



British Columbia Teachers' Federation

100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 • 604-871-2283, 1-800-663-9163 • www.bctf.ca
TTY 604-871-2185 (deaf and hard of hearing) Professional and Social Issues Division fax: 604-871-2286

REPORT FROM THE PSA TASK FORCE ON THE PROVINCIAL SPECIALIST ASSOCIATIONS (PSA) January 12, 2009

INTRODUCTION

The BCTF Executive, having heard concerns expressed by the PSAC and individual PSAs, decided to create a PSA Task Force in the spring of 2008. The intent of this review is to strengthen the role of PSAs and the PSAC within the Federation.

The task force was charged with the following terms of reference:

- To examine the challenges and opportunities facing PSAs
- To review BCTF policies, procedures, funding, and services related to PSAs
- To make recommendations for strengthening PSA networks at the provincial and local level
- To make recommendations for enhancing the role of PSAs in providing professional development opportunities for members.

The task force held a one-day initial meeting to:

- review the history of PSAs and the PSAC within the BCTF
- discuss the challenges and opportunities facing PSAs
- determine the method for gathering data
- create draft questions for a member survey.

Between the first and second meeting, an online survey was developed, posted on the BCTF website, and responses were solicited. In the second meeting, the findings of the survey were discussed, current BCTF policy was reviewed, recommendations were identified, and the report was drafted. A final meeting of the task force reviewed, edited the report, and finalized the recommendations.

The members of the PSA Task Force are:

- Gail Chaddock-Costello, BCTF Executive Committee, Member-At-Large
- David Comrie, Educators for Distributed Learning PSA, President
- Jenny Garrels, Teachers of Home Economics PSA, President
- Patricia Gudlaugson, BCTF Executive Committee, Member-At-Large
- Doug Kearney, Professional Issues Advisory Committee
- Susan Lambert, BCTF First Vice-President
- Carol McQuarrie, Boundary District Teachers' Association, President
- Michele Roblin, British Columbia Association of Mathematics Teachers, President
- Kip Wood, Nanaimo District Teachers' Association, President

The PSA Task Force wishes to acknowledge the exemplary work of our Research Department, especially Charlie Naylor and Anne Field in preparing the survey and analyzing the responses. The task force would also like to thank Rob Taylor, David Halme, and Betty Goto for their wise advice, patience, and tireless support of our work in preparing this report.

David Ellison, British Columbia Teachers of English Language Arts, attended the first meeting of the PSA Task Force.

Overview of the PSAC/PSAs

Provincial Specialist Associations have existed in the BCTF since 1957. The first PSA in the province was the Primary Teachers' Association. In 1971, the Provincial Specialist Association Council (PSAC) was created with 18 charter members and currently exists with 33 PSAs representing 8,500 BCTF members. The initial purpose of the PSAC was to bring together presidents of each of the PSAs to share common concerns and discuss areas of common interest. The PSAC is an advisory committee of the BCTF. The terms of reference and priorities can be found in Appendix 1.

As is the case with most of the Federation's advisory committees, the PSAC is funded to meet three times a year. Individual PSAs have four sources of funding: the BCTF per capita grant of \$18 per member or a minimum grant of \$4,750, the member fees ranging from \$20 to \$60 which are set by each PSA, the revenues raised from hosting annual conferences, and the revenues raised through grants, contracts, or advertising revenues in journals from groups outside the BCTF as authorized by the Federation. Additionally, the Federation provides five release days for each PSA president, and up to 20 days for the PSAC chairs. The PSA per capita grant applications for 2008–09 in Appendix 2 provide further financial information. BCTF policies and procedures specifically addressing PSAs and the PSAC are found in Appendix 3.

THE SURVEY

The PSA Task Force conducted a survey hosted on the BCTF website. The survey was sent to local presidents, local representatives, professional development (PD) chairs, PSA chairs and all members of BCTF advisory committees. As well, the survey was available online and local presidents were asked to encourage their members to complete it. The survey was posted to the website on October 16, 2008. The deadline for responses was October the 27, 2008. The survey and both the quantitative and qualitative data collected by the Research Department is available on request.

Of the 345 responses received, 254 identified themselves as being members of PSAs, and 63 self-identified as coming generally from the BCTF membership at large. Members from all advisory committees responded. As well, there were responses from 54 of 76 local presidents, 60 of 133 local representatives, and 59 of 76 local PD chairs. Thirty of 33 PSAs were represented in the survey, and 33 respondents identified themselves as either PSA presidents or co-chairs. Three PSAs—Teachers of Home Economics (THESA), the British Columbia Association of Mathematics Teachers (BCAMT), and British Columbia Teachers of English Language Arts (BCTELA)—responded in large numbers representing 47% of the total.

The respondents reflected provincial member demographics in terms of gender: 70% were female and 30% were male. Two-thirds of the respondents were in the age range of 45–55+ whereas the provincial demographic indicates that half our members are in this age range. This

over-representation of older, more experienced members may have implications for the survey. One third of the respondents were in the 25–44 age range.

KEY SURVEY FINDINGS

1. The majority of respondents became PSA members through:
 - attending a PSA conference
 - membership in an LSA
 - promotion at a university
2. The highest priorities for PSAs **currently** were identified as:
 - professional development
 - advocacy for professional issues
 - advice to PSA members
 - hosting an annual conference
3. The lowest priorities for PSAs **currently** were identified as:
 - providing networking opportunities
 - supporting and expanding LSAs
 - publishing a hard copy journal
4. The highest priorities for PSAs **in the future** were identified as:
 - professional development
 - advice and advocacy for members
 - mentoring new teachers
 - providing the ministry with advice and information
5. The lowest priorities for PSAs **in the future** were identified as:
 - providing networking opportunities
 - supporting and expanding LSAs
 - publishing a hard copy journal
6. **The level of understanding of the role of the PSA Council** was generally low. Forty-three percent of respondents were aware of the PSA Council. These respondents identified the following as high priorities for PSAC:
 - providing advice to the BCTF on curriculum, assessment, and ministry policy
 - advocacy and information for PSAs
 - problem-solving around common issues
7. The lowest priority for 43% percent of respondents aware of the PSAC, was support for BCTF campaigns and initiatives.
8. Most responses suggested that the Federation increase its level of operational assistance to PSAs, especially funding and technological support. The one exception to this request for increased support was the production of journals.
9. Training for PSA treasurers and editors specifically was a need identified by a number of respondents.

10. Much of the data identified a need for the BCTF to provide more technological support to PSAs. This included:
 - online conference registration
 - current and accurate membership database
 - timely access by PSA presidents to this database
 - electronic journals
 - online membership sign up and payment of fees
11. The desire to increase membership in PSAs was clearly stated.
12. The results of the data indicate there is a perceived lack of communication and disconnection between the PSAs, LSAs, PSAC, locals, PD chairs, and the BCTF Executive Committee.
13. There continues to be a significant tension around the issue of “specialist” teachers.
14. PSA conferences are generally held in the lower mainland. Some respondents felt that regional conferences might be more accessible.

CONCLUSION

Despite the quick return necessitated by the timelines of the work, the task force believes that the survey results are an accurate representation of the perceptions of members. Survey respondents came from all areas of the province and from all aspects of Federation activity. There was a disproportional representation of older members which may have implications for the advice found in the answers to questions on future priorities. However that may be true of many surveys conducted by the Federation; more experienced members may be more inclined to respond to the Federation’s request for information. As well, the survey was completed by a disproportional number of PSA members. This was both predictable and desirable as PSA members have more awareness of the role and activities of PSAs than non-PSA members and their advice was sought.

The task force was struck with the understanding that PSAs play a critical role in representing the needs of teachers with specialist expertise and that PSAs must be involved in shaping BCTF policy and campaigns to reflect that expertise. With this perspective, the task force was positively charged with enhancing the role and influence of PSAs. This was not an objective analysis or review, but one which had at its centre the charge of enhancing the role of PSAs.

The task force began its work by identifying and examining the challenges and opportunities facing PSAs. The four main challenges were increasing membership, funding, technological support, and a persistent sense of disconnect between PSA members and the BCTF.

Membership base

Annual conferences are a major source of membership for most PSAs. During the 2005 job action, many PSAs were forced to cancel their annual conference. While the Federation provided funding to offset the ensuing financial costs, and while membership has increased over the last few years, most PSAs have not yet recovered the membership base they enjoyed prior to the strike. According to the survey, one of the four main points of entry into PSAs is through

LSA membership. It is therefore interesting to note the low priority survey respondents attached to encouraging LSA growth.

Funding

Funding is another challenge identified by PSAs. One avenue to address funding is to increase membership in PSAs. Some respondents believe that the Federation does not provide sufficient financial support to PSAs. Many respondents felt that the Federation should fund PSA membership for every BCTF member. There was little interest in a revision to the per capita grant funding formula.

Technological support

Technological support was not confined to electronic conference registration. There were mixed messages about the production of online journals indicating that there is still no consensus of opinion on this issue. Some PSAs however would like support in transitioning from paper to some sort of electronic journal. Other areas of support included online membership application and fee payment, listservs and websites, as well as an accurate, timely, and accessible membership database. The task force is hopeful these concerns will be addressed through the BCTF's current major upgrade of its technology systems.

The sense of disconnect

The sense of disconnect was perhaps the most significant and difficult challenge to address. Though it is represented by tension that exists around the issue of "specialist" teachers it is much deeper than this and is often labeled as the "political/professional dichotomy."

"BCTF pays little attention to PSAC and rarely acts on their recommendations, yet PSAC is the grassroots of the organization and should be respected and paid attention to and valued. BCTF feels like a political machine with an agenda of its own."

"Strengthening the professional wing of the BCTF is key so that the political does not overtake, both in the eyes of teachers and the public."

"The main role and function of the BCTF is to provide protection for members through the support of the collective bargaining process. The role of the BCTF as a supporter/provider of PSA 'stuff' is a secondary role at best."

"PSA Council advice and recommendations to the BCTF Executive Committee should be rooted in an understanding of both the professional and political climate and BCTF EC responses to PSA Council should also reflect and explain the rationale."

Qualitative responses to the survey tended to reflect the opinion that PSAs are undervalued within the Federation. There is a sense that the Federation does not adequately support the work of PSAs and even hampers the ability of PSAs to provide services to members and to develop productive relationships with the Ministry of Education. It was equally clear that PSAs want to do more; they want to provide more services to their members.

In reviewing these responses, the task force recognized that there are opportunities flowing from these challenges. In the words of one respondent:

“Both locals and PSAs have a responsibility to serve members and better service comes from collaboration rather than isolation.”

Federation campaigns are strengthened when supported by PSAs confident that they feel valued, knowing their voice influences BCTF policies and actions. With increased mutual respect and support, the Federation as a whole, will be stronger.

RECOMMENDATIONS

Recommendation 1

That the Federation provide a one-year PSA membership to every new BCTF member on their induction into a local.

Recommendation 2

That the PSAC be requested to review and suggest revisions to policy 33.18.E to ensure that all PSA publications reflect the membership of the PSA in the BCTF and carry the BCTF logo.

Recommendation 3

That the Federation funds the attendance of PSA Council chairs, or designates, at the RA and AGM as non-voting members.

Recommendation 4

That PSA Council be requested to review policy 33.04 (purposes of PSAs) and revise if necessary, and develop strategies to ensure that these purposes are implemented.

Recommendation 5

That the BCTF provide the necessary technological and financial support to enable PSAs to transition to publishing online journals.

Recommendation 6

That policy 25.F be revised to reflect the status of PSA Council as a Federation advisory committee.

Recommendation 7

That the Federation develop strategies to raise awareness of and promote membership in PSAs at BCTF Day on Campus and the New Teachers' and Student Teachers' Conference.

Recommendation 8

That PSA Council examine the issue of providing free or reduced memberships to student teachers and encourage PSAs to develop policies related to such membership.

Recommendation 9

That the BCTF continue its efforts to obtain ministry grants for PSAs to construct PD opportunities for members.

Recommendation 10

That PSAC encourage PSAs to develop models of PD that honour the teachers' professional autonomy.

Recommendation 11

That PSA Council minutes be made available online on the BCTF website.

Recommendation 12

That the BCTF design a PSA Council webpage linking to all PSA web pages.

Recommendation 13

That PSA Council investigate having PSA websites hosted by the BCTF with BCTF technical support.

Recommendation 14

That PSA Council and PIAC be requested to investigate ways of improving communication between PSAs/LSAs and local PD chairs.

Recommendation 15

That local presidents be encouraged to invite LSA chairs to make presentations to AGMs, general meetings, PD committee meetings, staff rep meetings, SURTs and/or executive committee meetings in locals.

Recommendation 16

That PSA presidents encourage LSA chairs to approach local presidents to request time on local meeting agendas.

Recommendation 17

That the BCTF be encouraged to examine cost saving measures when producing publications and/or providing mailing services to PSAs.

Recommendation 18

That the BCTF's new membership database allow PSAs to communicate with all teachers within their specialty areas.

Recommendation 19

That the BCTF develop the capacity for members to become PSA members online through the BCTF website.

Recommendation 20

PSA Council review policy 33.08.A.1. (g) to clarify the issue of corporate sponsorships within PSAs.

Recommendation 21

That the BCTF fund a full-day of training for PSA presidents in conjunction with FLI.

Recommendation 22

That training for PSA treasurers and journal editors be provided.

Recommendation 23

That the Federation annually provide local presidents with a list of PSA presidents.

Recommendation 24

That PSAC annually review policy 33.06 concerning representation to outside bodies.

PSA COUNCIL 2008–09

TERMS OF REFERENCE

Composition: 1 representative from each PSA

1. To advise the Executive Committee on:
 - a. education policy
 - b. school goal setting and planning, and the government accountability agenda
 - c. professional autonomy
 - d. teacher education and certification
 - e. curriculum review, development, and implementation
 - f. professional development control, funding, and policy
 - g. enhancing teaching practice and supporting
 - h. classroom assessment, evaluation, and reporting
 - i. promotion of democratic processes in schools
 - j. privatization, commercialization, and corporatization.
2. To advise and consult on professional issues with PD chairpersons, with locals, in zones, and with PSA Council.

(Sept. 02 Ex, p 15)

(Aug. 06 Ex, p. 7)

PRIORITIES 2008–09

1. To ensure there is support and training for PSAs with publications, web sites, administration, conference organization, and registrations.
2. To lobby actively to maintain the primary role of PSAs in the October PSA day and for member participation in PSAs and their activities.
3. To enhance the role of PSAs as a provider on ongoing professional development for teachers.
4. To lobby for continued PSA involvement in curriculum and implementation.
5. To advise PSA task force representatives of the role and function of the PSA Council.
6. To promote and support the Federation's Support for Teaching and Learning Strategic Plan for 2008–09.

EC Aug 17–18, 2008

RECOMMENDATIONS FOR APPROVAL OF 2008–09 PSA PER CAPITA GRANTS

That the following PSAs receive 2008–09 per capita grants:

41 BC Art Teachers' Association	5,254.00
42 BC Business Education Association	4,750.00
45 Immersion/Programme Francophone	8,214.00
46 BC Teachers of English Language Arts	8,417.50
47 Teachers of Home Economics Specialist	4,939.50
48 Provincial Intermediate Teachers'	10,970.50
49 BC Teacher-Librarians' Association	6,863.50
50 BC Association of Teachers of	16,687.00
51 BC Association of Teachers of Modern	5,531.50
52 BC Music Educators' Association	7,122.50
53 Learning Assistance Teachers' Association	5,753.50
54 Physical Education–British Columbia	4,750.00
55 BC Primary Teachers' Association	9,509.00
57 BC Science Teachers' Association	4,750.00
58 BC Technology Education Association	4,750.00
59 BC Social Studies Teachers' Association	5,143.00
60 Special Education Association	9,768.00
62 Association of BC Drama Educators	4,750.00
63 Association for Educators of Gifted,	4,750.00
64 BC Educators for Distributed Learning	4,750.00
65 Computer-Using Educators of BC	5,161.50
66 Environmental Educators' PSA	4,750.00
67 Rural and Small Schools Teachers'	4,750.00
68 BC Teachers for Peace & Global	4,750.00
69 English as a Second Language PSA	4,750.00
70 BC Alternate Education Association	5,661.00
72 BC Co-operative Learning Association	4,750.00
73 BC Dance Educators' Association	4,750.00
74 Adult Educators' Provincial Specialist	4,750.00
75 BC Culinary Arts Specialist Association	4,750.00
76 Educators Against Racism	4,750.00

NOTE: BCSCA and AEA had not submitted their complete per capita grant application submission prior to this document going to the PSA Council meeting November 14–15, 2008.

33. Provincial Specialist Associations

PROCEDURES

33.02—That the BCTF encourage and support the following provincial specialist associations:

Adult Educators' Provincial Specialist Association
 Association for Educators of Gifted, Talented and Creative Children in BC
 Association Provinciale des Professeurs de l'Immersion et du Programme-Francophone
 Association of BC Drama Educators
 BC Alternate Education Association
 BC Art Teachers' Association
 BC Association of Mathematics Teachers
 BC Association of Teachers of Modern Languages
 BC Business Education Association
 BC Co-operative Learning Provincial Specialist Association
 BC Culinary Arts Specialist Association
 BC Dance Educators' Association
 BC Educators for Distributed Learning
 BC English Teachers' Association
 BC Music Educators' Association
 BC Primary Teachers' Association
 BC Rural and Small Schools Teachers' Association
 BC School Counsellors' Association
 BC Science Teachers' Association
 BC Social Studies Teachers' Association
 BC Teacher-Librarians' Association
 BC Teachers for Peace and Global Education
 BC Teachers of English Language Arts
 BC Technology Education Association
 Computer Using Educators of BC
 Educators Against Racism
 English as a Second Language Provincial Specialist Association
 Environmental Educators' Provincial Specialist Association
 Aboriginal Education Association
 Learning Assistance Teachers' Association
 Physical Education—British Columbia
 Provincial Intermediate Teachers' Association
 Special Education Association
 Teachers of Home Economics Specialist Association
 (June 90 Ex, p. 16)

33.04—Purposes of a PSA

It shall be the right of each PSA to foster professional development through activities which may include:

1. Conducting in-service education.
2. Carrying out curriculum projects and disseminating the results.
3. Proposing appropriate learning and working conditions for the specialist area.
4. Proposing policy positions for BCTF adoption.
5. Through the BCTF, under the direction of the Executive Committee, influencing Ministry of Education policies and practices, including those relating to school programs,

curriculum, assessment implementation, and school organization and operation.

6. Developing statements of standards of specialist qualifications and appropriate teacher training.
7. Developing statements of specifications for educational facilities for its specialist area.
8. Maintaining liaison with post-secondary faculty members in the specialist area.
9. Maintaining a system of communication with its members through journals and newsletters, the creation of local chapters, the holding of general meetings and maintaining a provincial structure with local-regional representatives or contacts.
10. Affiliating with national and international professional groups in the PSA's area of speciality.
11. Other activities that are authorized by the BCTF.

A PSA shall not carry out activities to influence the negotiation of salaries and bonuses and other bargaining objectives except through the BCTF Executive Committee or through local presentations to the appropriate local of the Federation.

33.06—Representation

A. Representation Policy for PSAs

Representations are defined as communications aimed at influencing the making of a decision, given on behalf of a PSA, with an indication that they represent the views or position of the PSA. Representations may be categorized into one of three groups: those that require;

1. authorization
2. no authorization but must be reported
3. no authorization and no report

1(a) Those representations that must have prior authorization by the BCTF president (or designate)

(i) Any proposal that relates to working and learning conditions, standards of specialist qualifications, teacher education and educational facilities.

(ii) Any major brief.

(iii) Actions to influence the Ministry of Education's policies and procedures, including those related to school programs, curriculum, assessment, implementation, and school organization and operations.

(iv) Representations to commissions/hearings.

(v) Representations to the ministry on curriculum, assessment, policy, administrative matters.

(vi) Representations to agencies or organizations such as universities, community colleges, vocational schools.

(vii) Formal participation in public pressure groups or organizations.

(viii) Representation on ministry, university or other outside committees.

(ix) Representation on areas of general concern to education or affecting teacher education requirements.

(x) Liaison with business and industry

(xi) Liaison with universities, community colleges, vocational schools

(xii) Informal discussions with ministry officials regarding ministry programs

1(b) Those representations that must have prior authorization by both the local president and the BCTF president, or designate.

i. Local decisions

ii. Local policies and procedures

1(c) Those representations that are authorized by a PSA's program and budget statements (as approved by the PSA Council), assuming all communications are consistent with BCTF policy.

i. In-service education

ii. Independent curriculum projects

iii. Liaison with university faculty

iv. Affiliation with national and international professional groups

v. Communications with PSA members.

2. Those representations that need not be authorized but need to be reported to the BCTF (assuming all communications are consistent with BCTF policy)

(a) Press releases, articles about PSA activities

(b) Press coverage of PSA of PSA events

(c) Response to questions initiated by the press

(d) Joint sponsorship of conferences

(e) Newsletters and journals

(f) Affiliation with other professional groups

3. Those representations that need not be authorized and need not be reported to the BCTF:

(a) Communications that are seeking information

(b) Liaison with related professional groups (provided the BCTF is not referenced)

(c) Production and distribution of curriculum materials (print, audio-visual or electronic)

C. Representation Policy for PSA Chapters and/or Local Specialist Associations

1. A PSA may organize and/or recognize local specialist associations as chapters of the PSA; such chapters shall be responsible to the PSA in regard to provincial issues and to the local on local issues. Responsibility to the local on local issues is mandatory.

2. No PSA chapter or local specialist association shall make representations to any authority or agency outside the BCTF without authorization from the local.

D. Procedures for Authorization of PSA Representations

1. The BCTF and the local shall maintain procedures and practices that allow PSAs and PSA chapters to receive timely decisions on requests for authorization for representations to authorities and agencies outside the BCTF.

2. The BCTF president (or designate) may authorize representation by PSAs outside the BCTF if PSA proposals are consistent with existing BCTF policy; representations shall be reported to the BCTF executive, which may review and alter the decision of the president (or designate).

3. Guidelines for authorization by the president (or designate):

(a) a BCTF staff member shall provide advice on whether the proposal is consistent with BCTF policy;

(b) proposals that relate to working and learning conditions, standards of specialist qualifications, and teacher education shall be authorized only after advice from the appropriate BCTF body;

(c) major briefs shall be authorized only after they have been distributed to the PSA Council and appropriate committees for advice, and a reasonable time for giving advice has elapsed;

(d) a decision to authorize or not authorize presentation of a brief or parts of a brief shall be made as soon as possible, but within three months of the brief being submitted to the BCTF.

(Feb. 99 Ex, p. 13-15)

33.08—Finance

A. PSA Financing

1. The financing of PSAs shall be through:

(a) a PSA membership fee, which shall be equal to, or greater than, the BCTF per capita grant;

(b) a subscription fee be at least equal to the PSA fee for BCTF members plus the per capita grant; (Jan 92 Ex, p. 8)

(c) a BCTF per capita grant as stated in statement 10.J.28–10.J.32;

(d) income from conferences or workshops;

(e) income from the sale of PSA-produced materials and publications, including advertising in such publications;

(f) any special BCTF grants that may, from time to time, be authorized.

(g) grants, contracts, or fees for service from groups outside the BCTF (e.g., ministry, foundations), as authorized by the BCTF.

2. The BCTF president and first vice-president may authorize grants or contracts from groups outside the BCTF; authorization shall be made on the basis of the following guidelines and shall be reported to the BCTF executive.

3. Guidelines for grants or contracts:

(a) the grant or contract must be for a specified project consistent with BCTF policy;

(b) no terms of the grant or contract shall compromise or restrict the ability of the BCTF to operate as an organization independent of the granting or contracting agency;

(c) grants or contracts shall be approved only after advice on their appropriateness has been given by the PSA Council or PSA Council Steering and Agenda Committee; (Oct. 02 Ex., p. 5)

(d) all grants or contracts shall be processed through the BCTF Accounting Department and subject to normal accounting and audit practices.

B. Release time for PSA officers

The following shall be the procedure for BCTF approval of release time for a PSA officer. This procedure applies to long-term release time (a full year or partial leave; full-time or part-time release from teaching duties). It does not apply to single day or other short-term leave. Short-term leave is leave on an irregular basis throughout the year or full-time leave for less than one month.

1. PSA determines that it has a need for release time for an officer to work on behalf of the PSA.

2. The PSA develops a proposal that includes the following elements:

(a) a definition of the need;

(b) a description of the nature of the duties to be performed;

- (c) a definition of how much release time is to be provided and the basis for pay (e.g., regular teaching salary);
 - (d) a designation of which officer in the PSA to be released;
 - (e) a description of related requirements such as working space, equipment, clerical assistance, travel;
 - (f) a budget for the release time and related items;
 - (g) an explanation of the source of revenues to cover the budget.
3. The proposal is circulated to all members of the particular PSA before the annual meeting.
 4. The PSA annual meeting approves the proposal.
 5. The proposal goes to BCTF Executive Committee for approval.
 6. The BCTF seeks approval from the affected school board to second the individual to the BCTF to work on behalf of the PSA. (Seconding is the best arrangement for maintenance of all employee benefits.)

C. That PSA presidents' release time be available to be used for PSA business as determined by the PSA president. (March 05 Ex, p. 6)

33.10—PSA Name Change

1. The PSA has followed all steps in accordance with its constitution regarding by-law changes.
2. A request for a name change is forwarded to the PSA Council chairperson. The request will contain a written statement that documents the steps taken by the PSA in pursuing the name change within the PSA.
3. The PSA Council chairperson will take the request to the PSA Council for discussion and recommendation to the BCTF Executive Committee. (Oct. 02 Ex, p. 5)
4. The BCTF Executive Committee will consider the recommendation from the PSA Council. (Feb 90 Ex, p. 12)

33.12—PSA Conference Bank Accounts

1. The use of a Provincial Specialist Association conference bank account shall be restricted to depositing revenues and paying the expenses of any conference sponsored by the PSA.
2. The executive of any Provincial Specialist Association operating a conference bank account shall, by ordinary resolution, designate at least two and not more than four members of the PSA as co-signing officers of such a conference bank account.
3. The co-signing officers for a Provincial Specialist Association conference bank account shall provide the executive of a PSA with a full financial accounting of the revenues and expenditures of any conference not more than ninety days after the conclusion of that conference.
4. The president or his/her designate of the Provincial Specialist Association shall provide the treasurer of the Federation with a copy of the financial accounting referred in paragraph 3 above forthwith upon its receipt. (June 91 Ex, p. 14)

33.14—PSA Membership

- (a) Individual membership in a PSA will be on a 12-month basis commencing on the date the application is processed.
- (b) All members of a PSA shall be BCTF members.

(c) PSAs may provide services to non-BCTF members for a designated fee. (88 AGM, p. 20)

33.16—PSA Organization

- (a) That all PSA constitutions and any changes that may from time to time be made to them, be submitted to the Executive Committee for approval.
- (b) A copy of the constitution of each recognized provincial specialist association shall be filed with the BCTF office.
- (c) The commencement and termination dates for each executive office will be set by each PSA in its constitution.
- (d) Any member of a PSA may hold office on the executive of the PSA, subject to the following:
 - (i) presidents/vice-presidents of PSAs shall be active BCTF members;
 - (ii) PSA Council delegates shall be active BCTF members;
 - (iii) representatives of PSAs within the BCTF and to outside authorities and agencies shall be active BCTF members;
 - (iv) the majority of a PSAs executive shall be active BCTF members. (May 74 Ex, pp. 25-28) (88 AGM, p. 20)

33.18—Conditional BCTF Assistance to PSAs

A. Services—Membership

1. Membership applications will be processed by the BCTF on the 'evergreen' plan basis.
2. The BCTF will provide free maintenance of PSA membership lists.
3. The BCTF will, upon request, and free of charge, supply membership lists on two occasions during the year. At least four copies will be available on each occasion.
4. The membership list will be available in alphabetical or school district order.
5. The BCTF will maintain a complimentary mailing list for each PSA. The size of the list will be determined by PSA size and need.

B. Conditions of Membership Service

1. The membership service as outlined in 33.10 is on an all or nothing basis.
2. The BCTF may require a standardized application form.

C. Services—Financial Records

1. Free maintenance of financial records.
2. Monthly financial statements provided to each PSA treasurer and president.
3. An annual financial summary will be provided to each PSA.

D. Conditions—Financial Records

PSA fee changes, which can be made only at annual general meetings, will be effective January 1 or July 1 following. Fee information is to be submitted to the BCTF office no later than December 1 or June 1 respectively. (Jan 91 Ex, p. 3)

E. Services and Conditions—Publishing

1. By September 1, PSA presidents will receive a request for scheduling information for their year's publications.
2. Each PSA will co-ordinate schedules and publications through a single PSA officer in order to expedite communication.

3. By September 15, PSAs will provide the BCTF with the requested information and schedules for all their publications.
4. BCTF staff will review PSA schedules and integrate them into overall BCTF schedules to identify potential conflicts. These will be resolved through negotiation with the affected parties.
5. The BCTF will confirm, in writing, the finalized schedules.
6. PSAs may elect to use the BCTF services for any combination of the following: copyediting (to BCTF standards), word processing, typesetting, illustration, design, printing, binding, labelling, stuffing, mailing. Only publications produced in their entirety (from copy editing through mailing) by the BCTF office may bear the BCTF insignia.
7. Provided copy is submitted on or before the agreed submission date and according to the agreed specifications, the BCTF will meet the deadlines and absorb any extra costs incurred in doing so.
8. When requested, the BCTF will supply an estimate of publishing or mailing costs.
9. PSAs failing to meet submission requirements (deadlines and specifications) may elect to publish later than planned or to pay a premium for speedier service.
10. BCTF printing of PSA publications will be limited to 10 major publications (a major publication is any combination of number of pages and number of copies for a total of 6,000 pages) per PSA per year.
11. Unless the BCTF office is otherwise informed, publications will automatically be sent by third-class mail.
12. The BCTF will not be responsible for PSA mailings done outside the BCTF office.
13. All PSAs will use the BCTF's mailing lists to distribute publications.
14. The BCTF will have the right to order, at BCTF expense, up to 80 copies of any PSA publication.
15. PSAs will refrain from using the title bulletin.
16. PSAs receiving publishing and mailing services will use BCTF accounting services. (May 74 Ex, pp. 26-30) (Apr 83 Ex, p. 9)

33.20—Initial recognition as a PSA will be given to a group of members when:

1. It has established purposes as outlined in 33.04.
2. It has established a program: objectives, activities, related to the objectives and evaluative criteria.
3. It has held a general meeting to approve a constitution, to elect officers, and to establish a membership fee.
4. It has reviewed BCTF policies and procedures and accepts that they are binding on the PSA's activities.
5. It has a minimum membership of 100 BCTF active members.
6. Existing PSAs have made a concerted effort to accommodate the new group, and the new group has made a concerted effort to have its needs met within an existing PSA.
7. The PSA Council has made a recommendation to the Executive Committee that a PSA be established. (Jan 84 RA, p. 8) (May 97 RA, p. 16)

33.22—Continuing recognition of a PSA will be given in accordance with 33.12. It shall be the responsibility of the PSA Council Executive to recommend annually continuing recognition of PSAs to the BCTF Executive Committee based on the following process:

1. Review programs and membership as of the May registration.
2. Review that membership has not fallen below 50 active BCTF members.
3. Inform a PSA of concerns arising from the review and request that the concerns be addressed by May registration of the following year.
4. In the event that a PSA is unable to fulfill the criteria listed in 1 and 2 above within the one-year time period, PSACE may request the BCTF Executive Committee to remove recognition. (June 89 Ex, p. 5) (May 97 RA, p. 16)

33.24—(a) That if a PSA is alleged to have breached BCTF policy, the following process be followed:

1. Table officers of the BCTF will notify the PSA Council chairperson, the president of the PSA involved, and relevant others to arrange a meeting to:
 - (a) Detail specific concerns regarding alleged breaches of policy (outlining relevant policies and procedures),
 - (b) ask for an explanation, and
 - (c) outline further course of action, including possible sanctions or deciding that no further action is needed.
2. The PSA Council chairperson will report to the PSA Council. The PSA Council and/or the full-time table officers will then recommend to the BCTF Executive Committee appropriate action.
3. The BCTF Executive Committee will meet with the PSA president and the PSA Council chairperson prior to making its decision.
 - (b) That sanctions that may be applied against a PSA that breaches the terms of recognition be:
 1. reprimand;
 2. withholding of the per capita grant;
 3. suspension;
 4. withdrawal of recognition.
 - (c) A PSA may appeal to the RA sanctions applied to it by the Executive Committee under section 33.24 3(b) The RA may confirm, reverse, or modify any decision referred to it under this policy. (Jan 84 RA, p. 8)

33.26—Delisting of a PSA with the BCTF will follow these procedures:

1. A PSA seeking delisting in the BCTF will:
 - (a) ensure that members, by a ballot or AGM have agreed to delisting.
 - (b) communicate in writing to PSA Council chairperson requesting that delisting proceed. (Oct. 02 Ex, p. 5)
2. PSA Council chairperson will inform the Executive Committee of decision by the PSA to delist and recommend the EC remove recognition. (June 89 Ex, p. 6) (Oct. 02 Ex, p. 5)

33.28—That it shall not be the right of any provincial specialist association to make representations to any authority or agency outside the BCTF on any matter that is

properly the concern of the BCTF. (May 63 Consultative, p. 8) (76 AGM, p. 56)

33.30—That organized groups within the BCTF that are considering establishing a new service, ensure that they not duplicate services offered by PSAs. (Jan 84 Ex, p. 16)

33.32—That PSAs participate fully in the development and implementation of BCTF curriculum strategies. (July 88 Ex, pp. 15-16)

33.34—That PSAs bringing forward to the Executive Committee any recommendations that might impact on other PSAs should present the matter first to the PSA Council chairperson for advice. (Aug 90 Ex, p. 2) (Oct. 02 Ex., p. 5)

33.36—Provincial Specialist Association Council
The Provincial Specialist Association Council (PSA Council) of the British Columbia Teachers' Federation (the Federation) shall operate in accordance with the following procedures.

A. Composition of the PSA Council

1. The PSA Council shall be composed of the president of each PSA recognized by the Federation pursuant to 33.20 and 33.22.

2. PSA presidents are responsible to attend council meetings and represent the concerns of their respective PSAs.

3. A PSA vice-president may attend and exercise the PSA's vote only in the event that the council chairperson has been informed of the PSA president's absence and the council chairperson is satisfied that the vice-president has been authorized to attend.

4. There shall be a PSA Council Steering and Agenda Committee, consisting of three members elected by PSA Council. (Oct. 02 Ex, p. 6)

B. Elections

1. The PSA Council shall elect three members who shall act as the PSA Council Steering and Agenda Committee and serve as the representatives to the Professional Issues Advisory Committee.

2. The PSA Council Steering and Agenda Committee shall be elected annually at the spring PSAC meeting from PSAs' presidents or their immediate past presidents; they shall begin their PSAC duties on July 1 following the meeting.

3. The PSA Council shall first elect the chairperson of the PSA Council and then elect the two other PSAC SAC members.

4. The members of the PSA Council Steering and Agenda Committee may not serve more than four years. (Feb. 04 Ex., p. 12)

5. In the event that a person elected to the PSA Council Steering and Agenda Committee ceases to be an active member of the Federation, the PSA Council shall elect a member to complete the term. (Oct. 02 Ex, p. 6)

C. Duties of the PSA Council Steering and Agenda Committee

1. The PSA Council Steering and Agenda Committee shall:

a. act as the representatives to the Professional Issues Advisory Committee, attending all PIAC meetings.

b. make recommendations to PSA Council and facilitate the business of PSAC.

c. act as liaison, providing dialogue on professional issues, between PSAC and PIAC and bringing the perspectives of PSAs to PIAC.

d. consult with BCTF staff regarding appropriate recommendations for each PSA's budget proposal, the BCTF annual grant to PSAs, and the preparation of the BCTF budget for the next fiscal year.

2. The PSA Council chairperson shall:

a. preside at all meetings of the PSA Council, assisted by the two other members of the PSA Council Steering and Agenda Committee.

b. act as an ex-officio member of any subcommittees, ad hoc committees, and other bodies established by the PSA Council to carry out its terms of reference.

c. provide representation when it is required, at the Federation Executive Committee, Representative Assembly, or AGM, or arrange for a designate to do so if unavailable to perform that function in specific instances.

d. in consultation with the other members of the PSA Council Steering and Agenda Committee, act on behalf of the PSA Council between meetings of the council. (Oct. 02 Ex, p. 6)

D. Meetings

1. The council chairperson shall, prior to March in each year, design an annual calendar of meeting dates for the council to ensure timely representations to appropriate decision-making bodies.

2. With the agreement of BCTF staff, the council chairperson may reschedule a meeting date if at least three weeks written notice is given to all other members of the council; the Federation Executive Committee may require rescheduling in the event of conflict with other major events.

3. Fifteen members shall constitute a quorum at council meetings.

4. The year-end meeting shall be the last council meeting of each school year. Primary tasks of the year-end meeting will be:

a. the election of the three PSA Council Steering and Agenda Committee members.

b. to review the council's priorities for the current school year and to determine the council's priorities for the next school year. (Oct. 02 Ex, p. 7)

E. Voting

1. All members of the council are eligible to vote at council meetings.

2. Each PSA represented at the council may cast only one vote on any motion or in any election.

3. Voting at all meetings shall be by a show of voting cards, except when a ballot is demanded by at least one-third of the members present.

4. A simple majority of the votes cast is required for a motion to pass or for a candidate to be elected. (Oct. 02 Ex, p. 7)

F. Nominations

1. The nominations chairperson shall be elected at the fall PSA Council meeting.
2. The terms of reference of the nominations chairperson are:
 - a. to secure a minimum of one nomination for the PSA Council chairperson and for each of the two remaining PSA Council Steering and Agenda Committee members/PIAC representatives.
 - b. to act as the chief scrutineer during elections held at the year-end meeting. Nominations will be accepted from the floor of the year-end meeting.
3. Nominees should present a written biographical sketch outlining PSA and BCTF/local involvement and a position statement when standing for election.
4. Nominees must have been elected as a president of a PSA for the subsequent school year at the time of the election.
5. Elections will be by secret ballot. A candidate is required to secure a simple majority of the votes to be declared a winner. (Oct. 02 Ex, p. 7)

G. Parliamentary Procedure

All meetings of the council shall be governed by the “Simplified Rules of Order” generally in use by the BCTF. Reference will be made to the latest version available of “Robert’s Rules of Order” in the event that the “Simplified Rules of Order” fail to offer a solution. (Oct. 02 Ex, p. 7)

33.38—That the PSA Council advise the Professional Issues Advisory Committee on any matters relating to PSAs. (May 75 RA, p. 14) (76 AGM, p. 55)

33.40—That the BCTF and locals actively support PSAs in promoting teaching and learning through member participation in provincial and regional PSA conferences. (Feb. 04 Ex., p. 13)

33.42—That the BCTF actively encourage locals to establish policies that allow local PD funds to be used to pay for PSA membership fees. (Feb. 04 Ex, p. 13)

33.44—That the BCTF support PSAs in promoting members; knowledge of and involvement in PSAs and LSAs. (May 04 RA, p. 13)

33.46—That the BCTF encourage PSAs to locate their conferences in venues that are accessible to members throughout the province. (April 06 Ex, p. 7)

33.48—That local offices be provided the list of PSA membership numbers and that locals be encouraged to promote PSAs with lagging membership numbers as well as other PSAs. (Dec. 07 Ex, p. 7)

33.50—That PSA presidents be given access to PSA contact information for their members through the membership system. (April 08 Ex, p. 9)