

CONSTITUTION OF THE ARROW LAKES TEACHERS' ASSOCIATION

1981

CLAUSE 1    NAME

The name of the Society shall be the Arrow Lakes Teachers' Association (hereinafter referred to as ALTA) and it shall be a branch of the B.C. Teachers' Federation (hereinafter referred to as BCTF).

CLAUSE 2    OBJECTIVES

The objectives of the ALTA shall be:

- a) To promote the cause of education in the public schools of School District #10 (Arrow Lakes).
- b) To raise the status and promote the welfare of the teaching profession in School District #10 (Arrow Lakes).
- c) To carry on from time to time such activities as may be prescribed or approved by the BCTF.

CLAUSE 3    BUSINESS LOCATION

The business of the ALTA shall be carried on in School District #10 (Arrow Lakes) and in surrounding districts.

BY-LAWS OF THE CONSTITUTION OF THE ARROW LAKES TEACHERS' ASSOCIATION

BY-LAW 1    MEMBERSHIP

- a) ACTIVE MEMBERSHIP. Membership in the ALTA shall be in accordance with the terms of the constitution of the BCTF.
- b) ASSOCIATE MEMBERSHIP. Any person holding membership other than active membership in the BCTF may become an associate member of the ALTA on application to the Executive of the ALTA and on payment of an annual fee prescribed by that same Executive.
- c) HONORARY MEMBERSHIP. Honorary members may be elected at any general meeting, provided that any such election is not in conflict with the constitution of the BCTF.
- d) Members in good standing of any local association of the BCTF shall be received by transfer and enrolled by the Secretary without payment of any additional fees.

BY-LAW 2    EXECUTIVE COMMITTEE

- a) The officers of the ALTA shall consist of a President, Vice-President, Secretary, Treasurer, Past President, Local Association Representative, Chairperson of the Agreements Committee, Chairperson of the Learning Conditions Committee, Chairperson of the Professional Development Committee, Chairperson of the School Board Meeting Committee, Public Relations Officer, Status of Women Representative, and one Staff Representative from each school.
- b) The Executive Committee shall, subject to the authority of the general meetings of the ALTA, govern the ALTA.
- c) A quorum of the Executive Committee shall be 50% of the individual members.

BY-LAW 3    ELECTIONS

- a) The election of officers of the ALTA, except Staff Representatives, shall take place at the Annual General Meeting (hereinafter referred to as AGM). Positions not filled at the AGM shall be filled at the next general meeting. Staff Representatives shall be determined by each staff at their first staff meeting in September.
- b) Active members only shall be eligible to vote and to hold office. The manner of determining the number of ballots necessary for election to office shall be determined by the meeting.
- c) Whenever a vacancy shall occur in the Executive Committee by death, resignation, or by the removal from membership in the ALTA, the vacancy shall be filled by election as soon as possible.
- d) Delegates to the AGM or any special general meeting of the BCTF shall be elected at a general meeting of the ALTA.

BY-LAW 4    DUTIES OF OFFICERS

- a) The duties of officers and of the members of the ALTA shall be defined in Robert's Rules of Order when not in conflict with any clause of this constitution. These rules shall also govern the procedures of all meetings.
- b) The newly elected Executive Committee shall, at the AGM, assume the responsibility for the affairs of the ALTA.
- c) The President shall be the presiding officer of the ALTA, the Chairperson of the Executive Committee, and a member ex-officio of all committees and sub-committees appointed by the Executive Committee. S/He shall have general supervision of all matters and affairs of the ALTA.
- d) The Vice-President shall perform the duties of the President in his/her absence and shall be the Social Convenor of the ALTA.
- e) The Secretary shall:
  1. Keep accurate minutes of all meetings of the Executive Committee and of all general meetings of the ALTA.
  2. Subject to the instructions of the Executive Committee and of the President, shall carry on all correspondence.
- f) The Treasurer shall:
  1. Receive, disburse and accurately account for all monies within the budget allocation. S/He shall disburse monies beyond this allocation only on the instruction of a majority of a general meeting.
  2. Report all monies received at a chartered bank and/or credit union to the credit of the ALTA.
  3. Disburse all monies by cheque signed by him/herself and either the President or the Vice-President. In the event that both the President and the Vice-President teach in a community different from the Treasurer, another member of the Executive Committee may be empowered by a general meeting vote to sign cheques until the end of the fiscal year.

4. Prepare a preliminary budget for the following year to be presented to the membership at the AGM.

BY-LAW 5     STANDING COMMITTEES

- a) AGREEMENTS COMMITTEE. Members shall be selected by the Agreements Chairperson and ratified by a general meeting.
- b) LEARNING CONDITIONS COMMITTEE. Members shall be selected by the Learning Conditions Chairperson and ratified by a general meeting.
- c) PROFESSIONAL DEVELOPMENT COMMITTEE. The Professional Development Committee shall consist of a representative from Lucerne, Nakusp Elementary, Nakusp Secondary, Glenbank, Southern Zone Schools, and the Superintendent. The Chairperson will be elected from the general membership of the ALTA and will be the representative of his/her particular school. All other representatives will be chosen from their schools.

BY-LAW 6     COMMITTEES

From time to time, committees may be formed by resolution of a general meeting or the Executive Committee.

BY-LAW 7     FEES

The ALTA annual fee shall be levied at the AGM and shall be payable in accordance with the constitution of the BCTF.

BY-LAW 8     MEETINGS

- a) Meetings of the ALTA shall be open to members in good standing together with guests admitted with the approval of the meeting.
- b) The Annual General Meeting shall be held in May of each year for the purpose of:
  1. Receiving committee reports
  2. Electing officers of the ALTA for the next year
  3. Ratifying the budget for the following year,
  4. And such other business as may properly be brought before the AGM.
- c) Notice for all general meetings and the AGM shall be given through staff representatives who shall display such notices in the staff-room of each school not less than one week prior to holding of the meeting.
- d) Special general meetings for the purpose of ratification of salary agreement items may be called by the Chairperson of the Agreements Committee. Notice of such meetings shall be given through staff representatives who shall display such notices in the staffroom of each school not less than 48 hours prior to the holding of the meeting.

- e) The Executive Committee shall meet at the call of the President or at the call of 50% of its members.

BY-LAW 9 VOTING

- a) Voting at all meetings shall be limited to active members in good standing of the ALTA.
- b) Voting at all meetings shall be by a show of hands except when a ballot is demanded by one third of the members present.

BY-LAW 10 QUORUM

A quorum shall exist when there are 10% of the active members present at a duly called meeting.

BY -LAW 11 AUDIT

The accounts of the ALTA shall be audited by a person or persons elected at the AGM, or failing such an election, by a person or persons named by the Executive Committee.

BY-LAW 12 INSPECTION OF THE BOOKS

Any members(s) of the ALTA shall, by giving five days notice, have the right to inspect the books of account and records of the ALTA.

BY-LAW 13 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Constitution and By-Laws may be amended by an assenting vote of two-thirds of the members present at any general meeting provided that the notice of such amendment(s) shall be circulated to the membership at least one month prior to the meeting.