

# **PEBC**

## **CONSTITUTION**

### **NAME**

The name of this association shall be the **Physical Education - British Columbia (PEBC)**, a provincial specialist association of the **British Columbia Teachers' Federation (BCTF)**.

### **OBJECTIVES**

The objects of this Association shall be:

1. To promote physical education in the Province of British Columbia
2. To support and promote active living through **Quality Daily Physical Education**.
3. To provide professional development in the area of physical education.
4. To encourage the formation of chapters in order to establish a strong professional physical education organization.
5. To publish newsletters in pursuit of the purposes of the Association.

### **BASE OF OPERATIONS**

The activities of this association to be carried on as a Provincial Specialist Association of the British Columbia Teachers' Federation within the Province of British Columbia.

### **Article 1 - Membership**

1. **Regular Member** - An individual who is an active member of the BCTF and who has paid PEBC Annual Membership Fees.
2. **Associate Member** - An individual who is not an active member of the BCTF but whose application for Associate Membership of the BCTF has been approved and who has paid the appropriate fee to PEBC.

3. **Student Member** - Any person who is a student at a recognized university or college in British Columbia may become a member of the Association upon application to the PEBC Executive.

4. **Honorary Member** - a person nominated by the PEBC Executive Committee elected for life to be a member of PEBC by membership vote of approval at the Annual General Meeting provided that such election is not in conflict with the constitution of the British Columbia Teachers' Federation.

## **Article 2 - Fees**

1. The Annual Membership Fees shall be established by resolution at the Annual General Meeting of PEBC.
2. The Annual PEBC Membership Fees are payable to the BCTF.

## **Article 3 - Meetings**

1. The Annual General Meeting of PEBC shall be held at a time and place designated by the Table Officers of PEBC.
2. Other General Meetings of PEBC may be held as ordered by the Table Officers of the PEPSA.
3. Two (2) weeks written notice shall be given of all General Meetings, Executive Meetings, and Committee Meetings. It's desirable to furnish, in advance, copies of the agenda and of the minutes of the previous meeting.

## **Article 4 - Voting**

1. Only Regular Members are entitled to vote at a General Meeting.
2. Voting at all meetings shall be by a show of hands or by voice except when a ballot is demanded by one-third of the regular members present.

## **Article 5 - Quorum**

1. At a General Meeting of the Association, a quorum shall be a be at least ten (10) Regular Members of which two (2) must be Table Officers of the Association.
2. At a Executive Committee Meeting of the Association, a quorum shall be five (5) members of which two (2) must be Table Officers of the Association.

## **Article 6 - Executive Committee**

1. The Association Executive Committee shall consist of:
  - a) the following elected Table Officers of the Association:
    - i) Past-President
    - ii) President
    - iii) Vice-President
    - iv) Treasurer
    - v) Secretary
  
  - b) the following appointed members of the Association:
    - i) Newsletter Editor
    - ii) Membership Secretary
    - iii) Networking Secretary
    - iv) Primary Teachers' Liaison
    - v) Intermediate Teachers' Liaison
    - vi) Post Secondary Liaison
    - vii) Annual PE Conference Chairperson
    - viii) Clinicians Coordinator
    - ix) QDPE Liaison
    - x) CAPHERD - B.C. Representative
    - xi) BCDEA/BC CAPHERD Liaison
    - xii) PE Society of B.C. Liaison
    - xiii) Secondary Teachers' Liaison
    - xiv) Independent Schools' Liaison
    - xv) Three Members-at-Large

2. the Executive Committee shall meet at the call of the Association President.

## **Article 7 - Election of the Table Officers**

1. Prior to each Annual General Meeting, the Past President, chairing a Nominating Committee, shall present a list of names of Regular Members who have given their names to stand for office.
  
2. The Nominating Committee shall be responsible for conducting the election of the Table Officers. This shall cover:
  - a) Make certain only Regular Members stand for election,
  - b) count and tabulate all the votes cast,
  - c) destroy the ballots at the end of the election of the Table Officers.
  
3. The Table Officers of the Association, except the Past-President, shall be elected annually at the Annual General Meeting.
  
4. Each Table Officers of the Association shall be an active member of the BCTF.

5. The term of office for shall be for one year from July 1 to June 30, inclusive.

## **Article 8 - Duties of the Executive Committee**

1. The **President** shall:

- a) serve as Chief Executive Officer of the Association and shall supervise the other officers in the execution of their duties,
- b) call meetings of the Executive and the Membership,
- c) arrange the agenda for meetings of the Executive and the general meeting,
- d) arrange for an annual general meeting
- e) be the Presiding Officer of the Association at all meetings of the Members and of the Executive Committee,
- f) be a Member, ex-officio, of all Committees appointed by the Executive Committee,
- g) serve as a signing officer of the Association,
- h) be the Association's representative to the BCTF PSA Council and to other outside groups.

2. The **Vice-President** shall:

- a) perform the duties of the President in his/her absence,
- b) carry out other duties as assigned.

3. The **Past-President** shall:

- a) upon request provide assistance to the President,
- b) serve as the Nominations Chairperson for the next election of Table Officers,
- c) carry out other duties as assigned.

4. The **Treasurer** shall:

- a) keep financial records, including books of accounts, as are necessary to comply with the BCTF Policies,
- b) render financial statements to the Executive and Members when required,
- c) present an annual budget to the Executive Committee at the first meeting of the Executive Committee,
- d) authorize, in conjunction with the Association's President, all expenditures of the Association,
- e) be responsible for all routines in collecting and banking of the Association's money to the BCTF to the credit of PEBC,
- f) serve as a signing officer of the Association,
- g) Insure that all expense vouchers are signed by the Treasurer and President of the Association,
- h) present an Annual Financial Statement to the Membership at the AGM,
- i) present a recommendation for the Annual Association Fee structure to the Association Annual General Meeting for ratification,
- j) act as the liaison with the BCTF for financial matters,
- k) carry out other duties as assigned.

5. The **Secretary** shall:

- a) subject to instructions of the Executive Committee, the General Meeting, and/or the Association President, conduct the correspondence of the Association,
- b) issue notices of meetings of the Association,
- c) keep minutes of all General Meetings of the Association and of the Executive Committee,
- d) carry out other duties as assigned.

6. The **Newsletter Editor** shall:

- a) edit and publish the PEBC Newsletter,
- b) publish appropriate brochures to facilitate the promotion and accomplishments of the Association's goals and purposes,
- c) carry out other duties as assigned.

7. The **Membership Secretary** shall:

- a) keep accurate records of all members,
- b) carry out other duties as assigned.

8. The **Networking Secretary** shall:

- a) keep accurate records of all LSA Secretary,
- b) keep accurate records of all District Physical Education contacts,
- c) be responsible for mail outs to all members of the network.

9. The **Primary Teachers' Liaison** shall:

- a) be a primary teacher and be a member of the B.C. Primary Teachers' Association,
- b) liaise with the B.C Primary Teachers' Association,
- c) carry out other duties as assigned.

10. The **Intermediate Teachers' Liaison** shall:

- a) be an intermediate teacher and be a member of the B.C. Intermediate Teachers' Association
- a) liaise with the B.C Intermediate Teachers' Association,
- b) carry out other duties as assigned.

11. The **Post Secondary Liaison** shall:

- a) liaise with post secondary institutions,
- b) develop a network of contacts at the post secondary institutions.

12. The **Annual PE Conference Chairperson** shall:

- a) Organize and deliver the Annual Teaching of Physical Education Conference,
- b) carry out other duties as assigned.

13. The **Clinicians Coordinator** shall:

- a) maintain a list of clinicians available for different activities,
- b) carry out other duties as assigned.

14. The **QDPE Liaison** shall:

- a) serve as the Provincial Chairperson of Quality Daily Physical Education of British Columbia,
- b) carry out other duties as assigned.

15. The **CAPHERD - B.C. Representative** shall:

- a) be the elected CAPHERD B.C. Representative or designate,
- b) liaise with the CAPHERD,
- c) carry out other duties as assigned.

16. The **BCDEA/BC CAPHERD Liaison** shall:

- a) be a member of the BCDEA,
- a) liaise with the BCDEA,
- b) carry out other duties as assigned.

17. The **PE Society of B.C. Liaison** shall:

- a) be a member the PE Society of B.C.,
- b) liaise with the PE Society of B.C,
- c) carry out other duties as assigned.

18. The **Secondary Teachers' Liaison** shall:

- a) be a secondary Physical Education Teacher,
- b) liaise with the B.C Intermediate Teachers' Association,
- c) carry out other duties as assigned.

19. The **Independent Schools' Liaison** shall:

- a) teach Physical Education in an independent school,
- b) liaise with the B.C Independent Schools,
- c) carry out other duties as assigned.

20. The **Three (3) Members-at-Large** shall:  
a) carry out duties as assigned.

### **Article 9 - Standing or Ad Hoc Committees**

1. a Standing or Ad Hoc Committee may be established and their functions assigned by the Executive Committee of the Association,
2. the establishment of such a committee must clearly indicate the purpose and the length of the term of the committee,
3. the committee is directly responsible to the Executive Committee of the Association and will present its findings to the Executive Committee,
4. after the Ad Hoc Committee's findings have been presented to the Executive Committee of the Association the Ad Hoc Committee ceases.

### **Article 10 - Local Chapters of PEBC**

1. The purpose of a Local Chapter of PEBC is to:
  - (i) promote Physical Education within their school district(s),
  - (ii) discuss problems in Physical Education within the school district(s).
2. The PEBC Table Officers shall have the authority to grant recognition to Chapters of the Association, which may be a "district," "regional," or "institutional" and to establish regulations governing the organizations of Chapters.
3. The PEBC Table Officers shall, when necessary, assist in the formation of Chapters.
4. Local Chapters shall adhere to the constitution of PEBC and the constitution and policies of the BCTF.
5. Each Local Chapter shall, at its earliest convenience, file with the PEBC Secretary a copy of its Table Officers on a yearly basis.
6. Membership Fees in a Chapter shall be at the discretion of the Chapter.
7. Each Chapter shall appoint a representative whose duty it shall be to send information concerning the Chapter to the PEBC Newsletter Editor.
8. Local Chapter's Constitutions and By-Laws shall be forwarded to the PEBC Secretary at the earliest convenience.

9. No Local Chapter shall incur expense on behalf of the PEBC except as authorized by the PEBC Treasurer, nor shall any Chapter commit the PEBC by any declaration of policy.

10. No more than one Chapter of the PEBC shall exist in any school district.

11. A Local Chapter may admit members who are non-members of the PEBC.

12. The Local Chapter shall submit a copy of the Chapter's Annual General Meetings Minutes to the PEBC annually.

### **Article 11 - Urgent Business**

1. In the event of urgent business or in matters regarding action prior to the next Executive Meeting, decisions may be made by the President with the agreement of another Table Officer. Any such action must be tabled for discussion at the subsequent Executive Meeting.

### **Article 12 - Outside Representation**

1. As a recognized PSA, the PEBC shall conform to the Constitution, By-laws and Policies of the BCTF.

2. Representations may not be made the PEBC to any authority or agency outside of the BCTF on any matter that is properly the concern of the BCTF, without due consent.

### **Article 13 - Conference**

1. Upon request by a host Local Chapter, the PEBC can provide a start up fund.

2. The PEBC Treasurer will be one of the signing officers of the conference committee.

3. The Conference Committee must provide the PEBC with a proposed conference budget at least 90 days prior to the conference.

4. Reconciliation and the final financial report of the profit/loss must be forwarded to the PEBC Treasurer within 60 days of the conference conclusion.

5. At the discretion of the PEBC Executive a minimum of seventy-five (75%) percent of the net profits from the Annual Teaching of Physical Education Conference shall be returned to the host Local Chapter as a grant.



6. All PEBC Members will be charged a discounted rate. Participants in the Annual PEBC Conference must be members of the PEBC.

#### **Article 14 - Constitution and By-Laws**

1. The Constitution and By-Laws may be amended by an assenting vote of at least 75% of the Regular Members present at the PEBC Annual General Meeting, provided that notice of such amendments had been circulated to the membership at least one month prior to the AGM.

2. Amendments to the Constitution and By-Laws shall not become effective until they have been approved by the BCTF Executive Committee.