



LANGLEY TEACHERS' ASSOCIATION CONSTITUTION AS AMENDED December 10, 2018

Where this Constitution is silent, parliamentary authority will be given to the simplified Roberts Rules of Order as written in the BCTF Members' Guide.

CLAUSE 1 - NAME

The name of this Association shall be the Langley Teachers' Association (Branch of the British Columbia Teachers' Federation), hereinafter referred to as the Association.

CLAUSE 2 - OBJECTIVES

The objects of the Association shall be as follows:

- a) to foster and promote the cause of education;
- b) to raise the status and promote the welfare of the teaching profession;
- c) to represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment;
- d) to promote the professional growth and development of teachers.

CLAUSE 3 - MEMBERSHIP IN THE ASSOCIATION

- a) ACTIVE MEMBERSHIP in the Langley Teachers' Association shall be in accordance with the terms of the Constitution and Bylaws of the B.C. Teachers' Federation. Active members shall be the only persons entitled to vote and hold office. Only active members shall participate in any manner in matters pertaining to collective bargaining.
- b) ASSOCIATE MEMBERSHIP - Upon approval by the Executive of the Association, any person holding a teacher's certificate, but who is not eligible for active membership, may become an Associate Member on payment of a fee of fifty percent of the annual Association fee. This fee may be waived for unemployed teachers.
- c) HONORARY MEMBERSHIP - Any names submitted for honorary membership in the Association must be approved by the Executive. The granting of such membership will be by election at a general meeting of the Association.
- d) Active and Associate members in good standing of any other British Columbia Teachers' Association affiliated with the British Columbia Teachers' Federation may be received by transfer, and be enrolled by the Secretary without payment of any additional fee.
- e) Honorary and Associate members in good standing are eligible for all non-economic benefits of the B.C.T.F. and L.T.A., except they shall not be eligible to vote or hold executive office.

CLAUSE 4 - OFFICERS

- a) The released Table Officers of the Association shall consist of the President and three Vice-Presidents. Other table officers shall consist of the Secretary and the Treasurer.
- b) For the 12 months immediately following the term of office as President, the Immediate Past President shall, if a member in good standing of the Association, serve as a table officer on the Executive of the Association.
- c) The Executive of the Association shall consist of the Table officers together with, the Chairperson of the Aboriginal Issues Committee, the Chairperson of the Adult Ed/ Continuing Ed Committee, Communications Officer, the Chairperson of the Early Career Teachers/Teachers Teaching-on-Call Committee, the Chairperson of the Education Change and Assessment Committee, the Chairperson of the French Educators Committee, the Chairperson of the Health & Safety Committee, the Chairperson of the Pro-D Committee, the Chairperson of the Social Justice Committee, the Chairperson of the Working and Learning Conditions Committee, three members-at-large, and the three Local Representatives to the B.C.T.F.
- d) Notwithstanding Clause 4c, in the event that there is no serving Immediate Past President, an additional member-at-large will be elected.

CLAUSE 5 - ELECTIONS

- (a) A nominating committee of three or more LTA members shall be appointed by the Executive. The Chairperson of this committee shall be the first person named below who is not seeking office in the election for which nominations are sought:
1. the Past President serving on the Executive,
 2. a Local Representative in mid-term,
 3. a member of the Association appointed by the Executive.
- (b) All officers except the Past President and the mid-term Local Representative(s) shall be elected at the Annual General Meeting.
- (c) The Nominating Committee shall present to the Association its list of nominees for all Executive positions prior to the Annual General Meeting. Any additional nominations shall be accepted from the floor. In either case, the consent of the nominee to stand for office must be obtained by the nominator.
- (d) The Nominating Committee shall present nominees for the following committees: Aboriginal Issues Committee, Adult Ed/Continuing Ed Committee, Communications Committee, Early Career Teachers/Teachers Teaching-on-Call Committee, Education Change and Assessment Committee, French Educators Committee, Health & Safety Committee, Professional Development Committee, Social Justice Committee, Working and Learning Conditions Committee to the Annual General Meeting, at which time further nominations may be made from the floor.
- (e) i. The Local Representative positions will become vacant on alternate years so that at least one Local Representative is elected at each Annual General Meeting.
ii. The President shall be the Alternate Local Representative.
- (f) Whenever a vacancy shall occur in the membership of the Aboriginal Issues Committee, Adult Ed/Continuing Ed Committee, Communications Committee, Early Career Teachers/Teachers Teaching-on-Call Committee, Education Change and Assessment Committee, French Educators Committee, Health & Safety Committee, Professional Development Committee, Social Justice Committee, Working and Learning Conditions Committee other than by completion of the term of office, that vacancy shall be filled by appointment made by the Executive.
- (g) Whenever a vacancy shall occur among the Executive other than by completion of term of office, that vacancy shall be filled by election at the next general meeting to completion of the term being vacated.
- (h) Delegates to the Annual General Meeting of the BCTF and up to 2 alternate delegates shall be elected at either the last general meeting of the calendar year or the first general meeting of the new calendar year.
- (i) Delegates to the BC Federation of Labour Convention and New Westminster & District Labour Council shall be elected at the first general meeting of the school year, based on BC Federation of Labour allocation.
- (j) 1. The members of the LTA Executive and their terms of office shall be as follows:
- Past President – see clause 4(b)
 - President
 - 3 Vice-Presidents
 - Treasurer - July 1 to June 30 of the following year
 - Secretary
 - Chairperson Aboriginal Issues Committee
 - Chairperson Adult Ed/Continuing Ed Committee
 - Communications Officer
 - Chairperson Education Change and Assessment Committee
 - Chairperson French Educators Committee
 - Chairperson Health & Safety Committee
 - Chairperson Professional Development Committee
 - Chairperson Social Justice Committee
 - Chairperson Early Career Teachers/Teachers Teaching-on-Call Committee
 - Chairperson Working & Learning Conditions Committee
 - Members-at-Large (see paragraph 4c and 4d) - July 1 to June 30 of the following year
 - Local Representative(s) - July 1 to June 30 two years hence
2. Joint Chairpersons of standing committees may be elected.
- (k) Election voting procedures, conducted by the Chairperson of the Nominating Committee, acting as Elections Chairperson, shall be as follows:

- i. Where only one nomination has been received for any position, or where the number of nominations received is less than the number of persons to be elected to any position, that person or those persons shall be declared elected by acclamation.
- ii. Where an election is contested, the vote shall be by secret ballot, using ballot boxes.
- iii. Ballots shall be distributed to members in good standing present at the meeting who sign a declaration of eligibility to vote.
- iv. Scrutineers shall be appointed by the meeting and shall be entrusted to collect and count the ballots and report the results to the Elections Chairperson.
- v. Valid ballots shall be all those ballots on which there is a clear indication of choice. Blank ballots shall be counted as valid. Spoiled ballots shall be those ballots on which the marking does not indicate a clear choice.
- vi. A candidate receiving at least 50% plus one vote of the valid ballots cast shall be declared elected. Where there are a least two candidates for one position and no candidate is elected, or in the case of Members-at-Large, where the number of persons elected is fewer than the number of persons to be elected, a re-vote shall be taken at the same meeting. Where a re-vote is required, before that vote the candidate having received the fewest votes on the previous ballot shall be dropped from the next ballot, unless this action leads to election by acclamation.
In the election of Delegates to the BCTF Annual General Meeting and Delegates to the BC Federation of Labour Convention, the meeting shall decide by majority vote whether to apply the procedures of Clause 5(I). vi. or instead, to elect that block of candidates receiving the most votes who occupy the appropriate number of highest ranking positions on a ballot.
- vii. The vote tally in any contested election shall be disclosed only when demanded by a vote of 2/3 of the membership present at the meeting.
- viii. All ballots, valid and spoiled, shall be retained until a motion to dispose of them has been passed by the general meeting.

CLAUSE 6 - STANDING COMMITTEES

- a) All Standing Committees other than the Aboriginal Issues Committee, Adult Ed/Continuing Ed Committee, Communications Committee, Early Career Teachers/Teachers Teaching-on-Call Committee, Education Change and Assessment Committee, French Educators Committee, Health & Safety Committee, Professional Development Committee, Social Justice Committee, Working and Learning Conditions Committee shall be struck by the Executive.
- b) The Standing Committees shall be: The Aboriginal Issues Committee; The Adult Ed/Continuing Ed Committee; The Communications Committee; Early Career Teachers/Teachers Teaching-on-Call Committee; The Education Change and Assessment Committee; The French Educators Committee; The Health & Safety Committee; The Professional Development Committee; The Social Justice Committee; The Working and Learning Conditions Committee.
- c) Other committees charged with work of a continuing nature may be designated by the Association as a Standing Committee.

CLAUSE 7 - ASSOCIATION FINANCES

- a) The Treasurer is responsible for ensuring that all monies received by the Association shall be deposited in an LTA account at a chartered bank or credit union.
- b) All payments of expenses shall be made upon approval of the Executive.
- c) The signatures of any two of the President, Full time Vice President, or Treasurer are required to release funds from the Association accounts.
- d) The fiscal year shall be from July 1 to June 30.
- e) The Executive shall establish an interim Association budget by June 1, to be finalized by September 30. Such a budget shall constitute prior approval for expenditures by committee chairpersons and authorized LTA officers up to the amount budgeted.
- f) The Association budget and any revisions shall represent the limit of spending in each budget category and shall not be exceeded without a new budget limit being set by the Executive.
- g) The Association budget and any revisions to budget limits shall be made available upon request to LTA members by Oct 15th of the fiscal school year.

- h) The Executive shall appoint a professional, registered audit firm prior to June 30th each year to conduct an audit of the LTA financial records at the end of the fiscal year and report the results of that audit to the LTA membership prior to December first.

CLAUSE 8 - ASSOCIATION TREASURER

- a) The Treasurer shall serve in office from July 1 to June 30 of the following year.
- b) The Administrative Assistant category C/D shall be responsible for maintaining a bookkeeping system to share with the LTA Treasurer
- c) The Treasurer shall present financial statements at regular Executive meetings and to the membership at every regular General Meeting and the Annual General Meeting.
- d) The Treasurer shall present an Association budget to the Executive by May for the upcoming fiscal year, to be shared further at the May AGM for all members.

CLAUSE 9 - MEMBER FEES

- a) The membership fee for the upcoming fiscal year shall be set by majority vote at the Annual General Meeting. The estimate of income and expenses will be distributed to the members prior to the meeting.
- b) The membership fee may be changed at any General Meeting providing notice of motion has been circulated.

CLAUSE 10 - MEETINGS

- a) The Annual General Meeting of the Association shall be held in May.
- b) The first general meeting of the calendar year shall be held not later than March 1.
- c) Other General Meetings shall be called at the discretion of the Executive.
- d) The members who attend the general meeting constitute the quorum.

CLAUSE 11 - VOTING

- a) Only Active members in good standing are eligible to vote.
- b) Voting by secret ballot shall be exercised when demanded by 25% of the membership present at a given meeting.

CLAUSE 12 - AMENDMENTS TO THE CONSTITUTION

- a) The constitution of the Association may be amended by 75% of votes cast by the members present at any general meeting provided that a quorum is present.
- b) Notice of such amendment and the wording thereof must have been submitted in writing to the membership prior to the general meeting at which time the amendment is to be discussed and voted upon.

CLAUSE 13 - EXECUTIVE

- a) The duties of the Executive and the procedure of all meetings shall be as defined or outlined in the BCTF's simplified edition of "Robert's Rules of Order", when not in conflict with any clause of the constitution and by-laws of the BCTF.
- b) If any member of the Executive shall resign from office, or without reasonable cause be absent from three consecutive meetings of the Executive, or cease to be a member of the Association, the Executive shall declare the office vacated.
- c) Whenever a vacancy shall occur on the Executive, except Past President, the vacancy shall be filled in accordance with Clause 5h of the Constitution.
- d) The Executive shall assign duties related to membership, political action, constitution revision, social activities, scholarship, pensions, public relations, staff representatives, staff committees, school based teams, health and safety, and other matters.
- e) The Executive shall appoint members to "ad hoc" committees, and shall outline their duties.
- f) The Executive shall recommend the fee for the following school year to the Annual General Meeting of the Association.
- g) Whenever a standing committee has joint chairpersons only one chairperson may exercise Executive Committee voting rights at any one time.

CLAUSE 14 - STAFF COMMITTEE

The purpose of a staff committee is:

- a) To promote democratic decision-making in schools;
- b) To ensure greater commitment to decisions;
- c) To enhance professionalism and the quality of education.

The staff committee shall review and make recommendations on any matter of staff concern which may include but shall not be limited to the following:

- a) Review each teacher's assignment under the following headings:
 - i Adequate physical requirements;
 - ii Suitable class size and composition;
 - iii Suitable instructional assignment;
 - iv An adequate supply of learning materials;
 - v An adequate auxiliary staff;
 - vi Time to plan, to organize and to work with individual students, with colleagues, and with parents;
 - vii Pupil evaluation (reporting on pupil progress).
- b) Assess the teaching and learning conditions within the school and make recommendations for improvement in the total teaching situation.
- c) Study and make recommendations on:
 - i School regulations, policies and routines;
 - ii School education policy;
 - iii Non-instructional days;
 - iv School curriculum planning and evaluation;
 - v School timetable and organization;
 - vi School staffing including utilization of teaching staff and auxiliary staff;
 - vii Professional and staff development.
- d) Establish structures that promote effective communication and co-operation between staff and the school's parent advisory committee.
- e) Receive representations from members of the community, students and/or committees of students in such a manner as may be agreed to by the committee.
- f) Have access to and review all school level budget and financial information.
- g) Ensure that all staff are provided with the relevant information to assist the staff in making educationally sound decisions.

That local association policies and guidelines for staff committees shall be consistent with the terms of the local collective agreement and with BCTF policy with respect to the following:

- a) size and composition of school staff committees;
- b) relationship between staff committees and other school based committees, non-teaching personnel, parent advisory council, and student council;
- c) guidelines for the framing of staff committee constitutions that include:
 - i Voting and election procedures, including election of a chair;
 - ii Scheduling meetings;
 - iii Development of the agenda;
 - iv Reporting and circulation of minutes;
 - v Conduct of meetings;
 - vi Function and responsibility of the staff committee;
 - vii Decision making process;
 - viii Role of the Staff Representative

Procedures

1. That decisions made by a school staff may be made by consensus of the whole staff, by majority vote, or by delegation to any staff committee or group authorized by the school staff to make decisions on its behalf; however such practices shall not serve to limit the right of teachers to involvement in the decision making process.
2. That democratic decisions made by the school staff shall be binding on all members of the staff.
3. That the school staff should not concede to administrative officers the right to reject democratically determined decisions of staff.
4. That decisions made by the staff, or by any group authorized by the staff to make decisions, shall be open to review and revision by the school staff.

CLAUSE 15 - BARGAINING COUNCIL

- a) Bargaining with respect to the collective agreement is the responsibility of the Executive Committee as a whole.
- b) The Bargaining Council shall be responsible to the Executive Committee.
- c) The Bargaining Council shall be chaired by the President or Vice President and shall consist of the President, the Chairpersons of Aboriginal Issues Committee, Adult Ed/Continuing Ed Committee, Communications Committee, Early Career Teachers/Teachers Teaching-on-Call Committee, Education Change and Assessment Committee, French Educators Committee, Health & Safety Committee, Professional Development Committee, Social Justice Committee, Working and Learning Conditions Committee, and the Chief Negotiator appointed by the Executive Committee.
- d) In the event that a Chairperson of one of the committees named above is unable to serve on the Bargaining Council, the Executive Committee shall appoint, considering any recommendations made by the committee, an alternate member of the Bargaining Council.
- e) The Negotiating Team shall be chaired by either the President or Full time Vice President and consist of the President or full time Vice President, the Chief Negotiator, and at least two other members of the Bargaining Council.
- f) The Negotiating Team shall be responsible to the Executive Committee.
- g) The Negotiating Team shall carry out all contract negotiations with the Board of School Trustees or its representatives.
- h) In the event that negotiations with the Board for a collective agreement have commenced the Executive may extend the service of that Bargaining Council to completion of the agreement even if council members no longer hold positions designated in 15 c) save and except when a member of the team resigns. A member of the Bargaining Council that resigns will be replaced by a member elected to the position as per 15 c) or appointed as per 15 d).

CLAUSE 16 - SOCIAL JUSTICE COMMITTEE

- a) The Social Justice Committee shall consist of a Chairperson and other members elected at the Annual General Meeting.
- b) The Committee shall work towards the implementation of BCTF and LTA policy related to social justice issues, including, but not limited to, racism, sexism, status of women, affirmative action/employment equity, homophobia and poverty.
- c) 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 Social Justice Committee of the whole.
- d) The Committee shall advise the Bargaining Council as to appropriate contract provisions related to social justice issues (racism, sexism, status of women, affirmative action/employment equity, homophobia, poverty)

CLAUSE 17 - EDUCATION CHANGE & ASSESSMENT COMMITTEE

- a) The Education Change & Assessment Committee shall consist of a Chairperson and other members elected at the Annual General Meeting.
- b) That the Education Change & Assessment Chairperson represent the LTA on the Joint Education Change Committee.
- c) The Committee shall advise the Executive on issues relating to educational change.
- d) The Committee shall advise the Bargaining Council as to appropriate educational change provisions.

CLAUSE 18 - HEALTH & SAFETY COMMITTEE

- a) The Health & Safety Committee shall consist of a Chairperson and members elected at the Annual General Meeting.
- b) The Committee shall strive to implement effective health and safety policies as laid out by the BCTF and LTA.
- c) The Committee shall advise the Bargaining Council as to appropriate health and safety contract provisions.

CLAUSE 19 - WORKING AND LEARNING CONDITIONS COMMITTEE

- a) The Working and Learning Conditions Committee shall consist of a Chairperson and members elected at the Annual General Meeting.
- b) The Committee shall strive to implement effective learning and working conditions policies as laid out by the BCTF and LTA.
- c) The Committee shall advise the Bargaining Council as to appropriate working and learning conditions contract provisions.

CLAUSE 20 - PROFESSIONAL DEVELOPMENT COMMITTEE

- a) The Professional Development Committee shall consist of a Chairperson and other members elected at the Annual General Meeting.
- b) The chairperson shall also chair the Joint Board/LTA Pro-D Committee.
- c) Two members of the Pro-D Committee shall be appointed to the Joint Board/LTA Pro-D Committee by the Executive annually.
- d) The Committee shall advise the Bargaining Council as to appropriate professional development contract provisions.

CLAUSE 21 - ABORIGINAL ISSUES COMMITTEE

- a) The Aboriginal Issues Committee shall consist of a Chairperson and other members elected at the Annual General Meeting.
- b) The Committee shall work towards the implementation of BCTF and LTA policy on aboriginal issues and on implementation on collective agreement language on employment equity for aboriginal teachers.
- c) The Committee shall advise the Bargaining Team as to appropriate contract provisions related to aboriginal issues.

CLAUSE 22 - EARLY CAREER TEACHERS/TEACHERS TEACHING-ON-CALL COMMITTEE

- a) The Executive of the Early Career Teachers/Teachers Teaching-on-Call Committee shall consist of the Chairperson, who will be elected at the Annual General Meeting, and other members.
- b) The Committee shall advise the Bargaining Council as to appropriate teacher-on-call contract provisions.

CLAUSE 23 - ADULT ED/CONTINUING ED COMMITTEE

- a) The Executive of the Adult Ed/Continuing Ed Committee shall consist of the Chairperson, who will be elected at the Annual General Meeting, and other members.
- b) The Committee shall advise the Bargaining Council as to appropriate Adult Ed/Continuing Ed contract provisions.

CLAUSE 24 - FRENCH EDUCATORS COMMITTEE

- a) The Executive of the French Educators Committee shall consist of the Chairperson, who will be elected at the Annual General Meeting, and other members.
- b) The Committee shall advise the Bargaining Council as to appropriate French Educators contract provisions.

CLAUSE 25 - STAFF REPRESENTATIVE ASSEMBLY

- a) The Staff Representative Assembly shall consist of elected representatives who are Langley Teachers' Association members.
- b) Staff representatives shall be elected by LTA members in each school and by district staff. A school shall be defined as the school or schools and annexes, if any, under the supervision of a principal. Representatives of the Early Career Teachers/Teachers Teaching-on-Call Committee will be elected at a meeting of the Langley Teachers' Association Early Career Teachers/Teachers Teaching-on-Call Committee.
- c) Each School or district staff may elect one staff rep on the basis of representing every 15 members or fraction thereof, in September of each year, with a minimum of one staff rep per school as defined in b).
- d) Staff Representative Assembly shall meet at least eight (8) times a year at the call of the Executive. Agendas shall be set up by the President in consultation with the Executive and subject to the approval of the staff representatives.
- e) The Staff Representative Assembly shall make recommendations to the Executive or to a general meeting when appropriate. The Staff Representative Assembly shall address items properly referred to it by the Executive or a general meeting. Otherwise, the Staff Representative Assembly shall assist with communications within the Association.