselves from the decision making of the local

iv. officer takes a leave of absence until such time as the conflict no longer exists.

v. the officer resigns their position with the local. *

One or more steps may be appropriate, depending on the circumstances. Steps iv and v will be exercised in compelling circumstances.

56. ADULT EDUCATION COMMITTEE (AEC) *

a. Adult Education Committee Goals

1. To increase awareness of and respect for Adult Educators who teach within Continuing Education in SD 43.
2. To promote awareness of Collective Agreement rights within Continuing Education.
3. To work towards parity with working and learning conditions of K-12 teachers.

b. Membership

1. Membership of Committee

The Adult Education Committee shall consist of the: *

- Chairperson
- LINC rep *
- Foundations rep
- High School Completion rep
- Learning Centre rep.
- Member-at-Large who identifies as Indigenous
- Member-at-Large who identifies as Black or person of colour
- Past chairperson

2. Selection of Committee

The representatives shall be elected by the Executive Committee and ratified by the Representative Assembly for two year terms, with the terms expiring on alternate years. *

3. Selection of Chairperson

Each year the chairperson shall be elected for the following year by the Adult Education Committee and the selection shall be ratified by the CTA Annual General Committee. *****

c. Duties and Responsibilities of the Chairperson

1. Call and chair meetings of the AEC.
2. Act as a liaison with the CTA Executive Committee.
3. Act as a liaison with the BCTF AEC.
4. Ensure that minutes from all AEC Committee meetings are forwarded to the CTA office.

d. Duties and Responsibilities of the Adult Education Committee

1. Act as a liaison committee with the BCTF AEC.

* See Index of Changes at the back of this manual

2. Communicate with the CTA to improve working and learning conditions for Adult Educators.

3. Be an active voice in the collective bargaining process, bring the concerns of Adult Educators to the fore.
4. Prepare bargaining objectives for the consideration of the CTA Negotiations committee.
5. Make recommendations and proposals to the Board of Education and to the Superintendents of schools through the CTA with regard to Adult Education
6. Establish a regular meeting schedule with the Board of Education representatives to discuss and resolve Adult Educators' issues.
7. Make connections with other provincial Adult Educators.
8. Liaise with community groups concerned with adult education issues.
9. Encourage and promote professionalism of Adult Educators. (mentorship; information sessions for new employees for benefits, resources, in-service, etc.)
10. Carry out research tasks as assigned by the CTA Executive Committee. *****
11. Promote teacher autonomy within Continuing Education.

e. <u>Meetings</u>

1. The AEC shall convene at least once every two months.

57. EDUCATION FUND COMMITTEE *

a. School Based Committee

1. Membership
   Participants in the school based Education Fund Committee shall include the Staff Representative, and additional teacher representatives as determined by the school staff. No teacher shall be excluded from participation in this process.

2. Responsibilities
   Each school shall submit a proposal for Education Fund monies, for additional bargaining unit members, based upon the unique needs of that particular learning community.

a. District Education Fund Meeting

1. Teacher Representation
   a. The President and one other released officer shall be members of this committee. Two additional teacher representatives shall be sought from the general membership by application.
   b. Names shall be submitted to the CTA Executive Committee on the CTA curriculum vitae forms. Committee members shall be elected by secret ballot of the Executive Committee.
   c. Membership appointments shall be made for up to two years, expiring at the end of June on alternate years.

2. Responsibilities
   a. Teacher representatives will review the proposals, seek additional information where required and allocate Education Fund staffing with district representatives.
   b. Teacher representatives on this committee are also responsible for monitoring the Education Fund spending plan on an ongoing basis.

* See Index of Changes at the back of this manual

58. BC FEDERATON OF LABOUR DELEGATES *

a. The CTA shall budget for three (3) delegates to the BC Federation of Labour delegates to the BC Federation of Labour convention and conference when held in the Lower Mainland.
    (i) Positions will be advertised in the CTA newsletter for a minimum of 2 weeks
    (ii) Applicants shall submit a curriculum vitae
    (iii) Selection of delegates shall be through a vote at a General Meeting

b. Expenses covered as per CTA expense voucher shall include expenses as per BCTF Policy 5-CLC/BC Federation of Labour (5.28). *

59. MENTORSHIP *

That CTA funds for the mentorship program be allocated annually to support mentorship for Coquitlam teachers.

Any mentorship funds gained from the BCTF and/or bargaining may be used for:

- Mentor training and professional development
- Additional mentor release time (beyond the district's budget)

These funds may not be used for:

- Costs that were previously covered by the District's mentoring budget except in extenuating circumstances
- Resources
- Gifts for mentors/mentees

The use of BCTF mentorship funds must be approved by the CTA Executive Committee. The CTA PD Chairperson will update the CTA Executive Committee on the use of these funds and the balance remaining in the spring of each school year. *****

60. COMPANY CREDIT CARDS *

a. CTA Credit Cards

1. Three (3) company credit cards will be issued to the following individuals within the CTA:
   - President
   - 1st Vice-President
   - Executive Director *****

2. Limits for these cards will be set annually by the Executive Committee. *****

3. No purchase in excess of five hundred ($500) Canadian dollars will be made without the prior joint approval of the President and 1st Vice-President. Itemized receipts for all purchases must be submitted to the CTA.

4. Online purchases will only be made from CTA-created online accounts. No personal account use is permitted. The Executive Director is responsible for creating these accounts. *****

5. All outgoing officers, whether through election results, resignation, retirement, medical or any other reason for non-fulfillment of duties, shall immediately surrender their company card to the Executive Director. If the Executive Director is unable to continue their duties, they will surrender their card to the President. *****

61. PRIVACY *

a. Policy
   1. The Coquitlam Teachers' Association (CTA) is committed to protecting the privacy and confidentiality of members' personal information.
   2. The CTA is committed to complying with the British Columbia *Personal Information Protection Act*, S.B.C. 2003, c. 63 (PIPA). This includes managing the collection, use, disclosure, storage, and ultimate disposition of its members' personal information in ways that safeguard the privacy of its members.

b. Privacy Officer
   Privacy officer(s) are designated with the responsibility for ensuring that the CTA complies with this policy and PIPA.

c. Personal Information
   Personal Information refers to information about an individual. It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual. Examples of personal information include home address and phone number, social insurance number, and medical information of an individual.

   Additional information may be collected to administer the collective agreement, to fulfill the CTA's duty of representation to a member, or to provide a member with specific services.

d. Purposes for collection, use, and disclosure
   The CTA collects, uses, and discloses personal information for the purposes of fulfilling our obligations to CTA members, to provide specific services as required, and to fulfill its role as the bargaining agent representing members.

   The purposes for which the CTA collects, uses, and discloses personal information include, for example:
   - to identify a member
   - to communicate with a member
   - to confirm a member's eligibility for services from the CTA
   - to assist in accessing services from the BCTF
   - to comply with various professional legal and regulatory requirements.

* See Index of Changes at the back of this manual

e. Protection of personal information

The CTA is committed to protecting a member's personal information from unauthorized use or disclosure. Its commitment means that:

- it will use a member's personal information only for the purposes it has identified
- it will not disclose a member's personal information without a member's permission unless it is required or authorized by law to do so
- it will employ appropriate security measures to ensure only authorized individuals have access to a member's personal information
- it will keep a member's personal information only as long as is reasonably necessary
- it will destroy a member's information using a confidential and secure method when a member's personal information is no longer required.

f. Individual access

1. Individuals have the right to request access to their personal information under the control of the CTA. Privacy Officers will assist them with their access requests. Access requests must be submitted by completing the Personal Information Access Request Form.
2. In certain situations, further to privacy legislation, the CTA may not be able to provide access to certain personal information that it holds about an individual. Examples of where it may not provide access include, but are not limited to, situations where:
    - the provision may reveal personal information about another individual
    - the information is subject to solicitor-client privilege
    - the information was collected in relation to an investigation or a contravention of a federal or provincial law
    - the provision could reasonably be expected to threaten the health or safety of an individual.
3. If access cannot be provided, the CTA will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, the CTA will amend the information as required.

g. Questions or concerns regarding CTA's privacy procedures

An individual may direct their general questions regarding privacy at the CTA, as well as any questions or concerns regarding CTA's compliance with this policy, by mail to the CTA at #208 – 2502 St. Johns St. V3H 2B4, Attention Privacy Officer.

The CTA will investigate any complaints received in writing. If a complaint is found to be justified, the CTA will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed in writing of the outcome of the investigation regarding their complaint.

62. BIPOC EDUCATORS' COMMITTEE *

a. Membership

1. Membership of the Committee

CTA Representatives to the BIPOC Educators' Committee shall consist of:

- CTA members who identify as Black, Indigenous, or Persons of Colour without limit as to number of members or length of term
- CTA members who identify as Black, Indigenous, or Persons of Colour are welcome to attend meetings as non-voting guests

2. Selection of the Committee

Representatives shall become members of the committee by expressing interest to the Executive Director of the CTA, without the need to complete the cv form. They will be ratified by the Representative Assembly.

3. Selection of the Chairperson

The chairperson (or co-chairs) shall be selected from and by the members of the committee and shall be ratified annually by the Year End General meeting.

b. Duties and Responsibilities of the Chairperson

1. Call and chair meetings of the BIPOC Educators' Committee
2. Act as a liaison with the CTA Executive Committee as needed.
3. Ensure the minutes from all BIPOC Educators' Committee meetings are forwarded to the CTA Office.

c. Duties

The duties of the committee shall be:

1. To identify and review issues and concerns relating to educators who identify as BIPOC.
2. To make recommendations to the CTA Executive Committee.
3. To provide a space for BIPOC educators to share concerns and access support.
4. To review and share resources.
5. To liaise with other CTA Standing Committees (at the discretion of the BIPOC Educators' Committee).

63. FRENCH AS FIRST OR WORKING LANGUAGE (FFWL) COMMITTEE *

a. French as First or Working Language (FFWL) Committee Goals

1. To advocate for and support teachers of French as first or working language within SD43.

b. Membership

1. Membership of Committee

CTA representatives to the FFWL Committee shall consist of:

- 2 representatives from the Secondary level – French Immersion
- 2 representatives from the Secondary level – Core French
- 2 representatives from the Middle level – French Immersion
- 2 representatives from the Middle level – Core French
- 2 representatives from the Elementary level – French Immersion
- 2 representatives from the Elementary level – Core French
- Member-at-Large who identifies as Indigenous
- Member-at-Large who identifies as Black or person of colour

2. Selection of Committee

The representatives shall be appointed by the Executive Committee and ratified by the Representative Assembly for two-year terms, with the terms expiring on alternate years.

3. Selection of Chairperson

Each year the chairperson shall be elected for the following year by the French as First or Working Language (FFWL) Committee and the selection shall be ratified by the CTA Year End General Meeting.

c. Duties and Responsibilities of the Chairperson

1. Call and chair meetings of the FFWL Committee.
2. Act as a liaison with the CTA Executive Committee.
3. Act as a liaison with the BCTF FFWL Committee.
4. Ensure that minutes from all FFWL Committee meetings are forwarded to the CTA office.

* See Index of Changes at the back of this manual

d. Duties and Responsibilities of the French as First or Working Language (FFWL) Committee

1. Act as a liaison committee with the BCTF FFWL Committee.
2. Communicate with the CTA Executive Committee to improve working and learning conditions for French educators.
3. Prepare bargaining objectives for the consideration of the CTA Negotiations Committee.
4. Make recommendations and proposals to the Board of Education and to the Superintendents of schools through the CTA Executive Committee with regard to FFWL issues and topics.
5. Make connections with other provincial French Educators.
6. Liaise with community groups concerned with French education.
7. Encourage and promote professionalism of French Educators.
8. Carry out research tasks as assigned by the CTA Executive Committee.
9. Collaborate in advance of District French Advisory Committee meetings.

e. Meetings

2. The FFWL Committee shall convene at least three times a year.

MISCELLANEOUS *

a. **CTA Archives** *

All negotiation notes, bargaining briefs and proposals and other materials related to negotiations, shall be maintained in a CTA archives file.

b. **Fund Raising** *

Schools should not solicit or raise funds from the community in order to provide services and materials that should be funded through school board budgets.

c. **Honourary**

The main criterion for conferring honourary CTA membership on an individual should be his/her significant contribution to the CTA/BCTF. *

d. **Slave Days** *

The CTA shall discourage the use of Slave Days for fund raising or as a form of student activity in the schools.

e. **CTA Banner** *

The use of the CTA banner shall be approved by the Executive Committee at a regular Executive Committee meeting

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g.7.vi. GM November 2012/ AGM 2017 (originally bullet 5)
g.8 GM Nov 2021 rewritten as number list

h. Expenses GM April 2014/ AGM 2017
h.1 YEGM May 2022

27. Local Representatives - *AGM 1984*

a.2. GM April 2009
a.3. added GM April 2022
a.4. GM April 1999

b. removed YEGM May 2021
c.1. GM November 2012
c.2. GM November 2012

e. Alternate Local Representatives YEGM 2021
e.1. AGM 2004/ YEGM 2021
e.2. AGM 2004/ YEGM 2021
e.3. AGM 2004/ YEGM 2021
e.4. added GM April 2023

28. Multiculturalism and Anti Racism *(Deleted YEGM 2018)*

29. Policy on Integration *(Deleted GM November 2021)*

30. Qualifications Committee *(Deleted GM October 1994)*

31. Referendum Vote - *AGM 1985*

32. Endorsement of CTA Candidates for BCTF Executive Positions – *New AGM 1985*

b. AGM 2000

d.3. AGM 2000
d.4 removed GM Nov 2021

33. CTA Publications – *New AGM 1985*

33.b. GM April 2009
33.c. Associate Administrative Members AGM 1988 ***(Original 33. c. removed GM Jan 2022)***

34. Extra-Curricular Activities – (*Deleted GM April 1999)*

35. Teacher Involvement in Interview Process – (*Deleted GM November 2021)*

36. Shortlisting and/or Interviewing Committees – *AGM 1986/GM April 1999*

a. Process for Selecting CTA Representatives….GM April 1999
a.1. GM January 1994/. GM April 1999
a.2 removed GM April 2022 ***(Original a.2.iii. GM Jan 1994/ GM April 1999/ GM November 2012)***

b.1. GM April 1999 (2 changes listed)/ GM April 2022

c. Procedure GM January 1994

d.1. GM April 1999

37. Staff Committees *(Deleted GM April 1999)*

38. Retirement Function - AGM 1989

a. AGM 1990/ GM November 2021
b. & c. – GM Dec 2025
c. AGM 2004

d.GM Nov 2021

39. Teachers Teaching on Call Committee – *(AGM 1989)(AGM 1992)(AGM 2005)(GM April 10, 2013)*

a. - GM April 2022.

b.6. AGM 2008/ GM April 2009/ GM April 2013
b.8. removed GM April 2-22
b.10. GM April 2022

c. Membership AGM 2008
c.1.rewritten as bulleted list GM April 2022
c.1 bullet 2 added GM April 2022
c.1 bullet 3 added GM April 2022

c.3. AGM 2008
c.4. GM April 2011

d. Chairperson AGM 2008
d.1. Selection of Chairperson AGM 2008
d.1. GM April 2009
d.2.- 2.2 GM April 2022

40. Job Action *(Deleted GM April 1999)*

41. Secondment – *AGM 1991*

42. Altered School Day – *AGM 1991 – Removed YEGM May 2022*

43. Questionnaires/Research Projects – New AGM 1993

44. Representations – *New AGM 1993*

a. GM Jan 2022

45. Teacher Contact Information – *GM January 1995*

a. renumbered GM Jan 2022
a.v. added GM Jan 2022

46. Chairpersons' Allowances

a. AGM 1986/ AGM 1995/ GM November 1998/ GM January 2007/ AGM 2008/ GM April 2013/ GM Apr 2022/ AGM October 2023 "BIPOC" added
a. YEGM 2026 French or First Working Language added

47. District/CTA Committees - *GM January 1995*

a. GM October 1992
a.5. GM November 1998/ GM April 2004
a.10. GM Jan 2022
a.11. GM Jan 2022
a.12 added GM Jan 2022

48. District/Association Consultation Committee – *AGM 1995*

a. GM November 1998/ GM April 2011/ GM November 2021

49. School Board Meetings Attendance - *GM November 1998*

a. GM April 2011/ GM November 2012

50. Condolences and Charitable Donations – *New GM April 1999/AGM 2008*

b. GM November 2021

51. PD Representatives – New GM April 2000

a. GM Nov 2021
a.1. GM Nov 2021
a.2. added i-iii GM April 2023
a.3. GM Nov 2021
a.4. GM Nov 2021
a.5. GM Nov 2021
a.10. GM Nov 2021

52. Committee of Action on Social Justice – *New YEGM 2018*

a.1 bullet point 4 added GM April 2022
a.1. bullet point 5 added GM April 2022
a.2 GM April 2022
a.3. GM April 2009/ GM November 2012
a.4. Selection of the CTA CASJ Contact(s) to the BCTF – GM January 2015

c.3 added YEGM May 2022

53. CTA Membership to the New Westminster and District Labour Council – *New AGM May 2004*

a.1.AGM 2008/ GM April 2009/ GM April 2022
a.2. GM April 2009
a.3. GM April 2009
a.4. GM April 2009

b.1 AGM 2008

54. Reimbursement to CTA Members – *New GM April 2010*

b. GM April 2013
c. Dependant Care Expenses

55. Conflict of Interest Policy for CTA EC Members – *New GM April 2011*

d.v. GM Nov 2021

56. Adult Education Committee – *(AEC)(New GM April 2011)(GM April 2013)*

b.1 added bullet list GM April 2023
b.1 bullet 2 Special GM June 17, 2025

b.2 GM April 2023
b.3. GM November 2012

d.10. GM November 2012

57. Education Fund Committee – *New GM January 2016*

58. BC Federation of Labour Delegates – *GM October 2020*

b. GM April 2023

59. Mentorship – *GM November 2017*

Paragraphs 2-4 Added to policy – GM April 2022

60. Company Credit Cards – *added GM January 2020*

a.1. bullet 3 GM Nov 2021
a.2. GM Nov 2021
a.4. GM Nov 2021
a.5. GM Nov 2021

61. Privacy – *added GM January 2020*

62. BIPOC Educators' Committee – *added YEGM May 2022*

63. French as First or Working Language Committee – *added YEGM May 2026*

Miscellaneous – *GM April 1999*

a. CTA Archives – AGM 1986

b. Fund Raising - AGM 1986

c. AGM 1989

d. Slave Days – AGM 1985

e. CTA Banner – GM October 1992