
COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PROCEDURES

TABLE OF CONTENTS

PART 1 CONSTITUTION.....	4
PART II BY-LAWS.....	5
BY-LAW 1 MEMBERSHIP.....	5
BY-LAW 2 RULES OF ORDER.....	5
BY-LAW 3 GENERAL MEETINGS.....	5
3.1 DEFINITIONS.....	5
3.2 ELECTIONS.....	5
3.3 DUTIES OF THE GENERAL MEETING.....	5
3.4 CONDUCT OF THE GENERAL MEETING.....	5
BY-LAW 4 REP COUNCIL.....	6
4.1 DEFINITIONS.....	6
4.2 ELECTIONS.....	6
4.3 DUTIES OF REP COUNCIL.....	7
4.4 CONDUCT OF REP COUNCIL.....	7
BY-LAW 5 EXECUTIVE COMMITTEE.....	8
5.1 DEFINITIONS.....	8
5.2 DUTIES OF THE EXECUTIVE COMMITTEE.....	8
58	
BY-LAW 6 BY-LAW COMMITTEES.....	8
6.1 STANDING COMMITTEES.....	8
6.2 LOCAL EMPLOYERS' GROUP.....	9
6.3 PROFESSIONAL DEVELOPMENT COMMITTEE.....	9
6.4 TEACHER-ON-CALL COMMITTEE.....	9
6.5 JOINT CDTA/SCHOOL BOARD COMMITTEES.....	9
6.6 HEALTH & SAFETY COMMITTEE.....	9
6.7 DISTRICT PD COMMITTEE.....	9
6.8 SOCIAL JUSTICE COMMITTEE.....	9
BY-LAW 7 FEES.....	10
BY-LAW 8 FINANCE.....	10
8.3 ANNUAL REVIEW.....	10
BY-LAW 9 BCTF AGM DELEGATES.....	10
BY-LAW 10 ELECTIONS.....	10
BY-LAW 11 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS.....	11

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PROCEDURES

PART III POLICIES & PROCEDURES	13
INTRODUCTION.....	12
1 AWARDS.....	12
1.1 GRADUATION AWARDS	12
1.2 COURTENAY YOUTH MUSIC CENTRE BURSARIES.....	13
1.3 ART AND CRAFT COMPETITION AND AWARDS PROGRAM	13
2 BARGAINING	15
2.1 CALENDAR CHANGES.....	15
2.2 CLASS SIZE	15
2.3 VOLUNTEER ACTIVITIES SUBJECT TO WITHDRAWAL OF SERVICE DURING JOB ACTION	16
2.4 FIRST AID	14
3 BCTF MEETINGS.....	14
3.1 ANNUAL GENERAL MEETING	14
3.2 REPRESENTATIVE ASSEMBLY	14
4 FINANCE	15
4.1 BUDGET	15
4.2 FINANCIAL POLICY	15
4.3 LINE ITEMS WHICH MAY REQUIRE EXPLANATION	15
4.3 EXPENSES	16
4.4 ACQUISITION OF CAPITAL ASSETS	17
4.5 DISPOSAL OF ASSETS.....	17
4.6 CDTA BUDGET	17
..4.7 TOC COMPENSATION.....	18
5 GOALS OF THE CDTA	18
6 INDUCTION CEREMONY	18
7 ORGANIZATION OF THE CDTA.....	18
7.1 RELEASE TIME.....	18
7.2 THE EXECUTIVE COMMITTEE	19
7.3 THE PRESIDENT:	19
7.4 THE VICE-PRESIDENT:	19
7.5 THE SECRETARY - TREASURER:	20
7.6 THE PAST PRESIDENT:	21
7.7 THE LOCAL REPRESENTATIVES:.....	21
7.8 THE PROFESSIONAL DEVELOPMENT CHAIR:	21
7.9 THE TOC CHAIR:	22
7.10 THE SOCIAL JUSTICE CHAIR:	22
7.11 THE ABORIGINAL EDUCATION COCHAIR/ACT:	22
7.12 HEALTH AND SAFETY CHAIR	22
7.13 THE MEMBER(S)-AT-LARGE.....	22
7.14 MEETINGS CHAIR.....	22
7.15 STAFF REPRESENTATIVE--SEE BCTF MEMBERS' GUIDE LANGUAGE.....	23
7.16 STAFF COMMITTEES	23
7.17 PROFESSIONAL DEVELOPMENT REPRESENTATIVE	23

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PROCEDURES

7.18	PROFESSIONAL DEVELOPMENT REPRESENTATIVE NETWORK.....	23
7.19	COMMITTEES.....	24
	27	
7.20	REPRESENTATIVES TO OTHER GROUPS.....	24
7.21	OFFICE STAFF AND PROCEDURES	24
8	PROFESSIONAL DEVELOPMENT—PD POLICIES ARE COVERED IN THE POLICIES & PROCEDURES OF THE JOINT PD COMMITTEE	SEE APPENDIX A
9	PROFESSIONAL RIGHTS & STANDARDS.....	26
10	PUBLICATIONS OF THE CDTA.....	26
10.1	MAIL	26
10.2	NEWSLETTER	26
11	RETIREMENT.....	26
12	SOCIAL RESPONSIBILITY	26
13	STRIKES AND JOB ACTIONS	26
13.1	JOB ACTION	26
13.2	PICKET LINE DISCIPLINE	27
13.3	THIRD PARTY PICKET LINE - C.U.P.E.	27
13.4	PICKET LINES IN THE COMMUNITY	28
14	TEACHERS ON CALL	28
APPENDIX A... POLICIES AND PROCEDURES OF THE JOINT PD COMMITTEE		29

I CONSTITUTION

- 1 The name of this Association shall be the Comox District Teachers' Association, a local association of the British Columbia Teachers' Federation.

- 2 The objectives of this Association shall be:
 - 2.1 to promote the cause of Education.
 - 2.2 to raise the status and promote the welfare of the teaching profession.
 - 2.3 to promote the objectives of the British Columbia Teachers' Federation.
 - 2.4 to represent its members and to regulate relations with their employer through
 - 2.5 collective bargaining of terms and conditions of employment.

3. The Comox District Teachers' Association shall operate in the geographical area defined as School District No. 71 (Comox Valley).

II BY-LAWS

1 BY-LAW MEMBERSHIP

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

2 BY-LAW RULES OF ORDER

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

3 BY-LAW GENERAL MEETINGS

3.1 Definitions:

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

3.2 Elections:

- 3.2.1 Only Active members shall be entitled to vote.

3.3 Duties of the General Meeting:

- 3.3.1.a such other business as may be properly brought before the General Meeting.
- 3.3.1.b Nomination and election of officers, Annual General Meeting only, except in the case of vacancies.
- 3.3.1.c Adoption of the Annual Budget, Annual General Meeting only.

3.4 Conduct of the General Meeting:

- 3.4.1 General Meetings shall be held at least two times a year. The first General Meeting of this Association shall be held not later than the end of October and shall elect (a) delegate(s) to the BC Federation of Labour. Additional General meetings may be called as deemed necessary by the Executive or Rep Council. Each meeting shall be publicized at least five school days in advance by a bulletin announcement which shall be delivered to the Staff Rep(s) at each school.
- 3.4.2 A quorum of a General Meeting, an Annual General Meeting, or a Special General Meeting of the Association shall be thirty (30) active members of the Association.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 3.4.3 If a quorum for any General Meeting is not attained the Executive shall call another General Meeting one week hence and the quorum shall be those members present.
- 3.4.4 For normal business a majority of the members present shall decide any issue that comes before the meeting.
- 3.4.5 Voting at all General Meetings, shall be by a show of hands except when a ballot is demanded by one of the members present. Scrutineers shall be elected from the members present as needed.
- 3.4.6 The Annual General Meeting of the Association shall be held no later than the end of May at a time and place to be fixed by the Executive.
- 3.4.7 A Special General Meeting must be called by the President immediately upon receipt of a request signed by thirty (30) active members of the Association. Members must be given at least one week's notice of such a meeting.
- 3.4.8 A Special General Meeting dealing exclusively with an emergency matter may be called by the Executive Committee, allowing twenty four (24) hours notice.
- 3.4.9 The CDTA will pay for release for a representative of the Hornby Island Staff to attend all Annual, Special or General Meetings. This representative will be empowered to vote by proxy, one extra vote for every other member of the Hornby Island staff who is unable to attend these meetings.

4 BY-LAW REP COUNCIL

4.1 Definitions:

- 4.1.1 The Rep Council shall consist of representatives from each staff and members of the Executive.
- 4.1.2 However, any decision at a meeting of the Rep Council shall be by vote of the representatives only.
- 4.1.3 Members of the Executive Committee may not be ordinarily elected as representatives of school staffs. On a staff where there are fewer than seven (7) members, a CDTA member may serve concurrently as both staff representative and an executive member.

4.2 Elections:

- 4.2.1 Representatives shall be elected by their staffs on or before the 15th of September of each school year.
- 4.2.2 The number of representatives elected by each staff shall be determined by the following schedule:

4.2.2.a

1 - 20 staff - one representative
21 - 35 staff - two representatives
36 or above – three representatives ²⁰¹⁰⁴²⁵

- 4.2.2.b. A staff may choose to elect two members to share the position of staff representative at their school.
- 4.2.3 According to the schedule above, there shall be (a) staff rep(s) at each staff of a regularly constituted school within School District No. 71 (Comox Valley), including the Teacher on Call Committee.
- 4.2.4 If there is cause regarding the fitness of a staff representative to represent his/her staff, the President will bring these concerns to the Personnel Committee. The Personnel

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

Committee, as established by the CDTA Executive, will decide, within one week of notification, whether the member shall be required to resign. If the Committee recommends resignation, the President will advise the member of their decision. The member shall also be advised that they can appeal that decision to the full Executive of the CDTA. The Executive, at their next meeting, will hear from both the President and the member and, by majority vote of those members, not including the President or members of the Personnel Committee, shall either uphold the decision or overturn it. Should the decision be to uphold the resignation, the President will notify the staff to select an alternative representative.

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

4.3 Duties of Rep Council:

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

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

4.4 Conduct of the Rep Council:

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

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

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

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

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

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

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

5 BY-LAW EXECUTIVE COMMITTEE

5.1 Definitions:

5.1.1 Only active members of the Association shall be entitled to hold elective office.

5.1.2 The Executive of this Association shall consist of :

5.1.2.a President

5.1.2.b Past-president

5.1.2.c Vice-president

5.1.2.d Secretary/Treasurer

5.1.2.e Local Representative(s) in number as determined by BCTF Policy

5.1.2.f Chair of the Professional Development Committee

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 5.1.2.g Chair of the Teacher on Call Committee
- 5.1.2.h Chair of the Social Justice Committee
- 5.1.2.i Chair of Health and Safety Committee
- 5.1.2.j three (3) Members-at-Large
- 5.1.3 The Chair of the Teacher on Call Committee shall be elected by the members of that committee.
- 5.1.4 The position of Past-President follows the person's term as President. It shall be for one year only.
- 5.1.5 In the event that a member of our local were to be elected to the BCTF Executive Committee, the member would automatically be part of our local Executive Committee.
- 5.1.6 The table officers of the CDTA shall be the President, Vice-President and the Secretary/Treasurer.

5.2 Duties of the Executive Committee:

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

5.3 Conduct of Executive Committee:

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

6 BY-LAW COMMITTEES

- 6.1 The Standing Committees of this Association shall be:

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 6.1.1 Contract
- 6.1.2 Professional Development
- 6.1.3 Teachers on Call
- 6.1.4 Health and Safety
- 6.1.5 Social Justice

In addition to the Standing Committees, the Association may elect or appoint a contact for:

- 6.1.6 Aboriginal Education, and
- 6.1.7 Other matters as determined by the Executive on a yearly basis.

6.2 Local Employers' Group

- 6.2.1 The President or designate shall serve as the Association's representative to the Local Employers' Group.
- 6.2.2 The Local Employers' Group shall represent the Association in all matters dealing with unionized office staff, their contract and its negotiations and implementation.

6.3 The Professional Development Committee:

- 6.3.1 The teacher representatives on the Joint Professional Development Committee shall consist of the Chair and five members to be elected at the AGM.
- 6.3.2 The election for chair shall precede voting for the other members of the Joint Committee.
- 6.3.3 Each school shall elect a School Professional Development Representative in September
- 6.3.4 The Professional Development Network Committee:
 - 6.3.4.1 shall consist of the members of the C.D.T.A. Professional Development committee, one member of each School Professional Development Committee, each Local Specialist Association and one TOC rep.
 - 6.3.4.2 shall act as an advisory body to the PD Chair and the members of the Joint District PD Committee

6.4 The Teacher-on-Call Committee

- 6.4.1 The Teacher-on-Call Committee shall consist of a chair and interested members of teachers teaching on call in School district No. and shall bring budget recommendations to the Executive Committee for consideration.

6.5 The Joint CDTA/School Board Committees shall be:

- 6.5.1 Contract Review Committee which shall be as outlined in Article A 26 of the Collective Agreement.
- 6.5.2 Health and Safety
- 6.5.3 District Professional Development and
- 6.5.4 Any other Ad Hoc Committee.

6.6 The Health and Safety Committee

- 6.6.1 The Health and Safety Committee consists of one Executive member and two CDTA members.

6.7 District P.D. Committee

- 6.7.1 The CDTA representatives of the District P.D. Committee shall be those referred to in article 6.3 of the By-laws and consistent with the Collective Agreement.

6.8 Social Justice Committee

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

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

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

7 BY-LAW FEES

7.1 The annual fee shall be approved, based upon the budget presented to and accepted by the last General Meeting prior to the beginning of the next fiscal year.

7.2 There shall be no fee for honorary members of this Association.

7.3 The President shall be released on a full time (1.0) basis.

7.4 The Vice-president shall be released up to a .5 basis to be determined by the Executive committee.

7.5 Special levies may be made by motion at a general meeting to cover extraordinary expenses.

Written notice of motion two weeks in advance of the meeting is required.

8 BY-LAW FINANCE

8.1 All moneys received by the CDTA shall be deposited in a chartered bank or Credit Union to the credit of the Association.

8.2 The signing officers of the Association shall be any two of the Secretary/Treasurer, President, or Vice-president.

8.3 Annual Review

8.3.1 An annual review of the financial records of the Association shall be carried out by an accountant with a C.G.A. or C.A. designation. The cost of the review will be budgeted on an annual basis.

8.3.2 The written report of this review shall be submitted by the Secretary/Treasurer to the first General Meeting after completion.

8.4 The fiscal year of the Association shall be from July 1st to June 30th.

8.5 The Table Officers shall prepare a draft budget showing the planned expenditures of the Association for the coming year. The draft budget shall be circulated to the membership one week in advance of the Spring General Meeting.

9 BY-LAW BCTF AGM DELEGATES

9.1 CDTA delegates to the British Columbia Teachers' Federation Annual General Meeting shall be elected at the winter General Meeting of the school year.

9.2 The table officers (President, Vice-President, Secretary-Treasurer) of the Association shall automatically be BCTF AGM delegates should they wish to attend.

10 BY-LAW ELECTIONS

10.1 Except where otherwise indicated the term of office for elected positions shall be for one year commencing on July 1 immediately following the Annual General Meeting.

10.2 Unless otherwise specified, all elected officers of the Association shall be elected at the Annual General Meeting and shall assume their duties as of July 1st of the same year.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 10.3 Nominations may be made to the **CDTA** Office prior to the AGM or from the floor of the AGM by any active member of the Association.
- 10.4
- 10.4.1 Elections shall be decided by secret ballot.
- 10.4.2 In any election the candidate (or candidates if more than one is to be elected) with the most votes cast shall be declared the winner(s).
- 10.5 The Local Representatives shall be elected at the Annual General Meeting and the position of Alternate Local Representative shall be held by the President or Vice-president in the absence of the President..
- 10.6 Executive Committee members shall be elected to only one office.
- 10.7 One member will be elected at the first general meeting of every year to attend the B.C. Federation of Labour Annual Convention during such time as the BCTF retains membership in the B.C. Fed.
- 10.8 Whenever a vacancy occurs in the Executive, the Executive shall appoint someone to assume the duties until an election at the next General Meeting.

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

- 11.1 This Constitution and By-laws may be amended only at an Annual General Meeting, General Meeting or Special General Meeting by three-quarters majority vote of the members present.
- 11.2 A detailed notification of a proposed Constitution or By Law amendment shall be given to the membership at least two weeks prior to an Annual General Meeting, General Meeting or Special General Meeting.

III POLICIES AND PROCEDURES

INTRODUCTION

1. Policy statements are statements of objectives the CDTA wants to attain or retain, and/or beliefs expressed by the CDTA on any matter. They deal with matters over which the CDTA does not have complete control (a government, university, school board or other organization is involved).
2. Procedure statements are statements of practice adopted or regulations established by the CDTA to handle business over which it does have complete control.
3. Policy and procedures may be established by standing committees, the Executive Committee, the Rep Council and the membership at a General Meeting. Only those policies and procedures which have been ratified by the Rep Council and the membership at a General Meeting shall appear in the CDTA Policies and Procedures document.
4. Changes to existing policies and procedures may be made at any General Meeting. Any changes shall require a 50% plus one majority of the votes cast to be ratified. Notification of intention to change a policy and/or procedure shall be given at least two school days in advance of the meeting.
5. Any Policy and Procedure proposal regarding a particular committee will first be referred to that committee for comment.
6. A copy of the Policies and Procedures will be attached to the CDTA Constitution and will be available in the CDTA Resource Materials Binder at each work site. 980603

1 AWARDS

1.1 Graduation Awards

- 1.1.1 Awards shall be offered to each Senior Secondary and NIDES as follows:
 - 1.1.1.a a student who intends to proceed to a college, university or technical institute and who is the dependent of a CDTA member: \$500.00;
 - 1.1.1.b a student who intends to proceed to a Teacher Education Program at a university or college: \$500.00;
 - 1.1.1.c a student who intends to proceed to a college, university or technical institute: \$500.00;
 - 1.1.1.d a student who intends to proceed to vocational education: \$500.00
- 1.1.2 The Awards Committee for each senior school will determine who will receive the awards based on these criteria.
- 1.1.3 A committee of teachers at the North Island Distance Education School (N.I.D.E.S.) may recommend one \$500 bursary under the above parameters to a grade 12 graduate. Preference will be given to
 - 1.1.3.a A student who is a full time registered student (four courses or more in their grade 12 year); and
 - 1.1.3.b A student who intends to proceed to post secondary education.

The Association shall provide a single cheque to the SD#71 office and they shall be responsible for issuing the award cheques to each recipient at the awards ceremony.

1.2 Courtenay Youth Music Centre Bursaries

The CDTA shall provide an annual sum of \$600 to the CYMC to provide bursaries for students from SD #71.

1.3 Art and Craft Competition And Awards Program

- 1.3.1 The CDTA will keep a line item in the amount of \$700.00 in its annual budget for the acquisition of student art and craft and the recognition of student artists within School District #71.
- 1.3.2 From this line item \$250.00 may be used to frame or mount the first place prize if it is awarded.
- 1.3.3 The purposes are:
 - 1.3.3.1 to recognize and foster the development of young student artists within School District #71.
 - 1.3.3.2 to provide a process to acquire artwork from students in School District #71 for use in the CDTA office.
- 1.3.4 At its first meeting of each new year, the CDTA Executive will appoint a "coordinator" for the Art Competition and Awards Program.
- 1.3.5 The duties of the coordinator will be to:
 - 1.3.5.1 advertise and promote the Art and Craft Competition and Awards Program in the schools;
 - 1.3.5.2 establish time frames;
 - 1.3.5.3 select a judging panel which :
 - 1.3.5.3.1 reflects different viewpoints from year to year;
 - 1.3.5.3.2 will not include any CDTA member who has a student entered in the contest.
- 1.3.6 Upon recommendations from the panel, the CDTA Executive may award the following prize and awards:
 - 1.3.6.1 one purchase prize of \$250.00;
 - 1.3.6.2 one Grade 11-12 recognition award of \$100.00;
 - 1.3.6.3 one Grade 8 – 10 recognition award of \$50.00;
 - 1.3.6.4 two elementary school recognition awards of \$25.00 each.
- 1.3.7 The panel, in any given year, may recommend not to award a first purchase prize. The CDTA Executive reserves the final authority to award any prize or award.
- 1.3.8 Criteria shall be established as follows:
 - 1.3.8.1 works may be two or three dimensional;
 - 1.3.8.2 works must be clearly identified with the name, age, school, and teacher of the student;
 - 1.3.8.3 the size and subject matter of the first place prize must be suitable for display in the CDTA office environment.
- 1.3.9 It is recognized that, over the course of time, more artwork may be acquired than can be used in the CDTA office. Therefore, the CDTA Executive may:
 - 1.3.9.1 keep a work for use in the office; or
 - 1.3.9.2 return the work to the student.

1.3.10 Only the art or craft referred to in 1.3.6.1 shall become the property of the CDTA and be kept at the CDTA office. Recognition award art shall be returned.

2. BARGAINING

2.1 Changes to Calendar and Hours of Work

2.1.1 Association decisions regarding the changes to the school calendar or hours of work for a specific site shall be determined as follows:

2.1.1.1 approval of all CDTA members at the work site, and

2.1.1.2 approval of the Staff Rep Council

2.1.2 Where a proposed change applies to the whole district, approval shall be required by a General Meeting.

2.2 Class Size

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

2.3 Voluntary activities subject to withdrawal of service during job action

2.3.1 A voluntary activity shall be defined as an activity which involves the supervision and/or instruction of one or more students, outside of the prescribed hours of instruction or during regular school hours but is not specified in the given curriculum.

2.3.2 By the above definition voluntary activities will include but will not be restricted to the following activities:

2.3.2.1 athletic events, both practice and games;

2.3.2.2 Fine Arts (music, drama) both rehearsal and performance;

2.3.2.3 overnight and/or out of town trips;

2.3.2.4 fund raising events;

2.3.2.5 parent/student dinners;

2.3.2.6 graduation activities and/or events.

2.4 First Aid

2.4.1 Members are advised not to volunteer to be the first aid attendant at school sites.

3 BCTF MEETINGS

3.1 Annual General Meeting

3.1.1 Delegates will be elected by the general membership at the Winter general meeting.

3.1.2 A meeting will be called prior to the AGM to:

3.1.2.1 discuss the BCTF Resolutions and Recommendations Book;

3.1.2.2 elect a teller for ballot counting at the AGM (should scrutineers or tellers be required).

3.1.3 The Local Representatives will be in charge of collecting and distributing voting cards and ballots at the end and beginning of each session. Voting cards shall be considered the property of the delegation and shall be kept at the table with the delegation at all times. When a delegate temporarily leaves the room he/she will pass his/her voting card to the LR or another delegate for voting;

3.1.4 The teller will leave his/her voting card with the LR during his/her absence.

3.2 Representative Assembly

3.2.1 The President will attend the Representative Assemblies at BCTF expense.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

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

4 FINANCE

4.1 Budget

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

4.2 Financial Policy

- 4.2.1 Equipment purchased by the CDTA becomes a capital asset when the purchase price is in excess of \$1000 retroactive to July 1, 2006.
- 4.2.2 **Reserve funds** effective June 30, 2007 are as follows:

Item	Initial Reserve	Eventual Reserve
Capital Equipment	\$20,000	\$30,000
Special Projects	\$10,000	\$15,000 and
Staff Replacement	\$10,000	\$15,000

4.3 Line Items Which May Require Explanation

- 4.3.1 **"Meeting Room Rent"**. Although the CDTA currently owns its premises at 491 4th Street, it may also need to rent(s) additional space for meetings and/or storage.
- 4.3.2 **"Inservice"**. These are costs related to training which the CDTA requires its office staff or executive to undertake (to operate new technology, for instance).
- 4.3.3 **"Executive / Member Release"**. This line is used to release any member who is requested by the Executive to work for the CDTA on an ad hoc basis.
- 4.3.4 **"Office Release"**. This line is used to bring in additional office help when required.
- 4.3.5 **"Meeting Expenses"**. This item covers refreshments for all CDTA-related meetings. CDTA policy is to cover expenses at current BCTF rates.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 4.3.6 **“Transportation”**. This line covers costs of travel between schools during the regular work day, travel costs incurred by Hornby and Denman reps attending CDTA meetings, and other travel costs to attend BCTF/ CDTA-related meetings which are not covered by the BCTF (at the BCTF current rate). It is not to be used for travel to and from work.
- 4.3.7 **“President’s Account”**. This line covers costs incurred by the President which are not covered by other line items but are directly related to his/her work.
- 4.3.8 **“Vice-President’s Account”** This line item is equivalent to 4.2.7 above.
- 4.3.9 **“Gifts-Other”**. The CDTA may provide gifts throughout the year in appreciation of service to the CDTA.
- 4.3.10 **“Donations”**. All donation requests shall be considered on an individual basis. Each must either reflect a positive public relations image for teachers of this local or must be of educational benefit to the students of this district. Donations will not be considered if they duplicate personal donations that would normally be given by individual members of the CDTA. Requests for donations that meet the guidelines set out above must be approved by the Executive.
- 4.3.11 **“President’s Employer Costs”**. This is the cost to the CDTA for the president's benefits which are paid to a teacher (pension, medical, dental, extended health, etc.) employed by the Board.
- 4.3.12 **“Office Worker PD Costs/ Release”**. This amount is established by the Collective Agreement between the Local Employee Union (our office staff) and the Local Employers’ Group (the group of Locals of the BCTF who employ members of LEU).
- 4.2.13a **“Banked Sick Leave”**. This is the cost of the bank of sick days established by the Collective Agreement between LEU and LEG. At the end of each budget year, unused portions of this line item will become an allocated reserve to be used in any year as needed.
- 4.2.13b **“Long Term Service Recognition”** This is the amount of money put aside for clerical employees upon their retirement for long-term service recognition, as established by the Collective Agreement between LEU and LEG. Each year the Association will put at least one week’s clerical salary into the budget. This amount will become an allocated reserve to be used in the year in which the money is required.
- 4.7.1.1. **Local Employer Group Fee”**. This line item covers our costs in participating with other members of LEG in implementing our Collective Agreement with LEU. The fee is based on our FTE count and a budget prepared by LEG each year.
- 4.7.1.1. **“BC Fed Convention”**. These are costs relating to the President’s and one elected local delegate’s participation in the B.C. Federation of Labour Annual Convention during such time as the BCTF retains membership in the BC Fed.
- 3.7.1 Expenses**
- ~~4.3.1~~ Any member who has been requested by the Executive or elected by the members to attend to CDTA business at any time during the regular school year shall be able to claim all reasonable out-of-pocket expenses (unless otherwise provided for) consistent with BCTF guidelines.
- ~~4.3.2~~ All expenses paid by the CDTA MUST be accompanied either by an invoice, an expense voucher or a receipt, and may be subject to Executive review.
- ~~4.3.3~~ CDTA Credit cards will be issued to the President, Vice-President, and Executive Secretary for the purchase of miscellaneous office expenses.

- 4.3.4 As invoices or requests for reimbursement are received, the CDTA office secretary completes an approval form, listing the expense, choosing an appropriate line item and appending the invoice or receipt. The President reviews the form, checking the invoice and/or receipt as well as the line item. Then the office secretary enters the financial details into the records and prepares a cheque. The Secretary-Treasurer reviews the line item allocation and the invoice and/or receipt, signs the approval form and then signs the cheque. Finally the cheque is co-signed by the President or the Vice-President. Where possible, cheques which are for one of these three should be signed by the other two. A printout of the journal postings will be reviewed by the Secretary-Treasurer when signing cheques. The Secretary-Treasurer will also ensure that the bank reconciliations are approved or adjusted each month.
- 4.3.5 Any concerns of the Secretary-Treasurer, with respect to the application of expenses to particular line items, shall first be discussed with the President, and then may be directed to the Executive.
- 4.3.6 These procedures shall be reviewed each year by the President, the Secretary-Treasurer and the office secretary. Proposed changes shall be presented to the Executive for approval.

4.4 Acquisition of Capital Assets

Whenever the CDTA Executive determines that a capital asset needs to be acquired, a sub-committee of three members of the Executive shall be appointed and they shall seek three competitive quotes and present their recommendation for approval of the Executive Committee.

4.5 Disposal Of Assets

- 4.5.1 The Executive will determine and authorize the disposal of assets. The Executive may authorize a sale, donate the asset to a registered charitable organization which would accept the item or dispose of the item if no longer has any commercial value.
- 4.5.2 The process for disposal of assets for sale shall be:
- 4.5.2.1. set a date for the closing of bids and advertise the sale of the asset, in writing, to the general membership;
 - 4.5.2.2 all offers shall be made in sealed envelopes for the purpose of "silent bidding";
 - 4.5.2.3. the President shall, in attendance with at least one other Executive member who has made no bid on the item, open all bids;
 - 4.5.2.4. the highest "silent bid" shall acquire the asset;
 - 4.5.2.5. if no bids are received, the President shall be empowered to dispose of the asset;
 - 4.5.2.6. as a courtesy, all persons bidding shall be informed of the outcome of the sale.

4.6 CDTA Budget

- 4.6.1. The Table Officers shall prepare a draft budget showing the planned expenditures of the Association for the coming year. The draft budget shall be circulated to the membership one week in advance of the Spring General Meeting.
- 4.6.2. A budget shall be adopted by the membership of this Association at the Annual General Meeting.
- 4.6.3. Total expenditures which exceed the provisions of the annual budget shall be classed as extraordinary expenditures and as such may be made only if approved by a General Meeting. This would not preclude adjustments between line items.

- 4.6.4. Contracts for services to the Association must be approved by the Executive provided approval for the expenditure involved has been obtained through acceptance of the budget or a special resolution of a General Meeting. Such contracts must be signed by the signing officers provided for in By-law 8.2.
- 4.6.5. The President or designate, when required to attend arbitration hearings during a holiday break, shall be paid by the Association on a daily basis of 1/189 (one-one hundred and eighty-ninth) of their regular annual pay scale.

4.7 TOC Compensation

- 4.7.1 Where a T.O.C. is requested to work for the CDTA during hours or days when she/he would normally be available to work as a T.O.C., she/he shall be paid on scale.
- 4.7.2. Where a T.O.C. is elected to the position of President, Vice-President or Professional Development Chair, she/he will be paid his/her regular salary scale placement. The CDTA will pay the Employer's share of all applicable benefits and deductions equivalent to a regular teaching assignment.
- 4.7.3 A TOC Rep who attends Staff Rep Training shall be paid on scale

5 GOALS OF THE CDTA

- 5.1 The goals of the CDTA shall be:
- 5.1.1.1 set on a yearly basis;
 - 5.1.1.2 formulated by the executive members yearly.

6 INDUCTION CEREMONY

- 6.1 Each year the CDTA Executive Committee shall:
- 6.1.1.1 ensure that the organization and planning necessary for the new teacher induction ceremony is accomplished;
 - 6.1.1.2 advise all new teachers of the date and details regarding attendance at this function;
 - 6.1.1.3 send invitations to all necessary parties involved with the new teacher induction ceremony.

7 ORGANIZATION OF THE CDTA

7.1 Release Time

- 7.1.1 The President shall be released on a full time (1.0) basis. ^{95,980103}
- 7.1.2 It is recognized that the work of the President involves travel and hours of work beyond the normally prescribed day and/or week. Absence from the CDTA office shall be arranged so that the services of the CDTA to its members continues smoothly.
- 7.1.3 Ten days of compensatory time may be taken by the President. The President shall notify the Executive of these absences.
- 7.1.4 The Vice-President shall be released on up to a 0.5 basis. The Executive of the CDTA shall have the authority to decide on the distribution of these days
- 7.1.5 The Chair of the Professional Development Committee shall be released up to 0.25 basis, with up to 10 additional days on a discretionary basis. The monies to pay for this release time shall come from the district professional development fund.
- 7.1.6 Release time shall be available to any other member of the CDTA to do work for the CDTA during the member's regular hours of work at the request of the President or by one

of the CDTA's governing bodies (i.e. the Executive, the Rep Council, or the General Membership by way of a motion at a regularly constituted meeting).

- 7.1.7 The CDTA will pay for release of the staff rep from Hornby Island to attend staff representative councils and any other meetings which are deemed by the President to be important for Hornby Island to be represented.

7.2 The Executive Committee

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

7.3 The President:

- 7.3.1 is responsible to the Association as a whole;
- 7.3.2 responds directly to member needs and concerns including such activities as: committee work, meeting with the Executive Committee and Rep Council, implementing their decisions, providing leadership in educational policy issues, speaking for the Association in regular communication with various organizations, reviewing and implementing the collective agreement, responding to requests and initiatives from the BCTF;
- 7.3.3 shall be the official spokesperson for the Association. All requests for consultation and/or for representation initiated by members, the Board, CUPE or parent groups, should be made through, or ratified by, the office of the President. ²⁰⁰⁰⁴²⁶ In the absence of the President, the Vice President shall act as spokesperson or the Executive Committee may temporarily delegate the authority to act as Association spokesperson to another member or members on a specific issue.
- 7.3.4 shall report on the business and activities of the year at the Annual General Meeting of each school year; ⁹⁸⁰⁶⁰³
- 7.3.5 oversees special events such as the New Teachers' Induction, retirement events, Christmas socials - including invitations, RSVP.s facilities, refreshments, gifts and presentations;
- 7.3.6 at year end, without consultation, the president or executive designate, discards all but historically relevant materials and, where appropriate, incorporates committee chairs' files into office files;
- 7.3.7 has the authority to consult and purchase computer software for the office
- 7.3.8 consults / forecasts budget for the year
- 7.3.9 shall be the representative to the LEG or will appoint a designate.

7.4 The Vice-President:

- 7.4.1 takes over President's duties when he/she is requested to;
- 7.4.2 chairs the contract committee;
- 7.4.3 chairs meetings of the Executive committee;
- 7.4.4 attends the Executive, Rep Council and General meetings;
- 7.4.5 prepares, circulates and collates a membership " bargaining questionnaire";

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

- 7.4.6 prepares bargaining objectives for the bargaining year based on responses to the "questionnaire" and information from the president about member grievances and concerns;
- 7.4.7 ensures that minutes are kept and filed in the office;
- 7.4.8 represents the Association in all local, zonal, and provincial bargaining endeavours;
- 7.4.9 assists the President, Executive and Contract Committee with contract implementation, grievance and negotiation matters;
- 7.4.10 chairs the Strike Committee;
- 7.4.11 establishes the Job Action Committee when required;
- 7.4.12 is available to sign cheques;
- 7.4.13 assists in preparing next year's Association budget/dues;
- 7.4.14 monitors policy implementation and takes a leadership role in suggesting change to processes for adoption, modification and implementation of Policy and Procedure statements;
- 7.4.15 ensures that the Policy and Procedures statements are revised and circulated to the Staff Reps as soon as possible after ratification;

7.5 The Secretary - Treasurer:

- 7.5.1 attends Executive, Rep Council and General Meetings;
- 7.5.2 keeps the minutes of the proceedings of meetings. Ensures the office staff receives the minutes for typing and filing and distribution
- 7.5.3 N.B. The minutes shall include:
 - 7.5.3.a the kind of meeting: "Regular" or "Special", etc.,
 - 7.5.3.b name of the assembly,
 - 7.5.3.c date of the meeting and place,
 - 7.5.3.d whether the minutes of the previous meeting were approved,
 - 7.5.3.e MOTIONS: the names of the mover and seconder; the exact wording of the motion; and whether the motion was "carried" or "defeated",
 - 7.5.3.f AMENDMENTS TO MOTIONS: the names of the mover and seconder of the amendments, the exact wording of the motion; and whether the amendment was "carried" or "defeated". (If the amendment is "carried", a vote then takes place on the main motion as amended with minutes indicating "carried" or "defeated".),
 - 7.5.3.g the time the meeting came to order and was adjourned.
- 7.5.4 visits the bank in person at the beginning of elected term, to complete "signing authority" forms;
- 7.5.5 is available in the office to sign cheques at least at mid and end month;
- 7.5.6 on signing cheques, reviews "Request for Funds" form and attached invoices for accuracy, possible duplication of payment and line item allotment;
- 7.5.7 during office crisis times such as bargaining, is prepared to follow "cheque writing instructions" and completes "Request for Funds" forms as well as writing and signing cheques;
- 7.5.8 reviews bank reconciliations monthly, signs and dates same;
- 7.5.9 reviews ledger and journal entry records monthly to ensure that monies have been posted to the proper line items, and makes any appropriate suggestions to the bookkeeper;
- 7.5.10 is prepared to discuss any irregularities in expense requests with committee chairpersons. (Committee chairpersons receive the monthly recording of their line item on "spread sheets" at Executive meetings and can obtain a detailed ledger on request);

- 7.5.11 discusses any outstanding advance payments with truant individuals (see "Policy and Procedure - Finances - Advances");
- 7.5.12 meets with bookkeeper before Rep Council and General meetings to become familiar with details of monthly "spread sheets" prepared for adoption at these meetings;
- 7.5.13 answers any questions at above meetings relative to "spread sheets" or other financial matters;
- 7.5.14 assists in preparing new year's budget / dues;
- 7.5.15 meets with auditor in early fall, as per requests of auditor;
- 7.5.16 oversees choice of auditor;
- 7.5.17 advises President when monies are sufficient to allow for investment options, suggests options and ensures that such funds are reinvested;
- 7.5.18 in conference with the President and Executive, oversees allocation of "savings" amounts to ensure that these are wisely invested;
- 7.5.19 drafts budget with Table Officers and presents to Executive Committee.

7.6 The Past President:

- 7.6.1 may, at the request of the incoming president, assist in preparing next year's budget / dues);
- 7.6.2 may attend Executive, Rep Council, and General Meetings;
- 7.6.3 provides historical continuity and support;

7.7 The Local Representatives:

- 7.7.1 attend Executive, Rep Council and General Meetings;
- 7.7.2 attend BCTF Rep Assembly Meetings;
- 7.7.3 attend BCTF Annual General Meetings;
- 7.7.4 carry member concerns and report back;
- 7.7.5 report regularly to the membership about the provincial position;
- 7.7.6 call a meeting of BCTF AGM delegates before the AGM to discuss the resolutions;
- 7.7.7 report Rep Assembly business to Executive and Rep Council.

7.8 The Professional Development Chair:

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

7.9 The TOC Chair:

- 7.9.1 attends Executive, ~~and~~ Rep Council and General meetings;
- 7.9.2 attends TOC meetings as called;
- 7.9.3 reports TOC issues back to executive;
- 7.9.4 keeps minutes;
- 7.9.5 keeps TOC members informed of local issues.

7.10 The Social Justice Chair:

- 7.10.1 attends Executive Rep Council and General meetings;
- 7.10.2 attends TOC meetings as called;
- 7.10.3 reports TOC issues back to executive;
- 7.10.4 keeps minutes;
- 7.10.5 keeps TOC members informed of local issues.

7.11 Aboriginal Education Chair

- 7.11.1 attends Executive, ~~and~~ Rep Council and General meetings;
- 7.11.2 attends Aboriginal Education Committee meetings as called;
- 7.11.3 reports Aboriginal Education issues back to executive;
- 7.11.4 keeps minutes;
- 7.11.5 keeps Aboriginal Education members informed of local issues.

7.12 Health and Safety Chair

- 7.12.1 attends Executive, Rep Council and General meetings, and also District H&S Committee meetings;
- 7.12.2 attends Health and Safety Committee meetings as called;
- 7.12.3 reports Health and Safety issues back to executive;
- 7.12.4 keeps minutes;
- 7.12.5 keeps Health and Safety members informed of local issues.

7.13 The Member(s)-At-Large:

- 7.13.1 attend Rep Council, General and Executive Meetings;
- 7.13.2 sit on one or more committees (may or may not chair these committees).

7.14 Meetings Chair:

- 7.14.1 shall be elected at each annual general meeting of the CDTA. (A position of Alternate Meetings Chair may also be elected at this time);
- 7.14.2 chairs any general or special meetings of the CDTA in an impartial manner;
- 7.14.3 chairs the meetings of the Representative Council;
- 7.14.4 chairs any other meetings of the CDTA when requested to do so by the President or the Executive;
- 7.14.5 is familiar with rules of order and parliamentary procedure;
- 7.14.6 is familiar with the by-laws, policies, and procedures of the CDTA;
- 7.14.7 is familiar with the by-laws, policies, and procedures of the BCTF;
- 7.14.8 is only eligible to vote at meeting where they are a member. (They may chair Representative and Executive Meetings but would not vote at such meetings unless they had been elected as a school representative or to the Executive.) In order to maintain

impartiality, the chair should not vote on issues except in cases where the vote may create a tie and cause a motion to fail, or when their vote may break a tie and decide the issue.

7.15 Staff Representative See BCTF MEMBERS' GUIDE LANGUAGE

7.16 Staff Committees

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

7.17 Professional Development Representative

- 7.17.1 It is the responsibility of the PD rep to:
 - 7.17.1.a ensure PD handbook and policy and procedures statements and revisions are up-to-date and available in the staff room, or in a place easily accessible;
 - 7.17.1.b post current PD opportunities
 - 7.17.1.c provide an opportunity for input by staff of their PD needs and work with the PD school committee to plan and present school based PD

7.18 Professional Development Representative Network

- 7.18.1 Representatives to this committee will be members of the CDTA, and include:
 - 7.18.1.a School PD reps
 - 7.18.1.b LSA reps
 - 7.18.1.c District PD committee (as per By-law 6.7.1).
 - 7.18.1.d The district TOC Committee will, in September of every year, elect from their membership one representative to the Professional Development Representative Network Committee.
- 7.18.2 The purpose of this committee is:
 - 7.18.2.a To promote democratic decision making about professional development in schools and the district
 - 7.18.2.b To act as an advisory body to the PD Chair and the members of the Joint District PD Committee.
 - 7.18.2.c To enhance professional development of teachers and to support quality teaching practices.

7.19 Committees

7.19.1 General:

- 7.19.1.a Only active members (including Teachers on Call) of the CDTA shall sit on CDTA committees.
- 7.19.1.b All committees shall:
 - 7.19.1.b.1 report their activities to the Executive committee;
 - 7.19.1.b.2 conduct such business as directed to them by the membership or by the Executive Committee;
 - 7.19.1.b.3 neither implicate nor commit the Association of any of its members nor act on any proposal or suggestion without prior approval of the membership, or when this is not practicable, of the Executive Committee. Committees shall be mindful that the interest of individual members or groups of members shall not prejudice in any way the interest of the membership as a whole.

7.19.2 Committee Chairs:

- 7.19.2.a Each committee chair will maintain an on going file for his/her committee.
- 7.19.2.b At the end of each year of office the committee chair will review all files and turn the completed files over to the office manager for filing and safe keeping.
- 7.19.2.c Any Policy and Procedure proposal regarding a particular committee will be referred to that committee for comment.
- 7.19.2.d Each committee chair will review its budget quarterly from the ledger and report any discrepancies to the Treasurer.

7.19.3 Constitution Committee:

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

7.20 Representatives to Other Groups

- 7.20.1 It is recognized that teachers on district committees must conduct their committee business within the guidelines of the Collective Agreement and the Constitution and By-Laws of the Association.

7.21 Office Staff and Procedures

7.21.1 Office

- 7.21.1.a The office worker's time cannot be used for personal business of members.
- 7.21.1.b The CDTA office staff time will only be used for official association business.
- 7.21.1.c The office equipment will not be used for personal business of members unless prior approval is obtained.
- 7.21.1.d All requests by members for clerical assistance from the office clerical workers shall be made through the President or Vice President.
- 7.21.1.e Keys to the office will be restricted to Executive members and the office staff only.
- 7.21.1.f All keys must be turned in at the end of the school year to the office. A record of all keys must be kept.
- 7.21.1.g Equipment issued to Executive members by the President must be returned to the CDTA immediately after its use or by June 30th of each year.
- 7.21.1.h The CDTA office shall be a non-smoking and scent-free work area.

- 7.21.2 **CONFIDENTIALITY.** All personnel working in the office shall maintain the confidentiality of personnel matters and all other matters deemed by the President and/or the Executive to be confidential in nature
- 7.21.3. Clerical staff of the CDTA are represented by a collective agreement between the Local Employers' Group and the Local Employee's Union which establishes and guarantees the applicable terms and conditions of employment.
- 7.21.4. **CDTA Archives Policy**
- Accounting Records:**
Revenue Canada requires accounting and financial records to be retained for a period 6 years following the tax year to which they apply.
- CDTA Corporate Records:**
Minutes, and other corporate records will be retained indefinitely
- Correspondence:**
Indefinitely, in paper form (and electronic form where they originate within the CDTA)
- SD#71 materials:**
minutes, general info notices, etc. may be disposed of at the end of the school year (June 30) in which they originated as they are available through SD#71
- BCTF Minutes/Materials:**
may be disposed of at the end of the school year (June 30) in which they originated as they are available through BCTF
- BCFed Materials:**
may be disposed of at the end of the school year (June 30) in which they originated as they are available through the BCFed.
- Other Political Materials:**
may be disposed of at the end of the school year (June 30) in which they originated as they are of ephemeral value
- Member Records:**
Personal information on members (HR appointment forms, change of appointment, LOA approvals, etc) for current and previous years. These records may be destroyed upon retirement/resignation. (Re-engagers records will only be available for the current appointment period).
- To preserve electronic records, CDTA will continue to carry out automated backups of all hard disks each night.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

8	PROFESSIONAL DEVELOPMENT—PD Policies are covered in the Policies & Procedures of the Joint PD Committee (see Appendix A).....38
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9 PROFESSIONAL RIGHTS & STANDARDS

- 9.6.1 All members are expected to follow the BCTF Code of Ethics at all times.
- 9.6.2 All members are expected to attend General Meetings.

10 PUBLICATIONS OF THE CDTA

10.1 Mail

- 10.1.1 For expediency, mail going to Hornby and Denman Island will first be faxed and then sent in the school mail.
- 10.1.2 Requests by other unions or groups to post or support any letters, posters or petitions will be considered on an individual basis. They must provide a benefit or be of the general interest of teachers, and must not be offensive nor be directed by any political party or private business.

10.2 Newsletter

- 10.2.1 The CDTA may publish a newsletter. The responsibility for organizing the material for the publication shall rest with the President and Vice President.
- 10.2.2 The President may ²⁰⁰⁰⁴²⁶ decide not to publish a letter or article submitted by a member, or to change it significantly, the writer shall be so notified.
- 10.2.3 Articles printed in any CDTA Newsletter shall bear the name of the author.

11 RETIREMENT

- 11.1. Each year the CDTA and the Retired Teachers' Association may host a retirement function for those members (defined under Section 1 Membership, of the CDTA By-Laws) who are retiring. The date will be set for June. If there are no teachers retiring or if sufficient tickets are not sold, then the function will be cancelled.
- 11.2. Invitations and complimentary tickets will be sent to each retiree and his/her guest and any others identified by the President and/or the Retirement Committee.
- 11.3. Administrators, C.U.P.E. members, Trustees and retired teachers are encouraged to attend.
- 11.4. Gifts for retiring teachers will only be given to those who are members under Section 1, Membership, of the CDTA By-Laws.
- 11.5. Retiring teachers who are members under Section 1 of the CDTA By-Laws, and retiring Administrative Officers, shall be included in the Retirement Book.

12 SOCIAL RESPONSIBILITY

- 12.1.1 The CDTA authorizes the carrying of a Teacher's Peace Banner at the yearly Peace walk or at any subsequent Peace Walks.

13 STRIKES AND JOB ACTIONS

13.1 Job Action

- 13.1.1 If the Association is considering job action, a special general meeting will be called to consider the issue. At the time of a vote on job action, a Strike Committee shall be elected from the membership and shall be responsible to coordinate such action.

- 13.1.2 The Strike Committee will be made up of six (6) members. This will include one (1) executive member, two (2) Staff Reps. (one elementary and one secondary) and three (3) members at large.
- 13.1.3 The Job Action committee will:
 - 13.1.3. a consist of one member from each school (this person will not necessarily be the Staff Representative but could be);
 - 13.1.3.b be established by the Vice President;
 - 13.1.3.c be chaired by an Executive member;
 - 13.1.3.d plan the district's job action;
 - 13.1.3.e report to the Executive of the job action planned;
- 13.1.4 Should there be any question concerning withdrawal of service and the application of the above guideline, it shall be the responsibility of the Strike Committee (with the Executive Committee's review) to determine the status of any event in question.

13.2 Picket Line Discipline

- 13.2.1 CDTA members shall honour all duly constituted picket lines and job actions arising out of a dispute with the employer, Board of School Trustees (School District No. 71, Comox Valley). The CDTA Executive shall be delegated the power to conduct hearings and to assess penalties for picket line crossings according to this policy and the by-laws and policies of the BCTF.
- 13.2.2 Strike, lockout, and third-party dispute pay shall be disbursed as provided in BCTF Policy 10.L.12.
- 13.2.3. Local processing of picket line violations shall be consistent with the following and BCTF By-laws and Procedures:
 - 13.2.3.a The CDTA Executive, consistent with BCTF By-laws 7.8, 7.9, and 7.10 and BCTF Procedures 44.16 and 44.18, shall assess a fine equivalent to the gross daily pay received by any member(s) found to have crossed a duly constituted local picket line arising out of a CDTA dispute with the employer.
 - 13.2.3.b Such fines, consistent with (a) above, shall be a levy due to the CDTA pursuant to Article A.4.1 of the Collective Agreement and BCTF By-law 7.10 and shall be disbursed, once paid to the CDTA, to a local charity selected by the CDTA Executive.
 - 13.2.3.c Members found by the CDTA Executive to be in violation of picket lines and penalized therefore may appeal such finding and/or penalty in writing to the chairperson of the BCTF Judicial Council who shall assign an Appeal Panel. The appeal may be heard orally and/or in writing at the discretion of the Appeal Panel.

13.3 Third Party Picket Line - C.U.P.E.

- 13.3.1 When a picket line is placed around the work place by action taken by C.U.P.E., then the members of CDTA will respect that job action by not crossing the picket line, as stated in Article 29.6 of the Collective Agreement. A Special General meeting will be held to provide the membership with information regarding their job action.

13.4 Picket lines in the Community

13.4.1 The members of the CDTA will make every effort to respect picket lines placed at any work place within the community. If a member of the CDTA is found to have crossed the picket line, a letter will be sent to that member:

13.4.1.a informing the member of the reasons for the job action.

13.4.1.b requesting the member to respect the job action.

14 TEACHERS ON CALL

14.1 Teachers on Call are part of the bargaining unit and as such will have an elected representative on the Representative Council.

14.2 In accordance with the CDTA By-Laws, the Teacher-on-Call Chairperson will sit on the Executive of the CDTA.

14.3 The Teacher-on-Call Committee may have access to the office equipment in order to publish newsletters or bulletins.

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PROCEDURES

APPENDIX TO THE CDTA POLICIES and PROCEDURES

SD#71 (Comox Valley) Professional Development

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

I District Professional Development Day, February

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

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

It shall be the responsibility of the professional development support staff to advertise and conduct registrations for the workshops. This includes advertising by flyer and website, establishing pre-registration deadlines. A fee shall be determined by the committee and shall be charged to all participants. Such a fee may be paid in cash or deducted by participants' personal accounts.

Workshop presenters, if they are attached to School District #71, shall be offered the option of up to one day of release time or an honorarium of \$150.00. Out of town presenters would simply be given the honorarium.

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

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

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

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

COMOX DISTRICT TEACHERS' ASSOCIATION
CONSTITUTION, BY-LAWS, and POLICIES AND PRECEDURES

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

Committee reserves the right to cancel under subscribed workshops.