

## **Gulf Islands Teachers' Association Constitution and By-Laws**

(Amended April 29, 2009)

### **Name**

The name of the local is Gulf Islands Teachers' Association, hereinafter called GITA.

### **Purposes**

1. To foster and promote the cause of education in School District 64.
2. To raise the status of the teaching profession in School District 64.
3. To promote the welfare of teachers in School District 64.
4. To finance and administer programmes as approved by the GITA.
5. To administer professional development for teachers in School District 64.
6. To negotiate any necessary local matters with School District 64.
7. To oversee the application of the collective agreement.
8. To perform all functions required as a local of the British Columbia Teachers' Association (BCTF).

### **Base of Operation**

The operations of the GITA are to be carried on chiefly within the area of School District 64 (Gulf Islands).

### **By-Laws**

#### **By-Law No. 1—Membership**

- 1.1 All teachers and Associated Professionals covered by the teachers' collective agreement and employed by School District 64 shall be eligible to be active members of the GITA.
- 1.2 Honorary life membership may be conferred to any member or former member by resolution of the Annual General Meeting. Honorary life members shall be entitled to attend all meetings of the GITA with voice but without vote.
- 1.3 Members not in good standing shall be those active members who fail to pay fees or levies as prescribed by these by-laws or those of the BCTF. Members not in good standing shall not be entitled to vote or to seek or hold office, or to receive the benefits of membership.
- 1.4 An active member who is granted an unpaid leave of absence by School District 64 is, unless employed by another school district, entitled to remain a member of the GITA without payment of fee for the period of such leave of absence.

#### **By-Law No. 2—Voting**

- 2.1 At all general meetings of the GITA, voting rights shall be governed by the provisions of By-Law No. 1.
- 2.2 The election of delegates to any general meeting of the BCTF and of Local Representatives shall be at a general meeting of the GITA. Notice of such meeting shall be given to members of the GITA, who are entitled to vote, at her or his worksite at least five (5) days before the meeting.

- 2.3 The election of School Staff Representatives shall be at a general meeting of the GITA members of the school.

### **By-Law No. 3—Fees and Levies**

- 3.1 Each member of the GITA shall pay an annual fee determined by the Annual General Meeting in addition to the fee determined by the BCTF.
- 3.2 For expenses in connection with the obtaining of the objectives of the GITA, any general meeting may make a levy on the active membership of the GITA and any member who fails to comply with this requirement shall not be in good standing until such levy is paid. Any levy made by the membership pursuant to this by-law shall be paid on or before a date to be determined by the general meeting or Executive Committee. Notwithstanding anything contained in these by-laws, no levy on the membership of the GITA shall be used for the purpose of financing political parties and/or election campaigns of political parties.

### **By-Law No. 4—Executive Committee**

- 4.1 There shall be an Executive Committee, which shall consist of a President, Vice-President, Immediate Past President, Local Representative, Secretary, Treasurer, Social Justice Representative, TTOC Representative, Health and Safety Representative, Bargaining Representative, Professional Development Representative, Aboriginal Education Contact, Professional Development Fund Administrator and Hospitality Representative. Except for the Immediate Past President, all Executive Committee members shall be elected at the Annual General Meeting and shall take office on July 1 next following.
- 4.2 All members of the Executive Committee shall be eligible for re-election.
- 4.3 All members of the Executive Committee shall meet at the call of the President. The President shall call a meeting of the Executive Committee on demand of a majority of its members.
- 4.4 Subject to By-Laws Nos. 5, 6, and 7, the Executive Committee shall exercise all the powers of the local, the direction and supervision of the business and the conduct of the affairs of the local.
- 4.5 The Vice-President shall nominate at least one member of the local for each of the following offices:
1. President
  2. Vice-President
  3. Secretary
  4. Treasurer
  5. Local Representative
  6. Social Justice Representative
  7. TTOC Representative
  8. Health and Safety Representative
  9. Bargaining Representative
  10. Professional Development Representative
  11. Aboriginal Education Contact
  12. Professional Development Fund Administrator
  13. Hospitality Representative

Notice of such nominations shall accompany the agenda of the Annual General Meeting (AGM). Further nominations may be received from the floor of the AGM.

- 4.6 Should there be no nominations for any of the listed positions, the Executive Committee may appoint persons, subject to approval by the next occurring Representative Assembly.

- 4.7 If any member of the Executive Committee shall resign from office, or without reasonable excuse be absent from three consecutive meetings, the Executive Committee shall declare the office to be vacated. Whenever a vacancy occurs in the Executive Committee, the vacancy shall be filled by appointment by the Representative Assembly until June 30 following the next Annual General Meeting. If the term of office of the member creating the vacancy would expire on June 30 following and the vacancy arises after the AGM has adjourned, no appointment shall be made to fill the unexpired term of office.
- 4.8 The Executive Committee may appoint advisory committees to carry on the activities necessary for the attainment of the objectives of the GITA. The powers and duties of advisory committees shall be such as may be from time to time be prescribed or approved by the Executive Committee. No action shall be taken by any advisory committee without the authorization of the Executive Committee.
- 4.9 The Executive Committee shall nominate one or more Canadian chartered banks, or any branch or branches thereof, and/or credit union incorporated under the Credit Union Act to be bankers of the GITA, and shall from time to time by resolution designate signing officers for banking purposes, who shall include the Treasurer and at least the President or Vice-President.
- 4.10 The Treasurer with the consent of the signing officers may invest the monies of the GITA in Guaranteed Investment Certificates issued by the bankers of the GITA.
- 4.11 When a budget has been established in accordance with By-Law No. 6, the Executive Committee may authorize expenditure in excess of any budget item only by a resolution assented to by at least two thirds of the Executive Committee and approved by the Representative Assembly.
- 4.12 Except by majority vote of the AGM, no member of the Executive Committee shall receive remuneration for services as a member of the Executive Committee, but nothing herein shall preclude the GITA from reimbursing members of the Executive Committee for expenses incurred in the business of the GITA.
- 4.13 A Grievance Committee shall be appointed by the Executive Committee annually. The terms of reference for the Grievance Committee shall be:
  - 1) to serve as an advisory committee to the President and the Executive Committee regarding contract issues.
  - 2) to provide interpretation about contractual issues referred by any GITA member. Normally issues will be referred through the School Staff Representative and President but may also be referred directly by the individual member.
  - 3) to establish a local grievance archive.
  - 4) to educate the membership on grievance issues.

#### **By-Law No. 5—Representative Assembly**

- 5.1 The Representative Assembly (RA) shall consist of School Staff Representatives and members of the Executive Committee.
- 5.2 The RA may, either at its own discretion or at the request of the Executive Committee, advise the Executive Committee on any question affecting GITA policy. It may authorize or prohibit any proposal of the Executive Committee for action which is deemed to be contrary to, or beyond the scope of GITA policy.
- 5.3 The AGM may, from time to time, upon the recommendation of the Executive Committee or the RA, fix the number of School Staff Representatives and the number of votes each school is entitled to.

- 5.4 All School Staff Representatives shall be elected on or before June 30 of each year and shall take office July 1 following. Each school shall elect a School Staff Representative or Representatives in such number as prescribed at the AGM.
- 5.5 Should any school fail to elect the required number of School Staff Representatives, the Executive Committee shall have the power to appoint School Staff Representatives from that school.
- 5.6 Should an elected or appointed School Staff Representative cease to be eligible to hold office a successor shall be elected in accordance with these by-laws.
- 5.7 Should an elected or appointed School Staff Representative be unable to attend a meeting of the RA through illness or other unavoidable cause, the President shall appoint a substitute. At the meeting of the RA such a substitute shall have the same duties and powers as those of a regular School Staff Representative.
- 5.8 In the event that a School Staff Representative or substitute cannot remain in attendance throughout the course of a meeting of the RA, he/she may designate another School Staff Representative from the same school to exercise his/her voting rights during such an absence.
- 5.9 The Representative Assembly shall meet at the call of the President. The President shall call a special meeting of the Representative Assembly upon demand in writing of at least 7 members of the Representative Assembly who must include a representative from Gulf Islands Secondary School, Saltspring Middle School and at least one Outer Island school.
- 5.10 The Representative Assembly shall undertake further duties as may from time to time be assigned to it by a General Meeting of the GITA.
- 5.11 The voting body at the Representative Assembly shall consist of all members of the Representative Assembly in attendance.

#### **By-Law No. 6—Annual General Meeting**

- 6.1 The Annual General Meeting (AGM) of the GITA shall be held prior to the Spring Representative Assembly of the BCTF at a time and a place to be fixed by the Executive Committee. Notice of the time and place of every AGM shall be sent to every School Staff Representative two weeks prior to the AGM.
- 6.2 The voting body at the AGM shall consist of all active members of the GITA in attendance.
- 6.3 The AGM shall, in accordance with By-Law No. 4, elect members of the Executive Committee, the Professional Development Fund Administrator, and the Hospitality Representative of the GITA and shall adopt policies and prescribe procedures for the attainment of the objectives of the GITA.
- 6.4 The AGM shall set fees and may allocate any part thereof to special funds pursuant to the objectives of the GITA.
- 6.5 The business of the AGM shall include:
  - a) Receipt of reports.
  - b) Receipt of financial statements.
  - c) Adoption of the budget for the following year.
  - d) Nomination and election of officers of the Executive Committee, the Professional Development Fund Administrator, and the Hospitality Representative of the GITA.
  - e) Appointment of auditors.
  - f) Adoption of policies and prescription of procedures for the objectives of the GITA.
  - g) Such other business as may properly be brought before the AGM.
- 6.6 The Executive Committee, the RA, school staffs and any member shall have the right to present a resolution for consideration by the AGM.

### **By-Law No. 7—Other General Meetings**

- 7.1 Other General Meetings shall be held:
- a) on the decision of the Executive Committee,
  - b) at the call of the Executive Committee when directed by the RA, or
  - c) in the same way as provided for the RA in By-Law No. 5.9.

### **By-Law No. 8—Powers of the President**

- 8.1 The President shall be the presiding officer of the GITA, and shall also be a member, ex officio, of all committees appointed by the Executive Committee. The President shall have general supervision of all matters and affairs of the GITA. In the absence or disability of the President, the duties shall be performed by the Vice-President, or in turn, in the event of the absence or disability of the Vice-President, by the Treasurer.

### **By-Law No. 9—Quorum**

- 9.1 A quorum of the Executive Committee or the RA shall be a majority of the members thereof.  
9.2 A quorum of a general meeting of the GITA shall be 20% of those persons entitled to vote.

### **By-Law No. 10—Financial year**

- 10.1 The financial year shall commence on July 1 of each year.

### **By-Law No. 11—Amendments to the Constitution and By-Laws**

- 11.1 This constitution and by-laws may be amended only at the Annual or Other General Meeting by a resolution passed by a three-quarters majority.