



# **SURREY TEACHERS' ASSOCIATION**

Certificate of Incorporation No.: S-11692

## **CONSTITUTION AND BY-LAWS**

## **CONSTITUTION**

### **ARTICLE I - NAME**

The name of the Association shall be the "SURREY TEACHERS' ASSOCIATION" (hereinafter referred to as "This Association").

### **ARTICLE II – PURPOSES**

The purposes of this Association are:

- a) to foster and promote the cause of education,
- b) to promote the professional development of teachers, and
- c) to represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

## **BY - LAWS**

### **BY-LAW I - INTERPRETATION**

In all By-Laws of this Association, the singular shall include the plural and the plural the singular. Wherever reference is made to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment to the said statute or section, as the case may be.

### **BY-LAW II - MEMBERSHIP**

1. Members of this Association are the subscribers to the Constitution and By-Laws, and those persons who subsequently become Active Members, Associate Members, Honourary Associate Members, Honourary Life Members, or Honourary Members, in accordance with these Bylaws and, in either case, who have not ceased to be members.
2. A person may apply to the Executive Committee for a class of membership in the Association, and on acceptance by the Executive Committee is such a member.
3. Every member must uphold the Constitution and comply with these By-Laws.

### **BY-LAW III - CLASSES OF MEMBERSHIP**

1. Active Membership:
  - a) Active Members of this Association shall all be members in good standing in the Association and the British Columbia Teachers' Federation (the "BCTF") who are employed by the School Trustees of School District 36 (Surrey).
  - b) Active Members shall be the only persons entitled to vote and hold office. Only Active Members shall participate in any manner in matters related to collective bargaining.
2. Associate Membership:
  - a) Upon application, the Association will grant an Associate Membership to any Associate member of the BCTF.
  - b) Un-certified teachers-on-call who are associate members of the BCTF will become Associate Members of the Association upon payment of an Associate Membership fee.
  - c) Associate Members may not vote and may not hold office in the Association.
3. Honourary Associate Membership
  - a) The Association shall grant Honourary Associate Membership to retired members on receipt of an application.
  - b) Upon the recommendation of the Representative Assembly or the Executive Committee, the Association in general meeting may grant Honourary Associate Membership to the following persons:
    - i) other members whom the Association wishes to honour on the occasion of leaving the profession;
    - ii) members who leave teaching for public service, such membership to expire at the end of their term of office;
    - iii) former members who the Association wishes to honour on the occasion of their

retirement; e.g. district superintendents

4. Honourary Life Membership

- a) Active and retired members who have given outstanding service to education at a local level may be nominated for Honourary Life Membership.
- b) The rights of Honourary Life Membership vary with employment and are equivalent to the membership category related to employment status of the individual.
- c) Membership fees are waived for all Honourary Life Members.
- d) Honourary Life Members have voice but no vote at the Association's Annual General Meeting.

5. Honourary Membership

- a) Persons who have made a contribution to education in Surrey may be nominated for Honourary Membership.
- b) Where the Association grants Honourary Membership to a person in recognition of public office, such membership shall terminate when his or her term of office ends.

6. Members Not In Good Standing

- a) All members are in good standing, except an Active or Associate Member who fails to pay fees or levies as prescribed in these By-laws, and the member is not in good standing so long as the debt remains unpaid.
- b) Active Members not in good standing shall not be entitled to vote or to seek or hold office, or to receive benefits of membership.
- c) An Active Member who is granted an unpaid leave of absence by his or her employer is, unless employed by another school district, entitled to remain a member of the Association without payment of fee for the period of such leave of absence.
- d) Subject only to (c) above, where an Active Member or Associate Member pays no membership fees to the Association for a period of six school months, his or her membership shall be deemed for all purposes to have terminated.

7. Number of Non-voting Members

The number of non-voting members will never be greater than the number of voting members.

**BY-LAW IV - CEASING MEMBERSHIP**

1. Ceasing Membership

A person ceases to be a member of the Association

- a) by delivering his or her resignation in writing to the Secretary-Treasurer of the Association or by mailing or delivering it to the address of the Association,
- b) on his or her death,
- c) on being expelled, or

- d) on not having been a member in good standing for six school months.
2. Expulsion from Membership
- a) A member may be expelled by a special resolution of the members passed at a general meeting.
  - b) The notice of special resolution for the expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

### **BY-LAW V- MEMBERSHIP FEES**

- 1. Each Active Member and Associate Member shall pay an annual fee which shall be determined by the Association at the Annual General Meeting and when fixed, shall remain at such sum until changed by the Association at a subsequent Annual General Meeting.
- 2. Fees may be deducted at source in a manner mutually acceptable to the Association and the Surrey School Board.

### **BY-LAW VI – DIRECTORS AND OFFICERS**

- 1. Executive Committee
  - a) The Directors of the Association are:
    - i) the Officers of the Association (see By-Law VI (2));
    - ii) all of the Local Representatives of the BCTF;
    - iii) a Representative of the Teachers on Call;
    - iv) 4 Members at Large; and
    - v) a Past President, in the year immediately following a change in the Presidency (this position is limited to one year term).
  - b) The number of elected Directors shall be no more than 15 or a greater number determined from time to time in general meeting
  - c) The Association's Executive Committee consists of all of its Directors.

2. Officers

The officers of the Association are:

- i) the President
- ii) the 1st Vice President
- iii) the 2nd Vice President
- iv) the Secretary-Treasurer
- v) 2 Grievance Officers
- vi) Health and Safety Officer
- vii) the Professional Support Services Officer

viii) the Professional Development Officer.

3. Number of Directors

The number of elected Directors is the number of Directors that results from adding 14 to the number of the Association's "Local Representatives of the BCTF" set by the BCTF for the school year.

4. Terms of Office

- a) The members of the Executive Committee, with the exception of the Past President, the Grievance Officers, and the Health and Safety Officer, shall hold office for one year from July 1<sup>st</sup> to June 30<sup>th</sup> in the school year following their election.
- b) The Past President shall hold office from July 1<sup>st</sup> to June 30<sup>th</sup> in the school year immediately following a change in Presidency.
- c) The Grievance Officers shall hold office for two years commencing July 1<sup>st</sup> in the school year following their election, except that for the first year for which a second Grievance Officer is elected, he or she will hold office for one year.
- d) The Health and Safety Officer shall hold office for two years commencing July 1<sup>st</sup> in the school year following his or her election.

5. Removal of Director by Members

The Association may remove any Director before the expiration of his or her term of office by special resolution. In that event, the members may, contemporaneously with the removal or at a later date, elect, or appoint by ordinary resolution, a Director to fill the resulting vacancy, and the newly elected or appointed Director's term will expire at the end of the school year for which he or she was elected or appointed.

6. Removal of Director by Directors

The Directors may remove any Director before the expiration of his or her term of office if the Director is convicted of an indictable offence or if the Director ceases to be qualified to act as a Director of the Association and does not promptly resign. In that event, the members may elect, or appoint by ordinary resolution, a Director to fill the resulting vacancy, and the newly elected or appointed Director's term will expire at the end of the school year for which he or she was elected or appointed.

7. Filling of Casual Vacancies

- a) In this By-Law VI(7), "casual vacancy" means a vacancy that exists other than when
  - i) a Director is removed from office;
  - ii) there is a failure to elect or appoint a Director at a general meeting; or
  - ii) the number of Directors in office is less than a quorum of Directors.
- b) Subject to (c) below, whenever a casual vacancy occurs on the Executive Committee, the members of the Representative Assembly may elect, or appoint, a Director to fill the casual vacancy, and the newly elected or appointed Director's term will expire at the end of the school year for which he or she was elected or appointed.

- c) A casual vacancy in a Local Representative of the BCTF position shall be filled by election, or appointment by ordinary resolution, at the next Special General Meeting, and the newly elected or appointed Director's term will expire at the end of the school year for which he or she was elected or appointed.

8. Directors' Acts Valid Despite Vacancy

An act or proceeding of the Executive Committee is not invalid merely because there are less than the prescribed number of Directors in office.

9. Election at Annual General Meeting

At every Annual General Meeting, the members entitled to vote at the Annual General Meeting for the election of Directors must elect an Executive Committee consisting of the number of Directors set under these By-Laws.

10. Places of Retiring Directors Not Filled

If, at any meeting of the members at which there should be an election of Directors, the places of any of the retiring Directors are not filled by that election, those retiring Directors who are not re-elected and who are asked by the newly elected Directors to continue in office will, if willing to do so, continue in office to complete the number of Directors set pursuant to these By-Laws until further new Directors are elected at a meeting of members convened for that purpose.

11. Validity of Acts Where Appointment Defective

Subject to the *Society Act*, an act of a Director or Officer is not invalid merely because of an irregularity in the election or appointment or a defect in the qualification of that Director or Officer.

12. Remaining Directors' Power to Act

The Directors may act notwithstanding any vacancy in the Executive Committee, but if the Association has fewer Directors in office than the number set pursuant to these By-Laws as the quorum of Directors, the Directors may only act for the purpose of calling a meeting of the members for the purpose of filling any vacancies on the Executive Committee.

13. Members May Fill Vacancies

If the Association has no Directors or fewer Directors in office than the number set pursuant to these By-Laws as the quorum of Directors, the members may elect or appoint Directors to fill any vacancies on the Executive Committee.

14. Designated Member at Large Position:

a) Eligibility

One Member at Large position is designated to be held by an Aboriginal member, and is equal in rights and responsibilities to the other Member at Large positions. The Member at Large position designated to be held by an Aboriginal member is open only to the election of a member who identifies as being Aboriginal.

b) Election Process

Candidates for the Executive Committee who intend to run for a position with equity criteria shall confirm that they meet the equity criteria by self-identification at the time of nomination.

**BY-LAW VII - REPRESENTATIVE ASSEMBLY**

The Representative Assembly of the Association, (hereinafter referred to as "STARA") shall consist of:

- a) Executive Committee members;
- b) Staff representatives duly elected by the staff of each public school in Surrey on a representative basis of one (1) delegate for each fifteen teachers or major fraction thereof, but with not less than one (1) delegate;
- c) Representatives of those teachers not assigned to schools, on the basis of groupings as determined from time to time by the Association, on the recommendation of the Executive Committee, as in (b) above;
- d) Representatives of teachers on call, not to exceed the number of representatives of the largest school; and
- e) A representative of each standing committee or alternate, duly elected by the committee.

**BY-LAW VIII – NOMINATIONS**

- 1. Nominations for the office of Director shall be accepted
  - a) at the Association office if received not later than fourteen (14) days prior to the Annual General Meeting; and
  - b) at the Annual General Meeting.

**BY-LAW IX - ELECTIONS**

1. By Ballot

Elections, except for elections completed by acclamation, shall be held by ballot.

2. Elections of the Executive Committee

- a) Election of the Executive Committee shall be conducted in the following order:

- President
- First Vice-president
- Second Vice-president
- Grievance Officers
- Health and Safety Officer
- Professional Support Services Officer
- Professional Development Officer
- Local Representatives to the BCTF
- Secretary-Treasurer



Teacher on Call Representative  
Member at Large (designated for Aboriginal member)  
Members at Large

- b) Separate elections must be held for each office to be filled.

3. Election of Members of Standing Committees

- a) Election of members of standing committees shall be held at a STARA meeting.
- b) Failing election at a STARA meeting of sufficient members to fill the normal complement of a standing committee, the vacancies shall be filled by appointment by the Executive Committee.
- c) The Executive Committee may also fill by appointment casual vacancies on standing committees.

**BY-LAW X - DUTIES OF OFFICERS, EXECUTIVE COMMITTEE, STARA AND STARA REPRESENTATIVES**

1. The President:

- a) The President shall be the presiding officer of the Association and shall be the chairperson of the Executive Committee.
- b) The President or his/her appointee shall be an ex-officio member of all committees of the Association.
- c) The President has the authority to allocate duties to Association members.

2. The Vice Presidents:

The Vice Presidents shall assist the President or perform the duties of the President, as required by the President or the Executive Committee.

3. The Grievance Officers:

The Grievance Officers and the Health and Safety Officer shall coordinate the processing of all grievances and health and safety matters.

4. The Secretary-Treasurer:

- a) The Secretary-Treasurer shall prepare and preserve or cause to be prepared and preserved, a record of all Executive Committee and general meetings.
- b) He/she shall have charge of the seal of the Association and shall, when authorized to do so by resolution of the Executive Committee, affix the seal of the Association to all documents requiring the same (providing that the affixing of the seal shall be done in the presence of and duly attested to by either the President or one of the Vice Presidents).
- c) He/she shall be the legal custodian of all property of the Association.
- d) He/she shall have the care and custody of all monies of the Association and shall deposit or cause to be deposited the same in the Credit Union or the Bank designated by the Executive Committee and shall disburse and dispose of the same on the order of the Executive Committee.
- e) He/she shall keep or cause to be kept a proper set of books of account of the Association and shall exhibit the same to the Executive Committee when required.

- f) He/she shall submit an audited report of the accounts and financial conditions of the Association and of all monies received and disbursed by the Association to the first Executive Committee meeting prior to the adoption of the report by the Annual General Meeting.

5. The Professional Support Services Officer:

The Professional Support Services Officer shall coordinate services for supporting members in their professional practice and professional relations, and perform other duties as assigned by the President or the Executive Committee.

6. The Professional Development Officer:

The Professional Development Officer shall coordinate the professional development issues and related activities of the Association, and perform other duties as assigned by the President or the Executive Committee.

7. The Executive Committee:

- a) The Executive Committee may exercise all of the Association's powers, and do all of the acts and things that the Association may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, including directing and supervising its business, and conducting its affairs but subject, nevertheless, to
  - i) all laws affecting the Association,
  - ii) the actions of STARA,
  - iii) the actions of the Association in general meeting,
  - iv) these By-Laws, and
  - v) rules, not being inconsistent with these Bylaws, that are made from time to time by the Association in general meeting or by STARA.
- b) A rule, made by the Association in a general meeting or by STARA, does not invalidate a prior act of the Directors that would have been valid if that rule had not been made.
- c) The Executive Committee may appoint sub-committees to carry on activities of the Association and all such sub-committees appointed shall report to the Executive Committee. The powers and duties of the sub-committees shall be such as may be from time to time prescribed or approved by the Executive Committee.
- d) The Executive Committee may, in its discretion, authorize the formation of sub-associations subject to the rules governing such local specialist associations in By-Law XII.
- e) The Executive Committee may order that any benefit of membership in the Association be denied to any member of the Association who is not in good standing because of the failure to pay fees or levies.

8. STARA:

- a) STARA may exercise all of the powers of the Association between general meetings, and do all of the acts and things that the Association may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, including directing and supervising the business of the Association and the conduct of its officers, but subject, nevertheless, to

- i) all laws affecting the Association,
  - ii) the actions of the Association in general meeting,
  - iv) these By-Laws, and
  - v) rules, not being inconsistent with these Bylaws, that are made from time to time by the Association in general meeting.
- b) The Association in general meeting has the power to alter or reverse any decision of STARA.
  - c) A rule or decision, made by the Association in a general meeting, does not invalidate a prior act of STARA that would have been valid if that rule had not been made.

9. STARA Representatives:

STARA representatives shall:

- a) be the official representatives of the school at STARA in all matters pertaining to the business of the Association;
- b) report to their staffs on the business of the Association transacted at STARA; and
- c) carry out such additional duties as may from time to time, be directed by STARA or the Executive Committee.

**BY-LAW XI - MEETINGS**

1. Annual General Meeting:

- a) The Annual General Meeting shall be in the month of May in each year. The business of the Annual General Meeting shall be:
  - i) receipt of reports
  - ii) nominations of officers and Local Association Representatives to the BCTF as in By-Law VIII
  - iii) elections as in By-Law IX
  - iv) election of auditor or auditors
  - v) setting of the membership fee and budget for the ensuing year and,
  - vi) general business
- b) The Annual General Meeting may endorse if deemed advisable, any recommendation of the Executive Committee to grant an honorarium for outstanding service to the Association. In no case shall an honorarium be granted without reference to the Executive Committee for study and report or action.
- c) The quorum for all Annual General Meetings is 150 members.

2. Special General Meetings

- a) Special General Meetings shall be called by the President, upon the advice of the Executive Committee.
- b) Subject to (c) below, the Executive Committee has discretion as to when to advise the President to hold a Special General Meeting.

- c) The Executive Committee must advise the President to hold a Special General Meeting after receipt in writing of a request for such a meeting signed by not fewer than ten (10) per centum of the members of the Association. Such meetings to be held within twenty-one (21days) of receipt of the said request.
- d) A Special General Meeting shall be called for the purpose of electing delegates to the annual general meeting of the BCTF. No selection other than at a general meeting shall be valid.
- e) Notice of a Special General Meeting shall specify the object of said meeting.
- f) The quorum for Special General Meetings is 150 members.

3. STARA Meetings:

- a) STARA meetings shall be held at the call of the President upon the advice of STARA Steering as regards time and place, provided at least four (4) STARA meetings shall be held during the school year.
- b) Any member of the Association who is not a member of STARA may attend with voice but not vote and is subject to the rules of order.
- c) A quorum for any STARA meeting shall be 70 members of STARA.

4. Executive Committee Meetings:

- a) Executive Committee meetings shall be held at the call of the President as regards time and place.
- b) A quorum for any Executive Committee meeting shall consist of two-thirds of the members thereof.

5. Quorum:

In the event that a general meeting, or a STARA meeting, fails to have a quorum at the stated time, the meeting shall be reconvened fifteen minutes later. Members at the reconvened meeting shall constitute a quorum for the purpose of dealing with the business on the agenda and no other business.

6. Voting:

- a) Except for the elections pursuant to By-Law IX, voting at all meetings shall be by show of hands unless a ballot is requested by one-third of the members present.
- b) No proxy votes will be permitted.
- c) Voting at STARA meetings will be carried out with the use of voting cards in a manner determined, from time to time, by STARA, upon the recommendation of the Executive Committee.

7. Notice of General Meetings:

Written notice of the date, time and location of the Annual General Meeting and all Special General Meetings will be provided to members at their worksites. In addition, notice will be provided by:

- a) causing an email including the date, time, and location of the meeting to be sent to the district email address of every member of the Association, at least 14 days before the meeting, and

- b) posting the date, time, and location of the meeting to the Association's website throughout the period commencing at least 21 days before the meeting and ending when the meeting is held.

#### **BY-LAW XII - LOCAL SPECIALIST ASSOCIATIONS**

1. Members wishing to further their professional development may form a Local Specialist Association (LSA) subject to authorization from and regulation by STARA.
2. The officers of the LSA shall consist of a chairperson, secretary and such other officers as the LSA may find necessary. Each LSA shall elect its own officers.
3. The chairperson may appear before the Executive Committee at any of its meetings after giving due notice to the President of his/her intention to do so, for the purpose of conferring with the Executive Committee in regard to any matters pertaining to his/her LSA.
4. Any LSA may adopt for its own government such by-laws as it may find expedient, provided that such by-laws shall not be incompatible with the Constitution or the By-Laws of the Association.

#### **BY-LAW XIII - COMPOSITION & DUTIES OF STANDING COMMITTEES**

1. The Association shall establish and maintain the following standing committees:
  - a) Bargaining Committee
  - b) Economic Welfare Committee
  - c) Health & Safety Committee
  - d) Professional Development Committee
  - e) Convention Committee
  - f) Status-of-Women Committee
  - g) Teachers Interested in Multicultural Education (TIME)
  - h) Labour Affairs & Education Committee
  - i) Political Action & Public Relations Committee
  - j) Education Governance Committee
  - k) Adult Educators' Committee
  - l) Finance Committee
  - m) Grievance Committee
  - n) International Solidarity Committee
  - o) South Asian Student Advocacy by Teachers Committee
  - p) Anti-Poverty Committee
  - q) Aboriginal Education Committee
  - r) Status of Men in the Teaching Profession Committee
  - s) Other committees as may from time to time be formed by the Executive Committee or the Annual General Meeting.
2. The Executive Committee is empowered to declare vacant the position of any standing committee member who has been absent for three consecutive meetings unless a valid reason for the absences has been given to the chairperson of the committee concerned.
3. Duties of Standing Committees:
  - a) Bargaining Committee:
    - i) The Bargaining Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.

- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Bargaining Committee shall negotiate a collective agreement covering all terms and conditions of employment designated as local matters as directed by the Association or its Executive Committee, subject to limitation or variation by the Association or its Executive Committee.
  - iv) The Bargaining Committee shall make such recommendations as it deems desirable to the Executive Committee.
- b) Economic Welfare Committee:
- i) The Economic Welfare Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Economic Welfare Committee shall carry on a continuing study of the economic welfare of members of the Association.
  - iv) The Economic Welfare Committee shall make such recommendations as it deems desirable to the Executive Committee.
- c) Health and Safety Committee
- i) The Health and Safety Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee. The Health and Safety Officer serves as an ex-officio member of the Health and Safety Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Health and Safety Committee shall carry on a continuing study of health and safety conditions within the Surrey schools.
  - iv) The Health and Safety Committee shall make such recommendations as it deems desirable to the Executive Committee.
- d) Professional Development Committee (hereinafter referred to as the "Pro-D" Committee)
- i) The Pro-D Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee. The Professional Issues Officer serves as an ex-officio member of the Pro-D Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Pro-D Committee shall carry on a continuing study of In-Service Training & Detached Duty.
  - iv) The Pro-D Committee shall make such recommendations as it deems desirable to the Executive Committee.
- e) Convention Committee:
- i) The Convention Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the

Executive Committee.

- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- iii) The Convention Committee shall make arrangement for a district-wide professional day.
- iv) The Convention Committee shall make such recommendations as it deems desirable to the Executive Committee.

f) Status-of-Women Committee:

- i) The Status-of-Women Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- iii) The Status-of-Women Committee shall carry on a continuing study of the status of women in School District #36, Surrey, B.C.
- iv) The Status-of-Women Committee shall make such recommendations as it deems desirable to the Executive Committee.

g) Teachers Interested in Multicultural Education (TIME):

- i) The Teachers Interested in Multicultural Education ("TIME") Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- iii) The TIME Committee shall carry on a continuing study of racism, race relations and multiculturalism in School District #36 and the Municipality of Surrey, B.C.
- iv) The TIME Committee shall make such recommendations as it deems desirable to the Executive Committee.

h) Labour Affairs & Education Committee:

- i) The Labour Affairs and Education Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- iii) The Labour Affairs and Education Committee shall establish and foster communication with labour organizations and provide labour studies education for members of the Association.
- iv) The Labour Affairs and Education Committee shall make such recommendations as it deems desirable to the Executive Committee.

i) Political Action/Public Relations ("PA/PR") Committee:

- i) The PA/PR Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.

- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The PA/PR Committee shall carry on a continuing program of PA/PR on behalf of members.
  - iv) The PA/PR Committee shall make such recommendations as it deems desirable to the Executive Committee.
- j) Education Governance Committee
- i) The Education Governance Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner which shall be determined from time to time by the Executive Committee
  - iii) The Education Governance Committee shall carry on a continuing study of educational governance and structures on behalf of members.
  - iv) The Education Governance Committee shall make such recommendations from time to time as it deems desirable to the Executive Committee.
- k) Adult Educators' Committee
- i) The Adult Educators' Committee shall consist of STARA representatives from adult education schools elected annually.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Adult Educators' Committee shall study working conditions and contractual concerns of Surrey adult educators covered by the collective agreement.
  - iv) The Adult Educators' Committee shall make such recommendations as it deems desirable to the Executive Committee.
- l) Finance Committee
- i) The Finance Committee shall consist of 4 members elected for a (3) year term, and the Secretary-Treasurer.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Finance Committee shall carry on a review of the financial affairs of the Association.
  - iv) The Finance Committee shall make such recommendations as it deems desirable to the Executive Committee.
- m) Grievance Committee
- i) The Grievance Committee consists of seven members elected at large for a 2-year term. Their terms should conclude in alternating years. The President or designate and the Grievance Officers and Health and Safety Officer serve as ex-officio members.



- ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- iii) The Grievance Committee shall provide advice to the Grievance Officers and Health and Safety Officer of the Association.
- iv) The Grievance Committee shall make such recommendations as it deems desirable to the Executive Committee.
- n) International Solidarity Committee
  - i) The International Solidarity Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The International Solidarity Committee shall identify and recommend to the Executive Committee:
    - a) projects and grants for international solidarity;
    - b) priority areas and themes for the development and carrying out of international solidarity projects; and
    - c) activities that build relationships between the Association members and teachers in other countries through projects such as union exchanges and training programs.
- o) The South Asian Student Advocacy by Teachers Committee
  - i) The South Asian Student Advocacy by Teachers Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner which shall be determined from time to time by the Executive Committee.
  - iii) The South Asian Student Advocacy by Teachers Committee shall educate students, teachers, parents, and the wider school community in order to better support the educational development of South Asian youth, and parent participation in school activities.
- p) Anti-Poverty Committee
  - i) The Anti-Poverty Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Anti-Poverty Committee shall educate the membership about poverty issues so that they may be better able to meet the needs of their students who may live in poverty.
  - iv) The Anti-Poverty Committee shall contribute to the reduction and eventual elimination of poverty in our society through advocacy, liaising with other advocacy groups, awareness campaigns, and other political actions they may recommend to

the Executive Committee.

- v) The Anti-Poverty Committee shall make such recommendations as it deems desirable to the Executive Committee.
  
- q) Aboriginal Education Committee
  - i) The Aboriginal Education Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Aboriginal Education Committee shall educate students, teachers, parents, and the wider school community about Aboriginal issues, and advocate for improved support for students and teachers of Aboriginal ancestry in the District.
  - iv) The Aboriginal Education Committee shall make such recommendations as it deems desirable to the Executive Committee.
  
- r) Status of Men in the Teaching Profession Committee
  - i) The Status of Men in the Teaching Profession Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
  - ii) The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
  - iii) The Status of Men in the Teaching Profession Committee shall research issues that prevent men from becoming teachers in K-12 public education and ways to attract and retain men in the profession.
  - iv) The Status of Men in the Teaching Profession Committee shall make such recommendations as it deems desirable to the Executive Committee.

#### **BY-LAW XIV - FINANCES**

1. The activities of the Association shall be financed by annual fees and levies.
2. To meet extraordinary expenses, a general meeting of the Association may:
  - a) authorize an expenditure from surplus or excess revenue, or
  - b) vote for a levy upon the membership of the Association and such levy shall be deducted from the salary of each Active Member on or before a date to be fixed by such general meeting.
3. The Executive Committee may grant up to \$300.00 to groups within the Association requesting financial assistance from the Association. Higher amounts require the decision of STARA or a general meeting.
4. The Association shall not borrow except by special resolution passed by a general meeting upon the recommendation of the Executive Committee. Such vote shall require a three-fourths majority.
5. Any Active Member in good-standing shall be permitted to examine the books and other financial records of the Association, one week after giving the Secretary-Treasurer written notice.

### **BY-LAW XV - CONSTITUTIONAL AMENDMENTS**

1. Subject to By-Law XV (2), the Association may amend its Constitution and/or By-Laws by special resolution.
2. Before a motion to amend the Constitution and/or By-Laws may be placed before the membership:
  - a) a member must, at a general meeting or STARA meeting prior to the general meeting at which the amendment will be considered, give notice of his or her intention to propose an amendment, and
  - b) the Association must include the text of the special resolution in the notice that is provided, pursuant to By-Law XI.7, of the general meeting at which the amendment will be considered.
3. An amendment to the Constitution or By-Laws passed pursuant to By-Law XV (1) does not take effect until it is accepted by the Registrar of Companies as being in compliance with the Society Act.

### **BY-LAW XVI - DONATIONS**

1. Any motion for a donation from the funds of this Association in excess of two hundred and fifty dollars (\$250.00) shall first be considered by the Executive Committee, which shall present its recommendation to the next STARA meeting or general meeting.
2. The Executive Committee shall have authority to make donations of sums not exceeding two hundred and fifty dollars (\$250.00) from the funds of the Association.

### **BY-LAW XVII - RULES OF ORDER**

1. The rules of order for the Association general meetings shall be the most recent edition of the Association General Meeting Standing Rules of Order, and for STARA meetings the most recent edition of the Association Representative Assembly Meeting Standing Rules of Order.
2. The most recent edition of the BCTF Rules of Order shall be followed in the following circumstances:
  - a) where the Association rules of order are deficient, and/or
  - b) for the Association Executive Committee meetings.
3. Where the Rules of Order conflict with the Association Constitution, the Constitution shall prevail.

### **BY-LAW XVIII - LOCAL ASSOCIATION**

The Association shall operate as a branch local association of the BCTF and no act of the Association nor anything contained herein shall be inconsistent with the Constitution and By-Laws of the BCTF.

### **BY-LAW XIX – REMUNERATION**

1. No member of the Executive Committee or of STARA shall receive any remuneration from the Association except in accordance with the Association's Policy and Procedures or by majority vote of an Annual or Special General Meeting of the Association.
2. Nothing in this By-Law shall be construed as a prohibition of reimbursement of members of the

Association for expenses incurred in performing their duties.

#### **BY-LAW XX - REMOVAL OF MEMBERSHIP FROM THE BRITISH COLUMBIA TEACHERS' FEDERATION**

Any member of the Executive Committee or of STARA who ceases to be a member entitled to vote in good standing of the BCTF, as defined in the Constitution and By-Laws of the BCTF, shall cease to hold an office on the Executive Committee or-STARA.

#### **BY-LAW XXI - NEGOTIABLE INSTRUMENTS**

All cheques, bills of exchange, promissory notes and other negotiable or transferable instruments drawn, made, accepted, endorsed, discounted, executed or issued in the name of this Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be determined by a resolution of the Executive Committee.

#### **BY-LAW XXII - SEAL**

The Executive Committee shall adopt the seal which shall be the common seal of this Association and shall from time to time by resolution provide for its custody and use.

#### **BY-LAW XXIII - AUDITS & ACCOUNTS**

1. The Executive Committee shall appoint the first auditors of the Association not less than one (1) month before the date of the first Annual General Meeting, and any auditor so appointed shall hold office until the first Annual General Meeting unless previously removed by resolution, in which case the members shall at the time when such resolution is passed appoint other auditors to replace them.
2. The members entitled to vote shall at each Annual General Meeting appoint an auditor to hold office until the next Annual General Meeting.
3. If an appointment of auditors is not made at an Annual General Meeting or the Annual General Meeting is not held, the Executive Committee may appoint auditors of this Association for the current fiscal year, and fix the remuneration to be paid to them by this Association for its services.
4. The Executive Committee may fill any casual vacancy in the office of auditor but while any such vacancy continues, the surviving or continuing auditors, if any, may act.
5. The remuneration of the auditors shall be fixed by resolution of the members or, if the members so resolve, by the Executive Committee except that remuneration of any auditors appointed before the first Annual General Meeting or to fill any casual vacancy may be fixed by the Executive Committee.
6. The auditors shall make a report to the members and the Executive Committee on the account examined by them and on every balance sheet and statement of income and expenditures laid before this Association at any Annual General Meeting during their tenure of office and the report shall state:
  - a) whether or not they have obtained all the information and explanations they have required and
  - b) whether, in their opinion, the balance sheet referred to in the report is properly drawn-up so as to exhibit a true and correct view of:
    - i) the state of this Association's affairs as at the date of the balance sheet, and
    - ii) the result of its operations for the year ended on that date,

according to the best of their information and the explanations given to them and as shown by the books of this Association.

#### **BY-LAW XXIV - BOOKS AND RECORDS**

1. Subject to By-Law XIV (5), the Secretary-Treasurer or some other officer specially charged by the Executive Committee with that duty, shall maintain and have charge of the minutes of this Association and shall record or cause to be recorded therein minutes of proceedings of all meetings of members and the Executive Committee.
2. The Secretary-Treasurer or some other officers specially charged by the Executive Committee with that duty, shall keep or cause to be kept the books and records of this Association. The books and records of this Association shall be kept at such place in British Columbia as the Executive Committee thinks fit and shall at all times be open to inspection by the Executive Committee.
3. The Executive Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts, records and books of this Association or any of them shall be open to the inspection of members not being Executive Committee members.

#### **BY-LAW XXV - FORMER ASSOCIATION**

The Surrey Teachers' Association heretofore unincorporated, and the registered members thereof, are hereby continued as a body politic and corporate under that name (referred to herein as the "Association").

DATED: May 28th, 1975 (Amended May 1983; September 1983; September 1985; October 1987; May 1988; May 1989; May 1990; June 1994; December 1994; May 1995; June 1996; October 1997; May 1998; May, 1999; November 2000; January 2001; May, 2001; November 2001; October 2002; May 2003; January 2004; May 2008, September 2008, October 2008, May, 2009, May 2013, May 2014.)