

POLICIES AND PROCEDURES
OF THE
SURREY TEACHERS' ASSOCIATION
(REVISED November 2023)

Foreword

This booklet is a compilation of policy and procedure deemed by the membership to have current value in 2023. The date and source of each motion is included where possible.

The statements appear in two categories, "policies" and "procedures". Policy statements are statements of objectives that the Surrey Teachers' Association wishes to attain or retain, and/or beliefs expressed by the STA on any matter. Procedure statements are statements of practice adopted by the STA to handle the business of the Association.

In each section of this booklet, the policy statements dealing with the topic are first-listed, and are given odd numbers. Procedure statements follow and are assigned even numbers.



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1. COMMUNICATION & INVOLVEMENT

POLICIES: NONE

PROCEDURES:

- 1.02 THAT all committee chairpersons should endeavour to keep the membership-at-large informed at STARA meetings of current pertinent developments in their particular areas.
- 1.04 THAT the STA and BCTF be promoted at the school level by STARA representatives.
- 1.06 THAT, in order to allow for inclusion on the agenda and broad discussion, committee chairpersons, staffs and individual members make every effort to submit the motions that they wish presented to STARA to the STARA Steering Committee prior to the meeting. For those motions that they wish presented to a General Meeting, every effort be made to present these motions to an Executive meeting prior. This, in no way, precludes the right of any member to raise motions from the floor. All motions presented from the floor should be presented, whenever possible, to the recording Secretary-Treasurer in written form prior to the vote on the motion.
STARA-1992.06.15
- 1.08 THAT the source and date of all additions to the Policies and Procedures Handbook be recorded.
STARA-1972.10.04
- 1.10 THAT the Full-time Table Officers shall regularly publish a newsletter on a one-per-member basis
EXEC-1991.11
Amended AGM-2003.05.07
- 1.12 THAT it be the responsibility of each member of the Executive Committee to encourage and support the involvement of new members to serve on STA committees.
EXEC-1991.11
- 1.14 THAT all committees submit communications that are to be sent to the membership or outside the Association to the President for approval before publication.
EXEC-1993.04.27
EXEC-2021.05.25
- 1.16 THAT the STA collect the names of all Staff Reps, Pro-D chairs, Staff Committee chairs, and Health and Safety Reps in the schools.
EXEC-1996.11.28
- 1.18 THAT should a procedure or policy impacting STA governance bodies and committees be passed by a governance body, the policy or procedure number be clearly identified in the original motion and automatically be added to the relevant section in the Policies and Procedures document by the STA office.
EXEC-2023.05.16
- 1.20 THAT an amendment to current policies or procedures may only be carried by the same governance body that created the original policy or procedure or by a higher body.
EXEC-2023.05.16
- 1.22 THAT the Communications Coordinator portfolio include, in order of priority:
- a. Communicating with members via various channels including print materials and advertising; digital materials and website; event advertising and coordination; campaign advertising and coordination.

- b. Producing/creating/compiling a concise memo consisting of the important upcoming information for the week.
- c. Monitoring and moderating the official STA social media platforms
- d. Attending a portion of FTTO meetings in order to hear what information needs to be prioritized for the next week's communications and highlight information for upcoming publications
- e. Providing FTTOs an email of emerging issues from members received through various communication channels

EXEC-2020.10.06

- 1.24 THAT land acknowledgements be included in communication out to members, such as the STA Connection, The Advocate, and on the front page of the STA website.

EXEC-2020.11.26

- 1.26 THAT 2 seats for events that are 20 people or more be designated for Young Workers for those events which would be generally applicable to all members.

EXEC-2020.11.26

1.A. BULLETIN

POLICIES: NONE

PROCEDURES:

- 1.A.02 THAT full use of the STA Bulletin be made in communicating to the membership.

- 1.A.04 THAT the STA Bulletin does not accept commercial advertising.

- 1.A.06 THAT there be no fewer than 4 issues of the STA Bulletin in each school year.

GEN-1985.05

1.A.08 **STA BULLETIN GUIDELINES**

- a. THAT the STA Bulletin shall be supportive of the goals, objectives, policies and procedures of the STA.
- b. THAT the STA Bulletin editor shall place the interests of the membership as a whole before those of any individual, body or interest group within the STA.
- c. THAT in its reporting, the STA Bulletin present information fairly and acknowledge mistakes in information when they occur.
- d. THAT the STA Bulletin provide a forum for the exchange of members' views.
- e. THAT all members of the STA shall have access to the Letters to the Editor section, but none shall have unlimited access.
- f. THAT all letters to the editor and articles conform to the normal restrictions imposed by a responsible publication as to brevity, clarity, legality and taste. Any submission which does not meet these standards may be edited to conform or returned to the author for revision.
- g. THAT, if the editor decides not to publish a letter or contributed article submitted by a member, or to change it significantly, the writer and the PA/PR Committee shall be so notified.
- h. THAT any member of the STA who, or any group within the Association that, has had its actions or viewpoints criticized in the STA Bulletin shall have the opportunity to respond.
THAT, when the editor decides that a particular issue has been discussed sufficiently in the STA Bulletin, she or he shall exercise closure and so inform the PA/PR Committee.

STARA-1985.04.24

- 1.A.10 THAT the Bulletin Editor advise the membership of deadlines for submitting letters and articles. STARA-1992.06.15

1.B. STARA MANUALS

POLICIES: NONE

PROCEDURE:

- 1.B.02 THAT STARA manuals be distributed at a STARA workshop. STARA-1992.06.15

1.C. DISTRIBUTION OF INFORMATION AND QUESTIONNAIRES

POLICIES: NONE

PROCEDURES:

- 1.C.02 THAT all literature or information distributed at Executive, General or Representative Assembly meetings, be sanctioned for distribution by the President.
- 1.C.04 THAT questionnaires to be circulated among the STA membership be approved first by an Executive, STARA, or General Meeting.

1.D. ASSOCIATION OFFICE

POLICIES: NONE

PROCEDURES:

- 1.D.02 THAT the President deal with the supervision of, and the administration of, the contract signed with our office staff. AGM -1997.05.14
- 1.D.04 THAT LSA's may request services of the STA office, providing they meet all financial expenses, such as secretary's time, paper, postage, etc. STARA-1984.06.20
- 1.D.06 THAT the priorities of the workload to be done at the STA office be under the direction of the President. STARA-1972.11.08
- 1.D.08 THAT STARA Reps be provided with copies of minutes of Executive Committee meetings following their adoption by the Executive and prior to the next STARA meeting.
- 1.D.10 THAT the office staff keep a list of all STARA delegates (names, school addresses, school telephone numbers). STARA-1977.06
- 1.D.12 THAT Executive members receive copies of all information sent to STARA reps. EXEC-1991.11
- 1.D.14 THAT members on leaves of absence apply to receive Association mailings, using the forms available from their staff reps or the STA office. EXEC-1991.11

1.E. BCTF AGM & RESOLUTIONS

POLICIES: NONE

PROCEDURES:

- 1.E.02 THAT the delegation chairperson (second Vice-President) set an agenda and call meetings of the Resolutions Committee and AGM delegation in advance of the AGM and daily caucus meetings of the delegation during the AGM. STARA-1992.06.15
- 1.E.04 THAT the STA is against bound voting at the AGM. STARA-1977.06

- 1.E.06 THAT, during the AGM, it is the responsibility of the delegation chairperson to ensure that:
- a. the voting cards are picked up and distributed to delegates
 - b. the method of distribution of the extra voting cards will be determined by the AGM Delegation
 - c. all the delegates are informed of the number of votes each individual delegate holds.
 - c. voting cards are collected at the last session prior to the balloting and returned with ballots to the delegates
 - d. when delegates leave the meeting room they pass their voting card to another STA delegate.
- STARA-1992.06.15
Amended STARA-2022.10.19
- 1.E.08 THAT the chairperson of the STA Resolutions Committee be empowered to assign duties related to the operation of the BCTF AGM delegation to members of her/his committee, prior to the election of the BCTF AGM delegation. STARA-1974.04.10
- 1.E.10 THAT the STA members elected as alternate delegates not be allowed voting privileges, unless they take the place of an elected delegate, and a voting card is available. STARA-1980.12
EXEC-2020.03.10
- 1.E.12 THAT a kit be prepared for the AGM delegation by the 2nd Vice-President. STARA-1977.06
EXEC-2020.03.10
- 1.E.14 THAT delegates and alternates to the BCTF AGM should attend all pre-AGM meetings of the delegation. If a delegate or alternate misses two (2) or more meetings without informing the chairperson of the delegation, he/she will be dropped as a delegate or alternate. A member dropped from the delegation shall be notified via email and be offered the opportunity to request reinstatement at the next delegates' meeting prior to, in the case of a delegate, being replaced by an alternate. GEN-1983.05
EXEC-2020.03.10
Amended STARA-2020.06.24
- 1.E.16 That those alternates, in order of their election, that have attended the pre-AGM meetings, be asked if they are available/willing to attend the AGM if required (on short notice) EXEC-2001.09.18
EXEC-2020.03.10
- 1.E.18 THAT, prior to the AGM, delegation meetings should be convened primarily to ensure full discussion of the BCTF Reports and Resolutions Booklets. EXEC-1991.11
EXEC-2020.03.10

2. MEMBERSHIP

2.A. MEMBER RECOGNITION

POLICIES: NONE

PROCEDURES:

- 2.A.02 THAT tokens of recognition be awarded to members on the basis of service as members of the teaching profession and as members of the STA. The time and method of presentation shall be determined by the Awards and Recognition Committee. Awards may be made in the following cases:
- a. retiring President of the Association-normally, this award will be presented at the induction ceremony, following the President's retirement;
 - b. STA members who are retiring from the profession;
 - c. other tokens of recognition may be given to members who have made a significant contribution:
 - i. to education in Surrey;
 - ii. as a member of an Association committee(s) or STARA-1977.06
 - iii. as a staff representative.
- 2.A.04 A token of member recognition shall be awarded by a majority vote of the Executive Committee on a recommendation of the Awards Committee. AGM-1998.05
- 2.A.06 THAT the following procedures be in place for processing applications to the STA Sunshine Fund:
- a. THAT a staff rep or the STA President or designate make a written request
 - b. THAT the spending guidelines include:
 - i. Injury at work (hospital stay) – flowers/fruit/gift basket up to \$50
 - ii. Maternity/paternity/extended medical leave – up to \$50 gift card
 - iii. Death of active member – up to \$75 donation to charity (or gift)
 - iv. Death of active member's spouse/child – up to \$50 donation to charity (or gift)
- EXEC-2009.11.17
- c. THAT the spending guidelines for hosting events for staff following traumatic events involving staff members (such as a death) be:
 - i. Up to \$10 per STA member of the staff STARA 2019.04.17

2.B. ELECTIONS

POLICIES:

Members should also make reference to the STA Rules of Order for General Meeting attached to the end of this document.

- 2.B.01 Elections shall be conducted by the most recent available Past President. AGM-2003.05.07
- 2.B.03 The President, First Vice President and Second Vice President shall be released full-time from teaching, to perform their duties. AGM-2001.05.09
- 2.B.05 Elections for the above positions shall be held annually. AGM-2001.05.09

- 2.B.07 The two (2) Grievance Officers, the Health and Safety/Grievance Officer, the Professional Support Services Officer, and the Professional Development Officer, and the Accommodation Support Officer shall be released full-time from teaching, to perform their duties. AGM-2017.05.17
SGM-2020.02.19
Amended SGM 2020.10.21
- 2.B.11 No STA member shall occupy any combination of full time release positions for more than six (6) consecutive years, except that an STA member occupying the position of Grievance Officer is eligible, if re-elected, to serve as Grievance Officer beyond the six-year point, up to a maximum of eight (8) consecutive years in any combination of full-time release roles. AGM-2001.05.09
SGM-2020.02.19
- 2.B.13 An elections guidelines handbook, including general job descriptions for each released table officer, be published prior to each Annual General Meeting AGM-2001.05.09
Amended AGM-2003.05.07
- 2.B.15 Nothing in this policy will preclude table officers from collectively varying these job descriptions. However, there is an expectation that these responsibilities will be fulfilled. AGM-2001.05.09
- 2.B.17 THAT the cost of printing and distribution of STA election materials aside from the booklet of candidate statements shall be the responsibility of individual candidates. EXEC-2010.05.04
- 2.B.19 THAT STA copiers and fax equipment shall not be used by individuals to produce STA election materials. EXEC-2010.05.04
- 2.B.21 THAT no election materials aside from the prepared STA Candidate Statement Booklet shall be distributed *on the site* of the AGM meeting on Election Day. EXEC-2010.05.04

PROCEDURES:

- 2.B.02 THAT in any election involving more than two (2) candidates, the scrutineers:
a. shall determine whether a candidate has polled the required number of votes to be elected [the required number shall be more than fifty percent (50%)] of the total number of unspoiled ballots.
b. should recommend whether a candidate, or candidates, should be excluded from the next ballot. STARA-1977.06
- 2.B.04 THAT all candidates for Table Officers, and LR's be invited to make short policy statements along with their biographical information for publication. GEN-1981.01
- 2.B.06 Grievance officers shall be elected for a two (2) year term but the terms will be staggered so that the terms for each grievance officer expire on alternate years. AGM-2001.05.09

- 2.B.08 Should a Grievance or Health and Safety or Accommodation Support Officer resign or otherwise vacate their position during their term of office, an election shall take place, in a timely manner, to fill the position and it shall be for the balance of the term of officer of the person who vacated the position.
AGM-2001.05.09
Amended AGM-2009.05.06
Amended SGM-2020.02.19
- 2.B.10 THAT the Health & Safety/Grievance Officer be elected for a two (2) year term.
AGM-2009.05.06
Amended SGM-2020.10.21

2.C. LEAVE-OF-ABSENCE

POLICIES: NONE

PROCEDURE:

- 2.C.02 THAT STA members on approved leaves of absence be considered active members without the payment of dues.
STARA-1992.06.15

2.D. PROFESSIONAL DEVELOPMENT

POLICIES: NONE

PROCEDURES:

- 2.D.02 THAT the promotion of professional development be a major objective of the STA. Such development would include the teacher's private reading and study, as well as such activities as conventions, workshops, non-credit courses related to teaching, seminars, inter-class visits, observation of demonstration lessons, presentation of papers by teachers at staff meetings, LSA/PSA dues and subscription to professional journals.
Amended EXEC-2001.10.02
- 2.D.04 THAT PSAs and other groups concerned with greater effectiveness in the classroom, should be encouraged.
STARA-77.06
- 2.D.06 THAT it be the responsibility of the Professional Development Officer and the LSA Council chairperson to call at least two (2) meetings per year of the LSA Council.
AGM-2017.05.17
- 2.D.08 THAT the STA ensure that all school staff development is teacher-directed.
GEN-1990.02
- 2.D.10 THAT each school/site staff determine its own funding policy. These policies must adhere to the STA funding guidelines (as approved by STARA or a General Meeting).
EXEC-2001-10.02
- 2.D.12 THAT TOCs will be treated as a "school unit" and must apply to the TOC Pro-D Advisory Committee for Pro-D funding.
EXEC-2001.10.02

2.E. PEER MEDIATION SERVICES

POLICIES: NONE PROCEDURES

2.E.02

- a. THAT the STA maintain an **Peer Mediation Service** to mediate disputes that threaten good relationships among active members and others as appropriate.
- b. THAT the Executive Committee will appoint members to the Peer Mediation Service for three (3) year renewable terms, and the members will comprise a balance of male and female, a balance of elementary and secondary members, at least three members who identify as Indigenous, Black, or persons of colour, and shall preferably include at least one mediator who is fluent in French and English.
- c. THAT the Professional Support Services Officer will act as chairperson.
- d. THAT from time to time, upon recommendation from the Professional Support Services Officer, a Mediation Service Applicant Review Committee will be formed to review applications and make recommendations to the STA Executive for the appointment of Mediators.
- e. THAT any member or group of members may obtain the services of the STA Peer Mediation Service by communicating with an officer of the STA. The request will be forwarded promptly to the Professional Support Services Officer.
- f. THAT STA Peer Mediation Service members are expected to attend at least one training session per year.

STARA-2007.06.13
Amended SGM-2020.10.21
Amended SGM 2021.10.21

2.E.04 **Procedures of the STA Mediation Service**

- a. The Professional Support Services Officer will screen and assign cases.
- b. Two (2) mediators will be assigned to a particular case. One of the two will act as “lead mediator”.
- c. The “lead mediator” responsible for the case, in consultation with the STA Professional Support Services Officer, will take responsibility for adequate follow-up.
- d. All communication regarding mediation and process is held confidentially. Mediators will not submit reports about the content of cases mediated to anyone. Mediators will only submit a summary of resolved, partially resolved, or not resolved.
- e. Records will be kept to an absolute minimum.
- f. Cases may be discussed with members of the mediation group or with appropriate STA officers on a privileged communication basis at any time.
- g. In the event that a mediation case develops into an ethics case, no information from the mediators will be given to the BCTF Judicial Council.
- h. Where mediation is between a member and a CUPE member, CUPE will select the second mediator.

STARA-2007.06.13
Amended SGM-2020.10.21

2.F. PEER SUPPORT

POLICIES: NONE PROCEDURES

2.F.02

- a. THAT the STA establish a joint Peer Support Service (PSS) with SD #36 to assist active members with their teaching.
- b. THAT the Peer Support Service will be offered to a member with the understanding that the school district agrees that it shall not use any information relating to the member's involvement in the Peer Support Service against the member in any disciplinary proceedings or in any evaluation of the teaching performance of the member.

STARA-2007.06.13
Amended STARA-2020.09.23

2.F.04

From time to time the Professional Support Services Officer will review applications and make recommendations to the STA Executive for the appointment of Peer Consultants.

STARA-2007.06.13
Amended STARA-2020.09.23

2.F.06

THAT members appointed to the STA/SD #36 Peer Support Service will be known as Peer Consultants and will comprise a balance of female and male teachers, a representative balance of elementary and secondary teachers, who will preferably be fluent in French as well as English. Members appointed as peer consultants will have an extensive background in teaching strategies and training in planning, consultation, classroom observations, analysis, and feedback.

STARA-2007.06.13

2.F.08

Appointments to the STA/SD #36 Peer Support Service will be for 3-year renewable terms.

STARA-2007.06.13
Amended STARA-2020.09.23

2.F.10

THAT an active member who is on a plan-of-assistance, or who needs assistance with their teaching may request the services of the Surrey Peer Support Service by communicating with the Professional Support Services Officer.

STARA-2007.06.13
Amended STARA-2020.09.23

2.F.12

Costs

- a. THAT the cost of the service to a member will be paid by School District 36.
- b. THAT the STA will contribute to the cost of training and resources for Peer Consultants.

STARA-2007.06.13

2.F.14

Peer Support Service Procedures

- a. Normally, one (1) peer consultant will be assigned to work with a member who is on a plan-of-assistance or who requests assistance with their teaching.
- b. The Professional Support Services Officer will screen requests for service and assign a peer consultant in each case as deemed appropriate.
- c. A peer consultant will not give reports to any person except as agreed to, in advance, among the member receiving the services, the Professional Support Services Officer and the peer consultant.
- d. Wherever possible, a peer consultant assigned to assist a member on a plan-of-assistance will participate in developing the plan-of-assistance.

- e. Peer consultants may discuss information relating to their work with members of PSS and with Professional Support Services Officer on a privileged communication basis at any time.
- f. In the event that a situation where a peer consultant provided assistance develops into a grievance, no information from the peer consultant will be requested nor will any be offered about the situation.
- g. Members of the peer support service will be given adequate training and support by the STA and School District 36.
- h. The school district and the STA will provide follow-up support, as needed, to the teacher who has received assistance from the Peer Support Service.

STARA-2007.06.13

Amended STARA-2020.09.23

2.G. BARGAINING

POLICIES: NONE

PROCEDURES:

- 2.G.02 THAT any groups or individuals within the STA who wish special consideration in the contract will:
- a. make an oral presentation to the Bargaining Committee stating why they should have special consideration and give information to support their presentation.
 - b. present a written copy of their request with the supporting evidence.

The committee will rule on the case and make a recommendation to the Executive Committee for a decision. If the group or individual is not satisfied with the decision of the Executive Committee, they will have recourse to present their case to a general or STARA meeting.

- 2.G.04 THAT article 22.72 of the Collective Agreement shall be administered in the following manner:
- a. That, when a member consults with the Association in compliance with Article 22.72 of the collective agreement, the request for consultation shall be in writing to the President or first Vice President giving the educationally sound reasons for exceeding the class size guidelines.
 - b. After consulting with the member, the table officer will inform in writing the member affected, the Staff Representative(s), and the Administrative Officer of the member's school that the member's duty to consult under Article 22.72 has been satisfied. If the table officer concludes that the member's reasons are not educationally sound, the table officer will state his/her opinion giving the rational.
 - c. No member shall negotiate or receive compensation from the Board for exceeding the class size guidelines under Article 22.72 (see new contract Article A.3: Recognition of the Union and the Code of Ethics.) EXEC-1996.09.03

2.H. LSA COUNCIL

POLICIES:

- 2.H.01 THAT the LSA Council shall consist of the chairperson of the Pro-D Committee and one representative from each LSA that decides to participate, with each LSA selecting its own representative.

STARA-1990.06

Amended EXEC-2001.10.02

- 2.H.03 THAT the following shall be the terms of reference of the LSA Council:
- To advise the Executive Committee on matters of particular concern to the LSA's.
 - To advise the Executive Committee on proposals from LSA's seeking authorization to make representations outside the STA.
 - To advise the Executive Committee on curriculum matters.
 - To advise the Professional Development Committee on any matters relating to LSA's.
 - To advise the Professional Development Committee on programs and funding for LSA's.
 - To act as a liaison with Provincial Specialist Associations
 - To coordinate LSA policy and activities
 - To oversee and coordinate LSA budget applications
 - To promote communication among teachers with common interests.

STARA-1990.06

Amended EXEC-2001.10.02

PROCEDURES:

- 2.H.02 THAT each year, by the end of September, the LSA Council shall elect a chairperson.
- 2.H.04 THAT the following shall be the responsibilities of the LSA Council chairperson:
- To call and preside over LSA Council meetings
 - To serve as the LSA Council liaison to the Pro-D Committee.

EXEC-2001.10.02

2.I. EDUCATION POLICY**POLICIES:**

- 2.I.01 THAT the STA is opposed to any reductions of TTOC service in Surrey and expects the Board to recruit and retain an adequate number of TTOCs in order to ensure that neither non-enrolling nor enrolling teachers are called upon to cover teacher absences.
- GEN-1972.04.12
GEN-2023.10.18
- 2.I.03 THAT the STA is firmly opposed to the use of public funds for the funding of private schools.
- STARA-1976.02
- 2.I.05 THAT the STA is resolutely opposed to the removal or exclusion of students and/or teachers from any public school or class in the Surrey School District because of race, creed, religion, sex, or sexual orientation.
- STARA-2000.03.29
- 2.I.07 THAT if any teacher is dismissed or otherwise disciplined because of that teacher's involvement in sex-education, values-education, sensitivity training, or moral discussion (where such involvement is clearly a matter of conscience), the Surrey Teachers' Association will protect the teacher's rights with all the powers at its disposal. Each member of the Association will view this teacher's case with the same concerns as if she or he were in that teacher's place.
- STARA-1976.02
- 2.I.09 THAT the STA is resolutely opposed to any demands for religious conformity of students or teachers in Surrey.
- GEN-1976.02
- 2.I.11 THAT the STA support to the maximum, the right of any teacher in Surrey to show the films and filmstrips which, in his/her professional judgment, they think necessary, unless parental permission is refused.
- STARA-1976.04

- 2.I.13 THAT the STA support changes in school philosophies and practices which emanate from the interaction between the staff of the school and the community the school services. The STA opposes, however, any changes in school philosophy or practice imposed from outside of the school and community. STARA-1976.04
- 2.I.15 THAT the STA position is that students should not routinely eat lunches during instructional time. EXEC-1989.09
- 2.I.17 THAT a safety officer be designated at each school to attend an appropriate FIRST AIDE course, to chair the safety committee at that school and be given compensatory time to perform duties as required by the WCB and District Health and Safety Committee. EXEC-1992.11.10
- 2.I.19 THAT there should be adequate funding for education in the province and that funding inequities be addressed to meet the needs of growing districts. EXEC-1992.02
- 2.I.21 THAT the STA supports the right of any student who has passed a grade 11 course to enroll in the corresponding grade 12 course. AGM-2002.05.15
- 2.I.23 THAT the STA is resolutely opposed to harassment and discrimination based on prohibited grounds. The STA will not tolerate any form of harassment or discrimination, as defined by the British Columbia Human Rights Code. EXEC-2023.10.10

PROCEDURES:

- 2.I.02 THAT no STA member refuse to allow a student who has passed a grade 11 course to take a corresponding grade 12 course. AGM-2002.05.15

2.J. FINANCE**POLICIES:**

- 2.J.01 THAT the STA make every effort to use sustainable practices when providing refreshments at events and meetings. EXEC-2013.02.19
- 2.J.03 THAT when gifts are provided, the STA first considers purchasing them from an artist or vendor from Qayqayt, Kwantlen, Katzie, or Semiahmoo First Nations. EXEC-2020.11.26

PROCEDURES:

- 2.J.02 THAT at each regular STARA and General Meeting, a report on the finances of the Association be present. GEN-81.01
- 2.J.04 THAT for the AGM, the Finance Committee ensure a detailed record of the financial business of the year be distributed to each member. EXEC-1999.03.23
Amended AGM-2003.05.07
- 2.J.06 THAT the fiscal year for the Surrey Teacher's Association end on June 30th of each year.
- 2.J.08 THAT all committees be categorized separately in the budget.
- 2.J.10 THAT the budget be approved by the Annual General Meeting of the Association and that the Association fee be established on the basis of the budget. EXEC-1999.03.23

- 2.J.12 THAT only completed cheques be signed.
- 2.J.14 THAT up-to-date balances for committee chairpersons be available on request.
EXEC-1999.03.23
- 2.J.16 THAT motions involving the transfer of funds from one budget account to another must contain the budget lines affected and must be printed on the STARA or General Meeting agenda.
STARA-1996.04
- 2.J.18 THAT the significant accounting policies used in the preparation of the STA's financial statements be in accordance with generally accepted accounting principles and the recommendations of the Canadian Institute of Chartered Accountants.
EXEC-2013.02.19
- 2.J.20 THAT the STA budget annually for Local Specialists Associations and the LSA Council.
EXEC-2013.02.19
- 2.J.22 THAT the STA purchase union made goods where possible and that goods and services, including hotel services, be purchased from or through unionized firms where such union services and supplies are available.
EXEC-2013.02.19
- 2.J.24 THAT the STA purchase Canadian made products where possible, and that meetings, conferences or other business organized by the STA take place in Canada.
EXEC-2013.02.19
- 2.J.26 THAT the STA develop and implement ethical purchasing procedures to ensure that where possible goods and services secured by the STA have not been produced by workers toiling in unsafe and unhealthy environments.
EXEC-2013.02.19
- 2.J.28 THAT once a budget line has been established by the Annual General Meeting, it may not be exceeded unless the following conditions are met:
- a. the increase is approved by a STARA or general meeting, or
 - b. the increase is no more than 10% of the budget set by the AGM, does not exceed \$3000, and it is approved by a two-third (2/3) majority vote of the executive committee, or
 - c. the increase is a result of a requirement established by another policy or procedure e.g. compensation for mileage.
STARA-2013.02.20
- 2.J.32 THAT should a member want to make an amendment to an existing budget line, they may either bring their recommendation to the executive committee for consideration or they may submit the amendment directly to STARA or general meeting as long as they provide the amendment three (3) weeks prior to the next meeting for the purpose of advice, printing and notice to members.
STARA-2013.02.20

2.K. CAPITAL ASSETS PLAN

POLICIES:

- 2.K.01 THAT a statement of proposed capital expenditures be submitted annually to the Executive Committee and include the following information for each budget item or groups of items:
- a. The anticipated capital cost of the item(s),

- b. Reasons for the recommended purchase including potential benefits and cost savings, if any,
- c. Information as to what other alternatives were evaluated,
- d. The life expectancy of the item and residual value, if any,
- e. The type and cost of required software, if any,
- f. Implementation costs, including installation, furniture and training costs.

AGM-2001.05.23

2.K.03 THAT the Capital Assets budget be based on a three (3) year plan reviewed annually, and approved by STARA. AGM-2001.05.23

2.K.05 THAT when the cost of the Capital Assets item is less than the budgeted amount, the difference will not be used to:

- a. Upgrade the proposed item except when approved by the Executive Committee or
- b. For purchasing other items not included in the budget except by motion of the Executive Committee.

AGM-2001.05.23

PROCEDURES:

2.K.02 THAT without Executive Committee approval, no expenditures on any single Capital Asset item exceed by more than 10% or \$500 the amount approved by STARA, and that the total Capital Assets budget not exceed the amount approved by STARA. AGM-2001.05.23

2.L. COMPENSATION FOR STA WORK**POLICIES:**

2.L.01 THAT work on STA committees is viewed as voluntary work that is done beyond the school day. GEN-1999.12

2.L.03 THAT on occasion, either determined by a committee or at the request of the Executive Committee, committee work will be done during the school day. GEN-1999.12

PROCEDURES:

2.L.02 THAT when committee work is scheduled during school time, release time may, subject to the committee's budget, be provided upon the majority vote of the committee members. GEN-1999.12

2.L.04 THAT when a part-time teacher is required to do work for a committee or requested by an FTTO for all-day or part of a day off, they be reimbursed on scale.

- a. Attendance at STARA or Pro-D training as an Association rep does not require pre-approval. GEN-1999.12

2.L.06 THAT when TOC's are required to do work for the Association and pre-approval has been given by an FTTO of the Association, then the TOC shall be paid on scale.

- a. Attendance at STARA or Pro-D training as an Association rep as per 2.L.06. does not require pre-approval. Amended EXEC-2001.10.02

2.L.08 THAT the number of release days for STARA training for TOC's will be equal to the number of STARA reps at the largest secondary school. GEN-1999.12

- 2.L.10 THAT the following STA members be given a day in lieu for Professional Development purposes as compensation for their work on Convention Day:
- a. the teaching chef at a convention site
 - b. the site co-ordinator(s) GEN-1999.12
 - c. that committee members are entitled to a PD day in lieu of the convention to a maximum of \$400 per committee member with the cost to come from the committee budget EXEC-08-04-29
- 2.L.12 THAT "Non-Voluntary Summer Work" is contract and teacher personnel related work and includes work on records related to personnel and confidential cases. Members may opt to take compensatory time off in lieu of receiving wages for non-voluntary summer work days. (This is paid at 1/200 of the daily rate.) AGM-1996.05
- 2.L.14 THAT members will bill for any non-voluntary summer work days at rates similar to the rates stipulated for summer work in the current collective agreement. AGM-1994.05
- 2.L.16 When an officer is required, as part of the performance of his/her duties, or when the Grievance Officer requires an STA member to attend an arbitration (or to prepare materials, or witnesses for an arbitration) on a weekend, statutory holidays, that officer, or member, will be reimbursed by:
- a. receiving wages for that day at the rates stated in policy 2.L.14
 - b. taking compensatory times off. GEN-1999.12
Amended AGM-2023.05.17
- 2.L.18 When the officer/member choose option (b) in 2.L.16 above the compensatory time will be recorded in the minutes of an Executive Committee Meeting prior to the compensatory time being taken. GEN-1999.12
Amended AGM-2023.05.17
- 2.L.20 THAT it be STA policy that STA operate on the principle that members not be "out of pocket" for incurring child care expenses. GEN-1996.05.08
- 2.L.22 THAT members volunteering their services for STA work shall be reimbursed for costs at the current rate of BCTF expense claims, such costs to include mileage, meals, childcare, and pet/boarding care. EXEC-1992
Amended EXEC-2023.11.07
- 2.L.24 THAT Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance. EXEC-2023.01.10
- 2.L.26 THAT expense claims shall be submitted on the STA Voucher form to the Committee Chairperson concerned or to a full-time table officer. EXEC-1992
- 2.L.28 THAT a letter detailing expenses is acceptable whenever a regular voucher form is not available. EXEC-2013.02.19
- 2.L.30 THAT if a voucher amount reimbursed is different than the amount claimed, a copy of the voucher be sent with the cheque to the member. EXEC-2013.02.19

- 2.L.32 THAT eligible expenses for food in connection with meetings and events of Standing and Ad Hoc Committees be as follows:
- Committees may claim reimbursement for snacks for after-school meetings in the amount of up to \$15 per committee member present at the meeting;
 - Up to twice per year (once prior to Spring Break, and once between Spring Break and Summer break) committees may hold a dinner meeting, with committee members eligible to claim reimbursement for the applicable per diem amount per person;
 - Committees may authorize committee members working on committee business to claim reimbursement for individual meals at the applicable per diem rate;
 - Per diem amounts for individual meals or committee dinners or events may only be exceeded with prior approval of the STA President or designate; and
 - Reimbursements will not be provided for non-STA member-guests at meetings and events without approval of the President.

EXEC-2013.02.19

Amended EXEC-2019.02.05

Amended EXEC-2022.11.29

Amended EXEC-2023.04.06

Amended EXEC-2023.06.27

- 2.L.34 THAT the STA cover reasonable expenses for dependent care when a member is providing approved voluntary service to the Association beyond their regular work day.

EXEC-2013.02.19

2.M. PUBLIC POLICY

POLICIES:

- 2.M.01 THAT STA members foster a climate of social justice in Surrey and continue a leadership role in such areas to include but not limited to: economic justice, non-violence, anti-racism, supporting 2SLGBTQ+ communities and equity, in sponsored activities.

EXEC-2023.09.26

PROCEDURES:

- 2.M.02 THAT STA members not distribute poppies coming from any Surrey/White Rock Legion Branch that enforces its "no hat" policy with regard to turbans.

STARA-1993.11

2.N. SCHOLARSHIPS AND BURSARIES

POLICIES: NONE

PROCEDURES:

- 2.N.02 The STA shall provide funds to all schools in the district graduating grade 12 students for bursaries and scholarships. Amended STARA-2019.02.20
- The amount shall be determined as part of the budget annually. AGM-2002.05.08
- The school scholarship committee will be responsible for choosing the recipient(s) of the STA scholarship and bursaries. STARA-1986
 - The scholarship or bursary must be used for a program that leads to certification, license, diploma or degree. Amended STARA-2019.02.20

- c. The scholarship or bursary must be used within 2 years of graduation. Extenuating circumstances will be considered by the Awards Committee i.e. ability to begin course because of waiting list. STARA-1986
Amended STARA-2019.02.20
Amended EXEC-2021.03.09
 - d. Registration fee receipt must be presented prior to award being paid. STARA-1986
 - e. The chairperson of the Awards Committee (2nd Vice-President) shall issue notice to the membership via STA weekly newsletter and STA website when all participants are known. (Schools will be required to report recipient's name, plans, any other pertinent information as soon as possible.) STARA-1986.06.11
Amended STARA-2020.06.24
- 2.N.04 THAT the STA Scholarship Committee award six (6) annual scholarships of \$2000 each and six (6) annual bursaries of \$2000 each to the dependent of an STA member
- a. THAT all recipients of STA awards be graduates of the public school system.
 - b. THAT a member's child only be granted one scholarship or bursary or award.
 - c. THAT the criteria used for selecting scholarship awards be:
 - i. graduate of a public high school
 - ii. academic achievement supported by an official transcript
 - iii. proof of acceptance to a post-secondary institution
 - iv. school involvement in a variety of areas
 - v. community involvement in a variety of areas
 - vi. statement of goals
 - vii. three (3) sealed confidential references (references by family members or friends will not be accepted)
 - d. THAT the criteria used for selecting the bursary award be:
 - i. graduate of a public high school
 - ii. proof of acceptance to a post-secondary institution
 - iii. school involvement in a variety of areas
 - iv. community involvement in a variety of areas
 - v. statement of goals
 - vi. statement of financial need
 - vii. three (3) sealed confidential references (references by family members or friends will not be accepted)
- GEN-1996.12.04
Amended AGM-2011.05.18
Amended SGM-2018.01.24
Amended STARA-2019.02.20
Amended STARA-2020.06.24
- e. Jennifer Wadge Social Justice Award
The STA recognizes that social justice work is more than just short-term bandage-type solutions. Social justice theory focuses on equity for all, and the goal of social justice work should encourage systemic change.
THAT the following are the criteria to be used in selecting successful candidates for the social justice award:
 - i. graduate of a public high school with submission of an official transcript
 - ii. proof of acceptance to a post-secondary institution OR registration in a national/international conference on social justice issues OR an internship in a social justice organization
 - iii. school and community involvement in a variety of social justice areas

- iv. evidence of leadership and/or personal initiative in activities or in an organization relating to social justice
- v. statement of commitment to social justice
- vi. minimum of three (3) sealed confidential references. References by family members or friends will not be accepted.

Amended STARA-2019.02.20

f. **Indigenous Student Bursary**

Open to any current Grade 12 student at a Surrey public secondary school during graduating school year who identifies as an Indigenous Student

- Two awards of \$2,000 Total \$4,000
- Awarded in June

THAT the following be the criteria to be used in selecting successful candidates for the Indigenous Student Bursary:

- i. a BC Diploma verification
- ii. proof of enrollment in a post-secondary institution (registration receipt must be presented prior to an award being paid as per Policy 2.N.02.d.)
- iii. description of school involvement in extracurricular activities
- iv. description of community involvement
- v. statement of goals
- vi. statement of financial need (required for a bursary award)
- vii. three (3) sealed confidential references. References by family members or friends will not be accepted.

STARA-2020.06.24

- 2.N.06 THAT this committee consist of the 2nd Vice-President or alternate and six (6) elected members at large. No member of this committee to be the parent/relative of a scholarship or bursary applicant.

GEN-1996.12.04

Amended AGM-2010.05.12

Amended SGM-2019.06.19

- 2.N.08 THAT the six (6) members at large for the scholarship/bursary fund be elected at STARA.

AGM-1995.05.10

Amended AGM-2010.05.12

Amended SGM-2019.06.19

3.A. COMMUNITY INVOLVEMENT AND SOCIAL RESPONSIBILITY

POLICIES:

- 3.A.01 THAT the STA support the philosophy and purposes of the United Way Fund.

GEN-1981.01

- 3.A.03 THAT STA members be encouraged to start recycling programs in Surrey schools.

STARA-1989.04

- 3.A.05 THAT STA members be encouraged to bring their own cups to General Meetings.

EXEC-1990.05

PROCEDURES:

- 3.A.02 THAT we advise the membership of the ways in which contributions can be made to the United Way.

GEN-1981.01

- 3.A.04 THAT all beverages or beverage preparations be in recyclable containers. EXEC-1990.05
- 3.A.06 THAT the STA officially endorses the Surrey-White Rock Environmental Coalition. EXEC-1990.02
- 3.A.08 THAT the STA support the provision of universal hot lunch programs in designated Surrey schools. GEN-1990.02

3.B. BCTF SOCIAL JUSTICE GRANTS

POLICIES: NONE

PROCEDURES:

- 3.B.02 THAT the following procedures will be in place for processing applications for BCTF social Justice Grants:
- a. Social Justice reps will screen applications and forward those which meet the following criteria to the Executive Committee for approval.
 - i. A balance of elementary and secondary projects will be approved each year.
 - ii. Recommendation of applications to the BCTF will be based upon a balance of Social Justice issues.
 - iii. Applications as outlined in the BCTF Social Justice grants and submitted to Social Justice Contacts committee by November 30 of each year.
- STARA-2000-06

4. SCHOOL CALENDAR REGULATIONS

POLICIES: NONE

PROCEDURES:

- 4.02 The ***School Calendar Regulation*** requires that the Board receive the prior approval of the parents of the students enrolled in a school and the employees of the Board assigned to that school through their union, in the manner that their union may provide, before a local school calendar may be approved or amended. In accordance with sections 6.(2)(a)(iii), 6.1.(1)(a)(ii) and 10 of the ***School Calendar Regulation***, the following will govern the manner in which Association approval is sought and obtained for adoption or amendment of a local school calendar. STARA-1995.02.22
- 4.04 **Prior to May 31** of the previous school year a simple majority vote of the Association members based at a school will be sufficient to approve or amend a local school calendar under section 6.(1)(b) as long as:
- a. The Association has been given at least seven (7) days written notice (section 6.(4)), and
 - b. The proposed calendar meets all of the provisions of the collective agreement and in particular Articles 10 to 17. (See Note 4.13, below).
 - c. The vote is taken by secret ballot under the supervision of the Association.
- 4.06 **After May 31**, a 2/3 majority vote of the Association members based at a school will be required to amend a local school calendar under section 6.1.(1)(a)(ii) as long as:
- a. The Association has been given written notice of the intent to seek an approval at least 35 days (section 6.1.(4) and (5)) prior to the effective date of the change, and
 - b. The proposed calendar continues to meet all of the provisions of the collective agreement and in particular Articles 10 to 17.
 - c. The vote is taken by secret ballot under the supervision of the Association.

- 4.08 **Attendance is voluntary** (Article 10.10) under **any proposal** which seeks to extend the normal school day, unless approved by a motion of the Executive Committee of the Surrey Teachers' Association as a variation to the collective agreement, following a unanimous vote by secret ballot (taken under the supervision of the Association) of the Association members based at the school seeking the variation. (Applicants should note that it may take up to eleven (11) school days to place such a proposal on an Executive Committee Agenda.)
- 4.10 **Professional Days** may be rescheduled in accordance with procedure 4.05.
Amended EXEC-2001.10.02
- 4.12 **NOTE:** Section (8) of the **School Calendar Regulation** effectively amends Articles 12.70 and 12.80 into four (4) one (1) hour early dismissal days under Article 12.70.
STARA-1995.02

5. DUTIES OF EXECUTIVE COMMITTEE & STARA REPRESENTATIVES

POLICIES: NONE

PROCEDURES:

(Note: See also Constitution and By-Laws)

- 5.02 THAT all members of the Executive Committee review the BCTF Members' Guide and the STARA Manual. STARA-1992.06
- 5.04 THAT members of the Executive make themselves familiar with Robert's Rules of Order.
- 5.06 THAT each Executive member attend all Executive, STARA and General Meetings of the STA.
- 5.08 THAT each Executive member, on request, attend staff or group meetings of teachers to explain the functions of the STA or its committees.
- 5.10 THAT the Executive be responsible for notifying members of General and STARA meetings of the Association. STARA-1977.06
- 5.12 THAT the STA Executive Committee encourage utilization by its committees of the various services and resources (including speakers) provided by the BCTF. EXEC-1992.11.10
- 5.14 THAT when the Executive Committee establishes an Ad Hoc Committee, that the following also be established for the Ad Hoc Committee at the same time:
- a. Terms of Reference,
 - b. Specific Tasks and purposes,
 - c. Timeline for the completion of the tasks,
 - d. Timeline for a report on work completed,
 - e. Process, if applicable, for the Ad Hoc Committee to become a Standing Committee with term references,
 - f. Process to disband the committee, if applicable.
- EXEC-2023.05.16

5.A. PRESIDENT

POLICIES: NONE**PROCEDURES:**

- 5.A.02 THAT the STA President be named by the AGM of the STA as an alternate Local Association Representative from the STA to the BCTF. STARA-1984.06.20
- 5.A.04 THAT the President, or the President's appointee, be an ex-officio member of all committees of the Association.
- 5.A.06 THAT, on occasion, the President may delegate the chairing of meetings. STARA-1992.06.15
- 5.A.08 THAT the President has the authority to allocate duties to STA members.
- 5.A.10 THAT the President have the responsibility of supervising and directing office activities. STARA-1977.06

5.B. FIRST VICE-PRESIDENT

POLICIES: NONE**PROCEDURES:**

- 5.B.02 THAT the 1st Vice-President be named by the AGM of the STA as an alternate Local Association Representative from the STA to the BCTF.
- 5.B.04 THAT the duties of the 1st Vice-President be to assist the President in the performance of the President's duties.

5.C. SECOND VICE-PRESIDENT

POLICIES: NONE**PROCEDURES:**

- 5.C.02 THAT the 2nd Vice-President be named by the AGM of the STA as an alternate Local Representative from the STA to the BCTF. AGM-2006.05.10
- 5.C.04 THAT the 2nd Vice-President be chairperson of the Resolutions Committee.
- 5.C.06 THAT the 2nd Vice-President be responsible for sending to the BCTF, by December 15th of year, any Annual General Meeting resolutions from the STA.
- 5.C.08 THAT the 2nd Vice-President shall chair Policies and Procedures Committee meetings. STARA-89.06
- 5.C.10 THAT the 2nd Vice-President shall chair the Constitution Revision Committee meetings. STARA-1989.06
- 5.C.12 THAT the 2nd Vice-President arrange an Induction Ceremony. STARA-1992.06
- 5.C.14 THAT the 2nd Vice-President co-ordinate forums and workshops on current issues of concern to the membership as requested by the Executive Committee. STARA-1992.06.15
- 5.C.16 THAT the 2nd Vice-President establish a schedule to hear reports from STA appointees to District Committees at Executive meetings. EXEC-1997.05.20

5. D PROFESSIONAL SUPPORT SERVICES OFFICER

POLICIES: NONE

PROCEDURES:

- 5.D.02 THAT the Professional Support Services Officer be an Ex-officio member of:
a. the Peer Support Service Steering Committee,
b. the STA Mediation Service, and
b. the District Mentorship Program Steering Committee.
- 5.D.04 THAT the Professional Support Services Officer coordinate activities associate with relevant STA/BCTF professional issues and campaigns.
- 5.D.06 THAT the Professional Support Services Officer liaise with the BCTF Professional and Social Issues Department. AGM-2017.05.17

5.E. SECRETARY-TREASURER

POLICIES: NONE

PROCEDURES:

- 5.E.02 THAT the Secretary-Treasurer keeps accurate minutes of all General and Executive meetings.
- 5.E.04 THAT the Secretary-Treasurer be responsible for the correct reproduction of the minutes of General and Executive meetings. Note: See also 1.D.07 STARA-1977.06
- 5.E.06 THAT the Secretary-Treasurer keep or cause to be kept accurate records of the financial business of the STA. EXEC-1999.03.23
- 5.E.08 THAT the Secretary-Treasurer be a member of the Finance Committee. EXEC-1999.03.23

5.F. LOCAL REPRESENTATIVES

POLICIES: NONE

PROCEDURES:

- 5.F.02 THAT the LR's report on the BCTF Representative Assemblies through STARA, General Meetings, written reports and through the Bulletin. STARA-1992.06.15
- 5.F.04 THAT the Local Representatives be the liaison between the STA membership and the BCTF. STARA-1992.06.15
- 5.F.06 THAT the LR's attempt to consult the membership, through STARA and General Meetings, on current BCTF issues and items on the agenda of the BCTF Representative Assembly. STARA-1992.06.15
- 5.F.08 THAT following each BCTF Representative Assembly, Local Representatives submit their voting record to the STA office for publication to the membership. STARA 2022.10.19
- 5.F.10 THAT in the event an elected or appointed BCTF Local Representative is unable to attend a meeting, or a significant portion of the meeting, of the BCTF Representative Assembly due to illness or other unavoidable cause, that the voting cards of that LR go to an alternate representative as per 5.A.02, 5.B.02 and 5.C.02. EXEC 2023.05.02

5.G. STARA REPRESENTATIVES

POLICIES: NONE

PROCEDURES:

- 5.G.02 THAT STARA representatives attend all STARA meetings.
- 5.G.04 THAT STARA representatives have the responsibility to bring forward the views of the staff. They shall not, however, be bound by decisions of the school staff but shall be free to exercise individual discretion according to debate on the floor.
- 5.G.06 THAT STARA representatives report to the staff they represent, by means of meetings or written reports, the business discussed at the STARA meeting.
- 5.G.08 THAT all communications from the STA go to each STARA member.
Amended AGM-2003.05.07
- 5.G.10 THAT the STARA representatives and alternates shall be elected no later than the first staff meeting of the new school year and prior to the orientation workshop.
- 5.G.12 THAT at each STARA meeting, school reps sign in to indicate that their school is being represented.
- 5.G.14 THAT STARA representatives from the school of TOC's as per 2.L.06 be elected at the first meeting of TOC's and those names be submitted to the Association.
EXEC-2001.10.02
Amended EXEC-2022.11.29

5. H. PROFESSIONAL DEVELOPMENT OFFICER

POLICIES: None

PROCEDURES:

- 5.H.02 THAT the Professional Development Officer be an Ex-officio member of:
a. the Professional Development Committee, and
b. the Convention Committee.
- 5.H.04 THAT the Professional Development Officer work with the Professional Development Committee to foster and coordinate professional development opportunities for members.
- 5.H.06 THAT the Professional Development Officer coordinate activities associated with relevant STA/BCTF professional issues and campaigns.
- 5.H.08 THAT the Professional Development Officer liaise with the BCTF Professional and Social Issues Department.
- 5.H.10 THAT the Professional Development Officer coordinate professional learning activities with the school district, and professional learning activities for student teachers with faculties of education.
AGM-2017.05.17

6. EXECUTIVE COMMITTEE & STARA FUNCTIONING

6.A. EXECUTIVE

POLICIES:

- 6.A.01 That each elected position on the Executive Committee be occupied by one member and that no member may occupy two (2) positions simultaneously. GEN-2002-05-08

PROCEDURES:

- 6.A.02 THAT Table Officers be given copies of the most recent edition of Robert's Rules of Order as well as the standing rules of order currently in use by the BCTF.
- 6.A.04 THAT members present at Executive meetings be recorded in the minutes.
- 6.A.06 THAT whenever a vacancy shall occur on the Executive Committee between Annual General Meetings, the vacancy shall be filled by election at a STARA or General Meeting, as soon as possible.
STARA-1992.06.15
Amended AGM -20 02.05.08
- 6.A.08 THAT Executive members shall verify expenditures for their areas of responsibility.
STARA-1977.06
- 6.A.10a. THAT the Executive Committee meet on a timely basis with chairpersons or a designated representative of the following committees for the purpose of discussing issues of mutual concern and receiving reports and recommendations from the committees:
- Adult Educators Committee
 - Bargaining Committee
 - Convention Committee
 - Economic Welfare Committee
 - Education Governance Committee
 - Finance Committee
 - Grievance Committee
 - Health & Safety Committee
 - International Solidarity Committee
 - Labour Affairs and Education Committee
 - LSA Council
 - Political Action/Public Relations Committee
 - Professional Development Committee
 - Status of Women Committee
 - Anti-Racism Committee (A.R.C.)
 - Teacher-on-Call Advisory Committee
 - South Asian Student Advocacy by Teachers
 - Economic Justice Committee
 - Indigenous Education Committee
 - Status of Men in the Teaching Profession Committee
- GEN-1995.05.10
Amended AGM - 1997.05.14
Amended AGM -1999.11
Amended EXEC – 2004.09.14
Amended AGM – 2008.05.07
Amended AGM – 2013.05.22
Amended AGM – 2014.05.21
Amended SGM-2018.06.13

Amended SGM-2019.01.23
Amended SGM-2021.04.21

- 6.A.10b. THAT quorum for this meeting be that normally required for an Executive Committee meeting.
- 6.A.12 THAT the Executive Committee normally and regularly refer matters to appropriate committees for advice and recommendations unless the issue is of an emergent nature. In the case of an emergent issue, the Chairperson and/or members of the appropriate committee will be invited to the Executive Committee considering the matter to provide advice and/or recommendations.
- 6.A.14 THAT the Executive committee appoint up to six (6) members to the Joint Mentorship Program Steering committee for two (2) year renewable terms and will comprise a representative balance of secondary and elementary teachers. EXEC-2001.10.02
Amended EXEC-2007.09.04
- 6.A.16 THAT the STA Executive Committee undergo at least one anti-racism or anti-oppression training session per school year and that one anti-racism or anti-oppression training session take place every September. EXEC-2021.06.22
- 6.A.18 THAT the Aboriginal Member-At-Large be given responsibility for Orange Shirt Day in the STA. EXEC-2020.11.10
- 6.A.20 THAT we have two social justice reps for the STA with bi-annual terms. EXEC-2020.11.10

6.B. STARA

POLICIES: NONE

PROCEDURES:

- 6.B.02 THAT all STA members may attend STARA meetings.
- 6.B.04 THAT the chairperson of STARA be a duly elected Staff Representative. AGM-2003.05.07
- 6.B.06 THAT STARA elect a chairperson at its first meeting and that the term of office be from September to September.
- 6.B.08 THAT a steering committee consisting of the elected chairperson and four (4) other members of STARA be elected at the first meeting and that its term be from September to September. The role of the steering committee shall be to prepare the proposed agendas and to recommend rules for the governance of STARA. STARA-1998.09
STARA-2006.06
- 6.B.10 THAT it be STARA policy that STARA elect its own secretary who serves as the sixth member of the STARA Steering Committee. STARA-1989.09
Amended STARA-1998.09
- 6.B.12 THAT STARA meetings normally be scheduled on a monthly basis other than in those months in which a regularly scheduled General Meeting is held.

- 6.B.14 THAT the STARA Steering Committee make every effort to publish STARA agendas at least one week prior to STARA meetings and that published agendas usually include the following:
- a. Wording of motions, when known.
 - b. Timed items.
 - c. A priority placement for school concerns.
 - d. A finance report.
 - e. An Executive Committee report.
 - f. Consideration of Executive meeting minutes
- 6.B.16 THAT the STARA Steering Committee, in consultation with the Executive Committee, shall conduct a workshop for new STARA Representatives early in the school year.
STARA-1992.06.15
- 6.B.18 THAT, in addition to the workshop for new STARA Representatives, the STARA Steering Committee, in consultation with the Executive Committee, shall conduct at least one other workshop for all STARA Representatives.
STARA-1992.06.15
- 6.B.20 THAT contract-related workshops shall be held during normal working hours with the STA paying the costs of substitutes.
STARA-1989.03
- 6.B.22 THAT the endorsement of any candidate for political office be the responsibility of STARA or a General Meeting.
- 6.B.24 THAT the minutes of STARA meetings be sent to STA reps the week prior to the STARA meeting, via regular courier.
STARA-1995.03.29

7. COMMITTEES OF THE ASSOCIATION

POLICIES:

- 7.01 THAT STA Committee activities are in alignment with the purposes of the association, i.e. to foster and promote the cause of education and to promote the professional development of teachers.
EXEC-2023.04.06

PROCEDURES:

(Note: See also Constitution and By-Laws)

- 7.02 THAT each committee submit a written annual report to the Executive Committee by the end of the school year and be encouraged to submit at least one article per school year to the STA newsletter to inform members about their committee and its work.
STARA-89.06
Amended SGM-2018.06.13
Amended AGM-2023.05.17
- 7.04 THAT if committee chairpersons feel they must overspend the committee budget, they must first obtain STARA or General Meeting approval.
- 7.06 THAT any equipment purchase/lease in excess of \$100 be authorized by Executive Committee motion. Note: software is considered to be equipment.
STARA-1995.06.14

- 7.08 THAT committee chairpersons make recommendations concerning the budget for the following year at least four (4) weeks prior to the STA AGM. GEN-1981.01
- 7.10 THAT committees register their meetings and the locations with the STA staff, including all locations away from the STA building. EXEC-1994.09.13
- 7.12 THAT where possible committees wishing to report to Executive submit a written report at least one week ahead of the meeting. EXEC-1994.09.06
- 7.14 THAT when members of an STA Standing Committee are requested to attend an Executive meeting that these members normally participate in debate on issues raised during their presentation. EXEC-1994.09.13
- 7.16 THAT the requirement for quorum of a committee shall be 50%. EXEC-2001.10.02
- 7.18 THAT any budgetary expenditures, including releasing members for committee work, shall be approved by a majority vote of the committee members present.
EXEC-2001.10.02
Amended EXEC-2023.09.26
- 7.20 THAT a copy of all committee meeting minutes shall be typed and filed with the STA office within 7 business days of the meeting's occurrence. EXEC-2001.10.02
Amended EXEC-2023.04.06
Amended EXEC-2023.06.13
Amended EXEC-2023.06.27
- 7.22 Pursuant to BY-Law XIII(2) the chairperson should recommend to the Executive Committee dismissal of a committee member for non-attendance. EXEC-2001.10.02
- 7.24 THAT committee motions will be decided by email only in circumstances where there is no opposition to the motion. If a member of the committee is opposed to a motion, that they shall indicate their opposition through confidential email to the Committee Chair, who will then inform the committee that there is opposition to a motion and that online debate is therefore closed. The motion will then be referred to the next committee meeting. EXEC-2022.09.13
- 7.26 THAT the purpose of committee budgets is to support the work of the committee as outlined in the committee's terms of reference through meeting expenses such as mileage, meals for in-person meetings, events, and release time. If needed, no more than 35% of a committee's budget or event budget may be spent on resources and prizes without prior approval of the president or the EC. EXEC-2022.09.13
Amended EXEC-2023.04.06
- 7.28 THAT staff meeting days, International Women's Day, National Indigenous Peoples' Day, World Teachers' Day, National Day of Awareness for Missing and Murdered Indigenous Women and Girls, and National Day of Remembrance and Action on Violence Against Women be noted in the STA calendar so that other conflicting after school activities, events, and meetings not be scheduled on those days. EXEC-2023.04.06

7.A. BARGAINING COMMITTEE

POLICIES: NONE**PROCEDURES:**

- 7.A.02 THAT the Bargaining Committee consist of ten (10) members to be elected by STARA (three (3) secondary, three (3) elementary, one (1) adult educator, one (1) TOC, one (1) non-enrolling).

STARA-2010.06.16

- 7.A.04 THAT the elections for the Bargaining Committee be in the following order: adult education, non-enrolling, TOC, secondary and elementary.

STARA-2010.06.16

- 7.A.06 THAT members be permitted to put their name forward on more than one category with the understanding that should they be elected their name will be dropped from subsequent elections.

STARA-2010.06.16

- 7.A.08 THAT members of the Bargaining Committee will remain on the committee until a contract is achieved and a new bargaining team is elected.

EXEC-2023.05.16

7.B STATUS OF MEN IN THE TEACHING PROFESSION COMMITTEE

POLICIES: NONE**PROCEDURES:**

- 7.B.02 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.

- 7.B.04 The chairperson shall be chosen in a manner determined from time to time by the Executive Committee.

- 7.B.06 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.

- 7.B.08 The Status of Men in the Teaching Profession Committee shall make such recommendations as it deems desirable to the Executive Committee.

AGM-2014.05.21

7.C. CONVENTION COMMITTEE

POLICIES: NONE**PROCEDURES:**

- 7.C.02 THAT the STA Convention Committee be under the aegis of the Professional Development Committee.

- 7.C.04 THAT the STA Convention Committee be made up of five sub-committees comprised of four (4) members for each of the Primary, Intermediate, Secondary, and Aboriginal sites and two (2) members for the Off Site/Excursion sub-committee; members of the Convention Committee shall be elected for two (2) year terms.

GEN-2000.05.24

SGM-2018.09.26

7.D. ECONOMIC WELFARE COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.D.02 THAT the Economic Welfare Committee shall consist of:
a. Five (4) Secondary teachers;
b. Four (5) Elementary teachers;
c. One (1) representative of Adult Educators STARA-1992.06.15
- 7.D.04 THAT the Economic Welfare Committee shall be elected at the STARA Meeting of
each year for a two (2) year term. STARA-1989.05
Amended AGM-2004.01.21
- 7.D.06 THAT the election of the Economic Welfare Committee shall be arranged so that
approximately one-half of the positions are open to election each year. STARA-1972.03
- 7.D.08 THAT the chairperson of the Economic Welfare Committee shall be nominated by the
Economic Welfare Committee from its own members and the nomination will be
referred to the Executive Committee for approval. STARA-1972.03
- 7.D.10 THAT the chairperson of the Economic Welfare Committee shall be elected for a one
(1) year term. STARA-1974.04
- 7.D.12 THAT the chairperson of the Economic Welfare Committee call committee meetings
for discussion and preparation of the Economic Welfare Committee's concerns to the
Bargaining Committee.
- 7.D.14 THAT the chairperson of the Economic Welfare Committee report regularly to the
Executive Committee.
- 7.D.16 THAT the chairperson of the Economic Welfare Committee keep the membership
informed as to the work of the committee and current information regarding benefits
and the salary contract.
- 7.D.18 THAT the Economic Welfare chairperson receive briefs relating to economic welfare
matters from Surrey teachers.
- 7.D.20 THAT the Economic Welfare Committee shall make recommendations to the
Executive Committee as to who shall be the two (2) representatives to the Joint Salary
Review Committee. STARA-1989.06

7.E. FINANCE COMMITTEE

POLICY: NONE

PROCEDURES:

- 7.E.02 THAT the Finance Committee consist of four (4) members elected at an AGM for a
three (3) year term and the Secretary-Treasurer. AGM-1994
- 7.E.04 Elections should be staggered so that there are always experienced members on the
Committee. AGM-1994
- 7.E.06 The Finance Committee will report directly to STARA and General Meetings of the
Association as needed. AGM-1994

- 7.E.08 THAT the following be the terms of reference for the Finance Committee:
- a. To assist the Executive Committee and through the Executive Committee, STARA, in carrying out fiscal responsibilities.
 - b. To develop financial objectives and policies that ensure the Association operates in a financially prudent basis that results in a sound financial position.
 - c. To monitor STA revenues and expenditures and report to the Executive Committee significant variations from budgeted amounts.
 - d. To recommend after consultation with the FTTO's, committee chairs, and staff an annual budget to the Executive Committee.
 - e. To advise the Executive Committee and STARA in the setting of the annual fee.
 - f. To act in an advisory/consultative capacity to the Secretary-Treasurer when necessary.
 - g. To review annually the STA's investment policies and practices and to report with recommendations to the Executive Committee.
 - h. To review annually employee and signing officer bonding coverage.
 - i. To review annually STA expense account policy and make recommendations for change to the Executive Committee.
 - j. To provide advice on audit procedures and practices.
- EXEC-1995.01.10
EXEC-1999.03.23

7.F. GRIEVANCE COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.F.02 THAT the Association have two (2) full-time Grievance Officers who are elected at the AGM. Elections will be for a two (2) year term, which conclude in alternating years. Should a grievance officer resign or otherwise vacate their position during their term of office, an election shall take place, in a timely manner, to fill the position and it shall be for the balance of the term of office of the person who vacated the position.
- AGM-2001.05.09
SGM-2019.11.20
- 7.F.04a. THAT the STA Grievance Committee consists of 7 members elected at large with the president or designate and the Grievance Officers serving as ex-officio members.
- Amended AGM-2003.05.07
- 7.F.04b. THAT the election of the Committee members be at a STARA Meeting for 2-year terms. The terms should conclude in alternating years.
- GEN-1993.09.29
Amended AGM-2004.01.21
- 7.F.06 THAT, when a member is appealing a decision of the Grievance Committee to the Executive, one member of the Grievance Committee present that decision to the Executive and all other members of the Grievance Committee refrain from speaking and abstain from voting.
- STARA-1991.02
- 7.F.08 THAT, should the Executive Committee be unable to reach a decision, (under 7.G.06) the matter be automatically referred to STARA, unless the appellant requests otherwise.
- STARA-1991.02
- 7.F.10 **GRIEVANCE-HANDLING PROCEDURES**
(See Collective Agreement Article 58 – Resolution of Differences)

7.F.12 GRIEVANCE OFFICERS

- a. THAT the Board be informed that any grievance committee member and/or trained STA advocate can be empowered by the Grievance Committee to represent the STA on specific grievance cases.
- b. THAT all "grievance" agreements, notes, and documentation including resolutions, arising from grievances and complaints, be filed in one place in the STA office.
- c. THAT the Grievance Officers ensure that an accessible record is maintained of all current understandings, interpretations and agreements.
- d. THAT the Grievance Committee be encouraged to keep members informed on grievance outcomes, and to encourage, in a variety of ways, members to grieve.
- e. THAT the terms of reference as well as work load of the Grievance Officers be evaluated.

EXEC-1992.11.24

7.G. JOINT STA/BOARD COMMITTEES**POLICIES: NONE****PROCEDURES:****7.G.04 JOINT SALARY REVIEW COMMITTEE:**

- THAT the two (2) Association representatives to this joint committee be elected from the Economic Welfare Committee.

STARA-1989.06

7.H. LABOUR AFFAIRS AND EDUCATION COMMITTEE**POLICIES: NONE****PROCEDURES:**

- 7.H.02 THAT the STA have a Labour Affairs and Education Committee consisting of up to ten (10) members.

Amended SGM-2020.10.21

- 7.H.04 THAT the duties of the Labour Affairs and Education Committee shall be:

- a. to develop continuing contact with labour groups;
- b. THAT a representative of the committee attend all General and STARA meetings and to report to them on the committee's activities;
- c. to carry out such other activities as directed by the membership and to report to the Executive on a regular basis.
- d. to provide articles for the STA Bulletin on a regular basis to inform the members about the labour movement.

GEN-1998.05

7.I. ANTI-RACISM COMMITTEE (A.R.C.)**POLICIES: NONE****PROCEDURES:**

- 7.I.02 THAT the Anti-Racism Committee (A.R.C.) be open to all members of the STA.

AGM-1997.05.14

Amended SGM-2021.04.21

- 7.I.04 THAT an organizing committee for the Anti-Racism Committee (A.R.C.) consist of up to thirteen (13) members elected at a STARA meeting for a term of two (2) years.

AGM-1997.05.14

BY-LAW IX.3

Amended SGM-2021.04.21

Amended SGM-2022.01.19

- 7.I.06 THAT at least 5 seats should be reserved for members identifying as Black, Indigenous, or a Person of Colour. SGM-2022.01.19

7.J. POLITICAL ACTION & PUBLIC RELATIONS COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.J.02 THAT a continuing Political Action/Public Relations Committee be established, which shall have the responsibility of investigating candidates' positions and attitudes on education.
- 7.J.04 THAT the PA/PR Committee shall consist of ten (10) members-at-large, at least one (1) of whom shall be an elementary teacher and at least one of whom shall be a secondary teacher and at least one (1) of whom shall be a member of adult Educators. STARA-1992.11.18
- 7.J.06 THAT the PA/PR Committee shall be elected at a STARA meeting. Each member shall be elected for a two (2) year term, unless replacing a resigned member to complete a two (2) year term. One half of the committee shall be elected in alternate years. GEN-1988.05.04
BY-LAW IX.3
- 7.J.08 THAT the PA/PR Committee has the power to expand the committee membership as required, by requesting volunteers from the general membership.
- 7.J.10 THAT the PA/PR Committee may recommend to the governing bodies of the STA for membership support, candidates for public office. STARA-1992.11.18
- 7.J.12 THAT the PA/PR Committee monitor School Board meetings and report back to the general membership. GEN-1988.05
- 7.J.14 THAT the PA/PR Committee arrange media releases, as approved by the President.
- 7.J.16 THAT the PA/PR Committee offer suggested programs to promote public education and the welfare of teachers.
- 7.J.18 THAT the PA/PR Committee arrange to have speakers available for community associations when requested by the Executive Committee or by those associations. EXEC-1991
- 7.J.20 THAT the PA/PR Committee act as an editorial board for the STA Bulletin. GEN-1985.05.24
- 7.J.22 THAT STA communications regarding endorsements/support for candidates for public office are reviewed by the PA/PR Committee Chair prior to publication. EXEC-2022.11.29

7.K. PRO-D COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.K.02 THAT the Pro-D Committee shall consist of ten (10) elected members. Elected members shall be selected in such a way as to include up to five (5) elementary representatives, and up to five (5) secondary representatives. GEN-1986.05
Amended EXEC-2001.10.02
- 7.K.04 THAT the Pro-D Committee shall be elected at a STARA meeting. Each member shall be elected for a two (2) year term, unless replacing a resigned member to complete a two (2) year term. One half of the committee shall be elected in alternate years. GEN-1981.01
(see BY-LAW IX.3)
- 7.K.06 THAT the chairperson of the Pro-D Committee shall be nominated by the Pro-D Committee from its own members annually and the nomination will be referred to the Executive Committee for approval. STARA-1972.03
- 7.K.08 THAT the chairperson of the Pro-D Committee shall be elected for a one (1) year term.
- 7.K.10 THAT the Pro-D Committee:
- work with Board representatives to foster and coordinate professional development.
 - inform members of workshops and conferences where applicable
 - assist LSA's to establish and to continue their activities.
 - call at least one meetings per year of the LSA Council
 - assist and facilitate teacher needs through workshops, conferences, seminars, lectures, demonstration lessons, etc.
 - establish a liaison with the BCTF Professional Issues Advisory Committee, to exchange information and to receive BCTF assistance.
 - review the STA Education Policy (section 2.G) and propose revisions and additions. STARA-1992.06
Amended EXEC-2001.10.02
Amended EXEC-2009.11.17
- 7.K.12 THAT the STA claim its role in professional development through:
- The distribution of the Pro-D Handbook at a workshop for Pro-D chairpersons and encourage them to share it with their staffs.
 - The expansion of the Pro-D Handbook.
 - The training of Pro-D chairpersons in regards to their roles as educational leaders, and in understanding and using the collective agreement.
 - The establishment of a Task Force on Education Change.
- 7.K.14 THAT the Pro-D Committee:
- assist in furthering curriculum issues when requested by LSA's or the membership.
 - take an interest in the initiation of curriculum revision.
 - report curriculum progress to the membership.
- 7.K.16 THAT the Pro-D Committee will publish yearly its STA Pro-D Funding Guidelines, as approved by STARA or a General Meeting. Amended EXEC-2001.10.02

7.K.18 **STA PROFESSIONAL DEVELOPMENT FUNDING POLICIES:**
(See at the end of Policies and Procedures section of this manual.)

7.K.28 THAT the STA Pro-D Committee encourage teacher initiated, teacher led, district professional development where practicable through the Local Specialist Association or independently. STARA 1996.02.21

7.L. RESOLUTIONS COMMITTEE

POLICIES: NONE

PROCEDURES:

7.L.02 THAT the Resolutions Committee shall consist of:
a. the 2nd Vice-President, who shall be the chairperson.
b. the President of the STA.
c. the 1st Vice-President.
d. the Surrey Local Representatives to the BCTF who shall be ex-officio members
e. seven (7) members elected at the Annual General Meeting (AGM).
STARA-1985.11.09

7.L.04 THAT the Resolutions Committee shall be expanded to become the BCTF AGM delegation.

7.L.06 THAT the Resolutions Committee present resolutions to STARA or an STA General Meeting under the following titles:
a. with unanimous support of the Resolutions Committee.
b. with majority support of the Resolutions Committee.
c. defeated by the Resolutions Committee.

7.L.08 THAT the role of the Resolutions Committee be:
a. receipt and steering of resolutions.
b. providing leadership for the AGM delegation.
c. seeking input from standing committees and/or others able to provide background/advice about resolutions. Amended EXEC-2007.04.24
d. recommending the order of consideration.
e. recommending plans for social aspects.
f. recommending/nominating people for host/hostess of the Surrey delegation hospitality room and for positions such as teller and scrutineer.
g. receipt and direction of nominations for BCTF positions.

7.L.10 THAT the Resolutions Committee shall be responsible for maintaining the STA Policies, Procedures and Constitution and proposing additions, deletions and revisions. EXEC-1992

7.M. EDUCATION GOVERNANCE COMMITTEE

POLICIES:

7.M.01 THAT the STA supports the belief that Public Education should be fully funded by the Ministry of Education. To ensure equal funding for all schools, corporations are encouraged to support and contribute to education through the following:
a. the current tax structure
b. a jointly administered provincial foundation with equal representation for all educational partners
c. a campaign to increase public funding. STARA-2000.06.14

PROCEDURES:

- 7.M.02 THAT the Education Governance Committee be a standing committee of the STA and that the mandate of the committee be to:
- a. Gather and distribute information to help educate the membership and others closely involved in the education system, and the public
 - b. Make recommendations for responses to immediate and long term issues
 - c. Liaise with the BCTF, other locals, committees and interest groups.
- EXEC-1997.01.21
Amended AGM-1997.05.14
Amended EXEC-2001.10.02
- 7.M.04 THAT the BCTF Political Action Contact report to STA PA/PR Committee on the meetings they attend at the BCTF, including Zone meetings. EXEC-2023.09.26

7.N. HEALTH & SAFETY COMMITTEE**POLICIES:**

- 7.N.01 THAT IT BE STA POLICY THAT teachers be informed when potentially dangerous situations, i.e. knives and guns, exist in or around a school. Further, that teachers be advised of particular students in their school who have been suspended for carrying concealed weapons. EXEC-1993.04.13
- 7.N.03 THAT the Association representatives to the District Wellness Committee will report to the Health and Safety Committee. EXEC-2001.10.02
- 7.N.05 THAT the STA Health and Safety committee recommend the following as policy for site based Health and Safety committee members:

THAT site-based Health and Safety committee members be elected at a union meeting by the end of September.

THAT site-based Health and Safety committee member attend training sessions.

THAT site-based Health and Safety committee members ensure the membership is well represented by adhering to the Labour Code and to the duties and functions of the joint committee as stated in the Workers Compensation Act:

Duties and functions of joint committee:

Section #130: A joint committee has the following duties and functions in relation to its workplace:

- a. to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- b. to consider and expeditiously deal with complaints relating to the health and safety of workers;
- c. to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- d. to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- e. to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;
- f. to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;

- g. to advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
- h. to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
- i. to participate in inspections, investigations and inquiries as provided in this Part and the regulations;
- j. to carry out any other duties and functions prescribed by regulation.

EXEC-2005.04.19

PROCEDURES:

- 7.N.02 THAT the Health & Safety Committee shall consist of:
- a. five (5) Secondary teachers;
 - b. five (5) Elementary teachers.
- GEN-1976.01
- 7.N.04 THAT the Health & Safety Committee shall be elected at a STARA Meeting for a two (2) year term.
- STARA-1989.06
Amended AGM-2004.01.21
- 7.N.06 THAT the election of the Health & Safety Committee shall be arranged so that approximately one-half of the positions are open to election each year.
- 7.N.08 THAT the chairperson of the Health & Safety Committee shall be nominated by the Health & Safety Committee from its own members and that the nomination be referred to the Executive Committee for approval.
- STARA-1972.03
- 7.N.10 THAT the chairperson of the Health & Safety Committee shall be elected for a one (1) year term.
- STARA-1974.04
- 7.N.12 THAT the Health & Safety Committee shall be responsible for advocating for members and developing actions in the areas:
- a. Class size and integration
 - b. Health and safety
 - c. Non-enrolling teacher issues
 - d. Facilities and workspace
 - e. The ramifications of micro-technology
 - f. Case preparation on grievances involving health and safety issues
 - g. Working relations with other unions
- STARA-1992.06.15

7.O. AWARDS COMMITTEE**POLICIES: NONE****PROCEDURES:**

- 7.O.02 THAT the Awards Committee shall consist of:
- a. the Second Vice-President
 - b. six (6) members at large
- Amended-SGM 2019.06.19
- 7.O.04 THAT the Awards Committee be responsible for implementing the policies of the Association with respect to scholarships, member recognition, and honorary association memberships, including developing appropriate application or nomination forms, informing the membership of the awards and the process of granting awards, and making recommendations to the Executive.
- AGM-May 1998

7.P. ADULT EDUCATORS COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.P.02 THAT the Adult Educators Committee shall consist of the STARA reps from adult education schools. EXEC-2001.10.02
- 7.P.04 THAT the role of the Adult Educators Committee be:
- a. to study working conditions and contractual concerns of Adult Educators and make recommendations to the appropriate STA committees/bodies.
 - b. to facilitate communication between ad teachers and within the bargaining unit with respect to Adult Education EXEC-2001.10.02
- 7.P.06 THAT any Adult Educators may attend a meeting of the Adult Educators Committee to bring a specific concern. EXEC-2001.10.02

7.Q. STATUS OF WOMEN COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.Q.02 THAT the STA have a Status of Women Committee consisting of up to twenty (20) members. EXEC-2001.10.02
Amended EXEC-2006.10.03
Amended EXEC-2020.09.29
- 7.Q.04 THAT the Status of Women Committee members be elected annually at a STARA meeting. EXEC-2001.10.02
BY-LAW IX.3
- 7.Q.06 THAT the duties of the Status of Women Committee shall be to provide research, workshops, printed materials, and curriculum to help teachers eliminate sexism and to promote the participation of females in all areas of education. EXEC-2001.10.02
- 7.Q.08 THAT the chairperson or a committee representative be a member of STARA. EXEC-2001.10.02

7.R. INTERNATIONAL SOLIDARITY COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.R.02 THAT the International Solidarity Committee shall consist of up to ten (10) members. SGM-2018.11.21
- 7.R.04 THAT the International Solidarity Committee shall consist of such members and representation of persons as shall be determined from time to time by the Association on the recommendation of the Executive Committee. AGM-2003.05.07
- 7.R.06 THAT the chairperson shall be chosen in a manner determined from time to time by the Executive Committee. AGM-2003.05.07
- 7.R.08 THAT the committee shall:
- a. identify and make recommendations to the Executive Committee on projects and grants for International solidarity projects; AGM-2003.05.07
 - b. identify priority areas and themes for the development and carrying out of international solidarity projects and to recommend those to the Executive Committee; AGM-2003.05.07

- c. make recommendations on activities that build relationships between STA members and teachers in other countries through projects such as union exchanges and training programs. AGM-2003.05.07

7.S TEACHERS TEACHING ON CALL (TTOC) ADVISORY COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.S.02. THAT the Teachers Teaching On Call Advisory Committee shall consist of the TTOC Representative to the STA Executive and the TTOC STARA reps (as per By-Law VII d & 5.G.14). EXEC-2004.09.14
Amended EXEC-2022.11.29
- 7.S.04 THAT the TTOC Representative to the STA Executive shall be the Chairperson of the TTOC Advisory Committee. EXEC-2004.09.14
- 7.S.06. THAT the role of the TTOC Advisory Committee shall be to:
 - a. facilitate communication between TTOCs, and within the bargaining unit with respect to TTOC issues
 - b. study working conditions and contractual concerns of TTOCs and make recommendations to the appropriate STA committees/bodies
 - c. liaise with the STA Pro-d and Convention committees
 - d. plan and organize pro-d events for TTOCs
 - e. plan and organize information meetings for TTOCs as deemed necessary
 - f. review and approve individual TOC requests for Pro-d funding (as per the STA Pro-d funding guidelines)
 - g. review the TTOC "School Unit" Pro-d funding guidelines from time to time, and make recommendations to a TOC meeting if any changes are deemed advisable
 - h. ensure that TTOCs are aware of the availability of Pro-d funds, and the funding guidelines. EXEC-2004.09.14

7.T ECONOMIC JUSTICE COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.T.02 THAT the Economic Justice Committee shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
- 7.T.04 THAT the chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- 7.T.06 THAT the Economic Justice 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.
- 7.T.08 THAT the Economic Justice 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.
- 7.T.10 THAT the Economic Justice Committee shall make such recommendations as it deems desirable to the Executive Committee. AGM-2013.05.22

7.U INDIGENOUS EDUCATION COMMITTEE

POLICIES: NONE

PROCEDURES:

- 7.U.02 THAT the Indigenous 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. SGM 2019.01.23
- 7.U.04 THAT the chairperson shall be chosen in a manner determined from time to time by the Executive Committee.
- 7.U.06 THAT the Indigenous 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. SGM 2019.01.23
- 7.U.08 THAT the Indigenous Education Committee shall make such recommendations as it deems desirable to the Executive Committee. AGM-2013.05.22
SGM 2019.01.23

7.V YOUNG WORKERS COMMITTEE

POLICIES:

- 7.V.01 THAT the work undertaken by Young Workers Committee shall be rooted in decolonization with respect to Indigenous rights through reconciliation, and a continued commitment to dismantling systems of oppression and addressing issues of structural and institutional racism. EXEC 2023.11.07

PROCEDURES:

- 7.V.02 THAT the Young Workers Committee is a safe space, composed of members 35 years of age and under. EXEC 2023.11.07
- 7.V.04 THAT the Young Workers Committee work to address key issues that are facing young workers in education. This includes, but is not limited to workplace hazards and physical safety, mental wellbeing, social issues, and where workers' rights violations are commonplace. EXEC 2023.11.07
- 7.V.06 THAT the Young Workers Committee identify, and work to improve, policy and ideology that facilitate the erosion of workers' rights and targets young workers. EXEC 2023.11.07
- 7.V.08 THAT the Young Workers Committee mobilize young workers and organize horizontally with other equity seeking groups, on common goals. EXEC 2023.11.07
- 7.V.10 THAT the Young Workers Committee create actionable goals that address systemic inequalities affecting young workers that align with other BCTF and affiliate working groups. EXEC 2023.11.07
- 7.V.12 THAT the Young Workers Committee recommend to the Executive Committee and decision-making bodies strategies and programs for working jointly with other committees, equity seeking groups, community groups and institutions on issues of mutual concern and combatting inequality at all levels. EXEC 2023.11.07

- 7.V.14 THAT the Young Workers Committee inform decision making bodies on policies and programs to promote the full participation of young workers in the work of the union and encourage the adoption of said programs. EXEC 2023.11.07
- 7.V.16 THAT the Young Workers Committee facilitate and provide social engagement and solidarity opportunities for young workers in order to strengthen their common support systems. EXEC 2023.11.07

8. TEACHERS TEACHING ON CALL

POLICIES:

- 8.01 THAT the STA request the School Board to maintain a complete complement of qualified Teachers on Call. STARA-1989.06
- 8.03 THAT Pro-D funds paid to TOC's do not include any monies for loss of pay. EXEC-1995.02.07

PROCEDURES:

- 8.02 THAT STA members notify the STA office when Teachers on Call are not available.
- 8.04 THAT daily dispatch of Teachers on Call should be STA members in order of seniority, given necessary qualifications for the position. STARA-1989.03
- 8.06 THAT when asked to cover a colleague's class(es) because an administrative officer is not available to cover, STA members will supervise but not teach the class(es) involved. STARA-1989.06
- 8.08 THAT in each school a section of the Bulletin Board be set aside for information for Teachers on Call. EXEC-1990.02

9. HIRING AND RE-HIRING RIGHTS

POLICIES: NONE

PROCEDURE:

- 9.02 THAT unless specified in the contract under Article 37.33 (1992 collective agreement) no STA member will be involved in the selection process in hiring or transferring.
- 9.04 THAT STA members do not participate in management functions (i.e. including the placement and/or reassignment of other employees) relating to the hiring and/or posting and filling process. STARA-1995.03

10. FEES

POLICIES: NONE

PROCEDURES:

- 10.A.02 Fees for all active and associate STA members will be based on a percentage rate of salary. Such rate will be set at the Annual General Meeting. STARA-1989.06

11. DISTRICT COMMITTEES

POLICIES: NONE

PROCEDURES:

- 11.02 THAT the Executive Committee ensure that STA appointees to a District Committee or Task Force:
- a. cover a range of teaching levels and/or subjects

- b. have a balance of male and female teachers
 - c. have submitted a STA District Committee Curriculum Vitae form with a statement of why the applicant wants to serve on the committee, and
 - d. have agreed to abide by STA policies and procedures in their functioning on the committee.
- 11.04 THAT the Executive Committee appoint representatives to District Committees for two (2) year terms which may be renewed. Appointment terms for new District Committees will be determined by the Executive Committee to ensure continuity of Association representation. Amended EXEC-2001.09.11
- 11.06 THAT the Executive Committee establish the following procedures as the responsibilities of members participating in a District Committee or Task Force:
- a. Members must caucus in preparation for meetings and when called, during meetings.
 - b. Members must report to the President or designate after each meeting of the District Committee.
 - c. Members will discuss any problems in the caucus with the STA President or designate. Members have the right to dissent at this level. If necessary, the President or designate will bring the problem to the Executive Committee for wider discussion and suggestions for solution.
 - d. Members cannot take a position contrary to current STA or BCTF policy.
 - e. Members will present a united position at the committee level unless other options have been approved by the Executive Committee.
 - f. Members will bring the final report or recommendations to the Executive Committee for endorsement in order to establish the official STA position.
 - g. Members who fail to report regularly to the President or designate or fail to attend meetings regularly may be replaced by the Executive.
 - h. THAT Copies of all District Committee meeting agendas, minutes and pertinent documents shall be submitted by an Association representative, to the Association Office. Amended EXEC-2001.09.11
- 11.08 THAT procedures 12.01-12.05 be printed on the application forms for District Committees so that all applicants are aware of the considerations and process. EXEC-1998
- 11.10 THAT where STA representatives to District Committees are to be appointed by the STA Executive, the Executive establish a comprehensive list of criteria to be used in guiding its decision. GEN-1996.12.04
- 11.12 THAT unsuccessful candidates be provided with feedback, on request to the Executive, noting deficiencies in their applications and advising how qualifications may be strengthened in those deficient areas. GEN-1996.12.04
- 11.14 THAT the terms to District Committees be 1 year for Executive members and 2 years for the others. EXEC-2001.09.18

12. STAFF COMMITTEES

POLICIES:

- 12.01 Unless the staff committee is a committee of the whole staff that no staff committees have more than one A.O. on committee and that staffs be urged to make appropriate changes to their constitution.
- 12.03 Staff Committees should be elected at a union meeting.

13. INTERNATIONAL SOLIDARITY FUND

POLICIES: NONE

PROCEDURES:

- 13.02 THAT in each year an amount be budgeted for and allocated to the International Solidarity Fund to be used in developing countries to:
- a. build partnerships with teacher organizations;
 - b. promote universal quality education;
 - c. foster equality, mutual respect and reciprocal growth;
 - d. support self-determination and empowerment;
 - e. develop understanding of global interdependence;
 - f. strengthen teacher union links and co-operation;
 - g. support individual STA members in their work in developing countries;
 - h. promote the participation of STA members in urgent actions in solidarity with international partners.
- 13.04 THAT the STA work in co-operation with the BCTF and the CTF to foster:
- a. greater understanding of the educational needs of individual nations;
 - b. ongoing support for progressive educational and social programs in every country;
 - c. publicity on human rights violations that occur in these countries.
- 13.06 THAT the following be the criteria for expenditures from the International Solidarity Fund:
- a. Education Projects in Developing Countries:
 - i. expenditures may be made to promote partnerships with teacher organizations in developing countries located in identified priority areas;
 - ii. expenditures may be made for projects in such areas as teacher union organizing, leadership training, involvement of women and professional development. Equipment, supplies and necessary resources to support these areas of work may be funded;
 - iii. grants may be made to teacher organizations to provide relief to their members who are victims of natural disasters, wars, or political oppression;
 - iv. Expenditures may be made for training, equipment, supplies or necessary resources for other educational activities; Expenditures may be made to assist teachers who have been selected to participate in Project Overseas or similar activities with supplies or other resources.
- 13.08 THAT the STA establish an International Solidarity Committee consisting of up to 10 members.
SGM 2018.11.21
- 13.10 THAT the duties of the International Solidarity Committee be as follows:
- a. identify and make recommendations to the Executive Committee on projects and grants for international solidarity projects;

- b. identify priority areas and themes for the development and carrying out of international solidarity projects and to recommend those to the Executive Committee;
 - c. make recommendations on activities that build relationships between STA members and teachers in other countries through projects such as union exchanges and training programs.
- AGM-2003.05.07

14. INDIGENOUS JUSTICE SOLIDARITY FUND

POLICIES: NONE

PROCEDURES:

Whereas the Surrey School District lies in the traditional and unceded territory of Kwantlen, Katzie, Qayqayt and Semiahmoo First Nations, and has the largest population of urban Indigenous people in BC, therefore:

- 14.02 THAT in each year an amount be budgeted for and allocated to the Indigenous Justice Solidarity Fund to be used with local Indigenous organizations to:
- a. identify and make recommendations to the Executive Committee on projects and grants for Indigenous solidarity projects;
 - b. support work in our community that helps local Indigenous children, youth and families with their needs
 - c. promote the process of reconciliation as recommended by the Truth and Reconciliation Commission
 - d. strengthen relationships between the STA and local Indigenous organizations or groups
 - e. provide support for Indigenous people in Surrey
 - f. express solidarity with activism led by Indigenous people who are organizing and advocating for an Indigenous issue
- EXEC 2021.10.26
- 14.04 THAT the following be the criteria for expenditures from the Indigenous Justice Solidarity Fund:
- a. Expenditures may be made to local Indigenous organizations that support local needs of Indigenous children and youth;
 - b. Expenditures may be made to support projects and events that promote the Calls for Action from the Truth and Reconciliation Commission. Equipment, supplies and necessary resources to support these areas of work may be funded;
 - c. Expenditures may be made to support STA members' work with local Indigenous organizations
 - d. Grants may be made to Indigenous-led activist organizations or groups who are working on an Indigenous issue
- EXEC 2021.10.26
- 14.06 THAT the fund be administered by the STA Executive. EXEC 2021.10.26
- 14.08 THAT recommendations as to the disbursement of the fund may come from individual STA members or from any STA Standing or Ad Hoc Committee. EXEC 2021.10.26

15. SPECIAL PROJECT FUND

POLICIES: NONE

PROCEDURES:

- 15.02 THAT in each year an amount be budgeted for and allocated to the Special Project Fund and that all committees be eligible to apply for these funds.
- 15.04 THAT the following be the criteria considered by the Executive Committee for expenditures from the Special Project Fund:
- The proposed project must:
- a. Reflect STA principles;
 - b. Promote the work/goals of the committee;
 - c. Demonstrate one or more of the following:
 - i. involve several teachers in the local;
 - ii. have an impact on teachers, or teachers and students in the local;
 - iii. address or raise awareness about an issue that impacts students in our community.
- 15.06 THAT the following procedures be in place for processing applications for Special Project Funding:
- a. applications be made to the Executive Committee;
 - b. special projects be clearly articulated, with applications to include:
 - i. description of the proposed project;
 - ii. detailed budget:
 - the number of released days required, costed at the correct rate;
 - speaker fees, materials and staff time needed;
 - food and beverage/service fees.
 - iii. special project timeline and/or event date.
 - c. applications should be received by the STA at a minimum of four weeks in advance of the special project.
 - d. the maximum grant be \$4,000.00 per project. Exceptions may be granted by the Executive Committee for collaboration between multiple committees or other unique circumstances; Amended EXEC- 2015.10.13
 - e. expenditures funded from this budget will not exceed the approved amount;
 - f. the committee chair will coordinate expenditures, advertising, and logistics of approved Special Project with the STA President or designate;
 - g. Committees may apply for several special projects in a budget year although the Executive Committee may consider the number of projects already approved when making its determination;
 - h. matching funds for BCTF Grants may be approved from this Fund pursuant to the Fund criteria.
 - i. that no committee receive a special project grant for a project that appears in an STA budget line.
- 15.08 Grant monies provided under this procedure are intended to fund special projects as presented to the Executive Committee. Any significant changes to the scope or focus of the project must be reapproved by the Executive Committee.

- 15.10 Grants from this fund shall not be made in the form of donations to other organizations except in the case where payment for materials or speakers needed to complete the project are only possible as donations to organizations; this grant is to a maximum of up to \$250.00.
- 15.12 Projects which are to occur in future school years should be referred to the Finance Committee for consideration in the budgeting process. EXEC-2009.11.17

16. SPECIAL PURPOSE RESERVE FUNDS

POLICIES:

- 16.01 THAT Special Purpose Reserve Funds are
- a minimum or safe reserve for the Association to permit its continued operation beyond regular operating expenses
 - funds for periodic activities that extend beyond the Association's regular operation.
 - funds to cover contractual obligations to unionized STA staff

PROCEDURES:

- 16.02 THAT in general, Special Purpose Reserve Funds be established by motion of a General Meeting and that deposits into said funds be made by motion of a general meeting.
- 16.04 THAT Expenditures from Special Purpose Reserve Funds be authorized by the Executive Committee and a general statement of expenditures be presented to STARA annually.

16.A CONTINGENCY FUND

POLICIES:

- 16.A.01 THAT the purpose of the Contingency Fund is to ensure that the STA can meet, without delay, special or emergent significant expenses that could not reasonably have been anticipated and budgeted for by the AGM.
- 16.A.02 THAT for each budget year up to \$4,000.00 of excess revenue each month go into the Contingency Fund and that any monies over \$30,000.00 remaining in this fund at the end of the budget year be re-allocated to unrestricted net assets.

EXEC 2017.11.21
Amended EXEC 2023.05.02

16.B POLITICAL ACTION/PUBLIC EDUCATION ADVOCACY RESERVE FUND

POLICIES:

- 16.B.01 THAT the purpose of the Political Action/Public Education Advocacy Fund is to allow the STA to promote the cause of public education in School Board and Provincial Elections or to respond to an unanticipated crisis or attack on public education.

16.C BUILDING REPAIR AND MAINTENANCE RESERVE FUND

POLICIES:

- 16.C.01 THAT the purpose of the Building Improvement Fund is to repair and maintain the STA building and/or property.

16.D EMERGENCY OPERATION RESERVE FUND

POLICIES:

- 16.D.01 THAT the purpose of the Emergency Operation Fund is to permit the operation of the STA and cover expenses during a strike/lockout or other loss of income.

16.E UNFUNDED LIABILITIES RESERVE FUND

POLICIES:

- 16.E.01 THAT the purpose of the Unfunded Liabilities Fund is to allow for the payment of sick leave and other contractual requirements to STA employees.

16.F CAPITAL ASSETS RESERVE FUND

POLICIES:

- 16.F.01 THAT the purpose of the Capital Assets Reserve Fund is to fund capital building and facility improvements, the purchase of assets and other capital projects as planned through the Capital Assets Budget procedures and approved by STARA (see 2.K. Capital Assets Budgets) EXEC-2013.05.21

16.G CONFERENCE INITIATIVES FUND

POLICIES:

- 16.G.01 THAT the purpose of the Conference Initiatives fund is to allow a committee of the STA to initiate a conference event by providing seed money for that purpose, with allocation of the fund to be decided by the Executive Committee. AGM-2019.05.22

16.H EMERGENT ISSUES FUND

POLICIES:

- 16.H.01 THAT the purpose of the Emergent Issues Fund is to ensure that money is available for emergent issues that:
- a. are not foreseeable during the annual budgeting process;
 - b. require funds greater than the \$4,000 limit for a Special Projects Grant; and
 - c. meet the Special Project Funds guidelines.
- AGM-2019.05.22
Amended AGM-2020.06.10
Amended AGM-2021.05.19

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