



# **SURREY TEACHERS' ASSOCIATION**

Certificate of Incorporation No.: S-11692

## **CONSTITUTION AND BY-LAWS**

## **ARTICLES**

ARTICLE 1.	NAME .....	1
ARTICLE 2.	PURPOSES .....	1
ARTICLE 3.	MEMBER-FUNDED SOCIETY .....	1

## **BY-LAWS**

BY-LAW 1.	INTERPRETATION .....	2
BY-LAW 2.	MEMBERSHIP .....	2
BY-LAW 3.	CLASSES OF MEMBERSHIP .....	2
BY-LAW 4.	CEASING MEMBERSHIP .....	4
BY-LAW 5.	MEMBERSHIP FEES .....	4
BY-LAW 6.	DIRECTORS AND OFFICERS .....	4
BY-LAW 7.	REPRESENTATIVE ASSEMBLY .....	8
BY-LAW 8.	NOMINATIONS .....	8
BY-LAW 9.	ELECTIONS .....	8
BY-LAW 10.	DUTIES OF OFFICERS, EXECUTIVE COMMITTEE, STARA AND STARA REPRESENTATIVES .....	9
BY-LAW 11.	MEETINGS .....	12
BY-LAW 12.	LOCAL SPECIALIST ASSOCIATIONS .....	14
BY-LAW 13.	COMPOSITION & DUTIES OF COMMITTEES .....	14
BY-LAW 14.	FINANCES .....	18
BY-LAW 15.	CONSTITUTIONAL AMENDMENTS .....	18
BY-LAW 16.	DONATIONS .....	19
BY-LAW 17.	RULES OF ORDER .....	19
BY-LAW 18.	LOCAL ASSOCIATION .....	19
BY-LAW 19.	REMUNERATION .....	19
BY-LAW 20.	REMOVAL OF MEMBERSHIP FROM THE BRITISH COLUMBIA TEACHERS' FEDERATION .....	20
BY-LAW 21.	NEGOTIABLE INSTRUMENTS .....	20
BY-LAW 22.	SEAL .....	20
BY-LAW 23.	AUDITS & ACCOUNTS .....	20
BY-LAW 24.	BOOKS AND RECORDS .....	21
BY-LAW 25.	FORMER ASSOCIATION .....	21

## **CONSTITUTION**

### **ARTICLE 1. NAME**

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

### **ARTICLE 2. PURPOSES**

The purposes of this Association are:

- 2.01 to foster and promote the cause of public education
- 2.02 to promote the professional development of teachers, and
- 2.03 to represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment, and
- 2.04 to participate fully in the process of truth and reconciliation within union structures as well as through advocacy, support, and collaboration with Indigenous peoples.
- 2.05 To foster and promote the dignity of all persons regardless of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status as stated in the B.C. Human Rights Code.

### **ARTICLE 3. MEMBER-FUNDED SOCIETY**

- 3.01 This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

## **BY – LAWS**

### **BY-LAW 1. INTERPRETATION**

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

### **BY-LAW 2. MEMBERSHIP**

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

### **BY-LAW 3. CLASSES OF MEMBERSHIP**

- 3.01 Active Membership
- a) Active Members of this Association shall all be members in good standing in the Association and the British Columbia Teachers' Federation (the "BCTF") who are employed by the School Trustees of School District 36 (Surrey).
  - b) Active Members shall be the only persons entitled to vote and hold office. Only Active Members shall participate, in any manner, in matters related to collective bargaining.
- 3.02 Associate Membership
- a) Upon application, the Association will grant an Associate Membership to any Associate member of the BCTF.
  - b) Un certified teachers-on-call who are associate members of the BCTF will become Associate Members of the Association upon payment of an Associate Membership fee.
  - c) Associate Members may not vote and may not hold office in the Association.
- 3.03 Honourary Associate Membership
- a) The Association shall grant Honourary Associate Membership to retired members on receipt of an application.

- b) Upon the recommendation of the Representative Assembly or the Executive Committee, the Association in general meeting may grant Honorary Associate Membership to the following persons:
- c) other members whom the Association wishes to honour on the occasion of leaving the profession;
- d) members who leave teaching for public service, such membership to expire at the end of their term of office;
- e) former members whom the Association wishes to honour on the occasion of their retirement, e.g. district superintendents

#### 3.04 Honorary Life Membership

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

#### 3.05 Honorary Membership

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

#### 3.06 Members Not in Good Standing

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

#### 3.07 Number of Non-Voting Members

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

#### **BY-LAW 4. CEASING MEMBERSHIP**

##### 4.01 Ceasing Membership

A person ceases to be a member of the Association

- a) by delivering their resignation in writing to the Secretary-Treasurer of the Association or by mailing or delivering it to the address of the Association,
- b) on their death,
- c) on being expelled, or
- d) on not having been a member in good standing for six school months.

##### 4.02 Expulsion from Membership

- a) A member may be expelled by a special resolution of the members passed at a general meeting.
- b) The notice of special resolution for the expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

#### **BY-LAW 5. MEMBERSHIP FEES**

5.01 Each Active Member and Associate Member shall pay an annual fee which shall be determined by the Association at the Annual General Meeting and when fixed, shall remain at such sum until changed by the Association at a subsequent Annual General Meeting.

5.02 Fees may be deducted at source in a manner mutually acceptable to the Association and the Surrey School Board.

#### **BY-LAW 6. DIRECTORS AND OFFICERS**

##### 6.01 Indemnification

For the purposes of this provision, the terms “eligible party”, “eligible proceeding”, “expenses”, “penalty”, and “representative” shall have the meanings set out in section 63 of the Societies Act, SBC 2015 c 18. Subject to section 65 of the Societies Act, the Association shall indemnify an eligible party and their heirs and legal personal representatives against all penalties to which such person is or may be liable as a result of an eligible proceeding, and the Association, after the final disposition or settlement of an eligible proceeding, will pay the expenses actually and reasonably incurred by such person in respect of that proceeding. Each director is deemed to have contracted with the Association on the terms of the indemnity contained herein and as permitted by sections 63 to 66 of the Societies Act, as amended from time to time.

## 6.02 Executive Committee

- a) The Directors of the Association are:
  1. the Officers of the Association (see By-Law VI (2));
  2. all of the Local Representatives of the BCTF;
  3. a Representative of Teachers Teaching on Call and Early Career Teachers;
  4. five (5) Members at Large; and
  5. a Past President, in the year immediately following a change in the Presidency (this position is limited to one year term).
- b) The Association's Executive Committee consists of all its Directors.

## 6.03 Officers

- a) The officers of the Association are:
  1. the President
  2. the 1st Vice President
  3. the 2nd Vice President
  4. the Secretary-Treasurer
  5. two (2) Grievance Officers
  6. the Health and Safety/Grievance Officer
  7. the Professional Support Services Officer
  8. the Professional Development Officer
  9. the Accommodations Support Officer

## 6.04 Number of Directors

The number of elected Directors is the number of Directors that results from adding sixteen (16) to the number of the Association's "Local Representatives of the BCTF" set by the BCTF.

## 6.05 Terms of Office

- a) The members of the Executive Committee, with the exception of the Past President, the Grievance Officers, the Health and Safety/Grievance Officer, and the Accommodation Support Officer shall hold office for one year from July 1st to June 30th in the school year following their election.
- b) The Past President shall hold office from July 1st to June 30th in the school year immediately following a change in Presidency.
- c) The Grievance Officers shall hold office for two (2) years commencing July 1st in the school year following their election, except that for the first year for which a second Grievance Officer is elected, they will hold office for one year.
- d) The Health and Safety/Grievance Officer shall hold office for two (2) years commencing July 1st in the school year following their election.
- e) The Accommodation Support Officer shall hold office for two (2) years commencing July 1st in the school year following their election.

#### 6.06 Removal of Director by Members

A Director may be removed from office by a two-thirds majority vote at the Annual General Meeting or a Special General Meeting. In that event, the members may, contemporaneously with the removal or at a later date, elect, or appoint by ordinary resolution, a Director to fill the resulting vacancy, and the newly elected or appointed Director's term will expire at the end of the school year for which they were elected or appointed.

#### 6.07 Removal of Director by Directors

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

#### 6.08 Filling of Casual Vacancies

- a) In this By-Law VI(7), "casual vacancy" means a vacancy that exists other than when
  1. a Director is removed from office;
  2. there is a failure to elect or appoint a Director at a general meeting; or
  3. the number of Directors in office is less than a quorum of Directors.
- b) Subject to (c) below, whenever a casual vacancy occurs on the Executive Committee, the members of the Representative Assembly may elect, or appoint, a Director to fill the casual vacancy, and the newly elected or appointed Director's term will expire at the end of the school year for which they were elected or appointed.
- c) A casual vacancy in a Local Representative of the BCTF position shall be filled by election, or appointment by ordinary resolution, at the next Special General Meeting, and the newly elected or appointed Director's term will expire at the end of the school year for which they were elected or appointed.

#### 6.09 Directors' Acts Valid Despite Vacancy

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

#### 6.10 Election at Annual General Meeting

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



6.11 Places of Retiring Directors Not Filled

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

6.12 Validity of Acts Where Appointment Defective

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

6.13 Remaining Directors' Power to Act

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

6.14 Members May Fill Vacancies

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

6.15 Designated Member at Large Position

a) Eligibility

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

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

b) Election Process

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

6.16 Local Representatives to the BCTF

a) Eligibility

1. One Local Representative position (the "Adult Education LR") is designated to be held by a member currently teaching in Adult Education, or who has expertise in the area. If no eligible candidate stands for election as Adult Education LR at the Annual General Meeting, then this position may be filled by any member of the Association at a subsequent Special General Meeting.
2. Election Process Candidates for the Adult Education LR position shall confirm that they meet the eligibility requirements at the time of nomination.

**BY-LAW 7. REPRESENTATIVE ASSEMBLY**

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

7.01 Executive Committee members;

7.02 Staff representatives duly elected by the staff of each public school in Surrey on a representative basis of one (1) delegate for each fifteen teachers or major fraction thereof, but with not less than one (1) delegate;

7.03 Representatives of those teachers not assigned to schools, on the basis of groupings as determined from time to time by the Association, on the recommendation of the Executive Committee, as in (b) above;

7.04 Representatives of teachers on call, not to exceed the number of representatives of the largest school; and

7.05 A representative of each standing committee or alternate, duly elected by the committee.

**BY-LAW 8. NOMINATIONS**

8.01 Nominations for the office of Director shall be accepted

- a) at the Association office if received not later than fourteen (14) days prior to the Annual General Meeting; and
- b) at the Annual General Meeting.

**BY-LAW 9. ELECTIONS**

9.01 By Ballot

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

9.02 Elections of the Executive Committee

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

President  
First Vice-president  
Second Vice-president  
Grievance Officers  
Health and Safety/Grievance Officer  
Accommodation Support Officer  
Professional Support Services Officer  
Professional Development Officer  
Local Representative to the BCTF (Adult Education)  
Local Representatives to the BCTF  
Secretary-Treasurer  
TTOC and Early Career Representative  
Member at Large (designated for Person of Colour)  
Member at Large (designated for Aboriginal Member)  
Members at Large

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

9.03 Election of Members of Committees

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

**BY-LAW 10. DUTIES OF OFFICERS, EXECUTIVE COMMITTEE, STARA AND STARA REPRESENTATIVES**

10.01 The President

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

10.02 The Vice Presidents

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

10.03 The Grievance Officers

- a) The Grievance Officers and the Health and Safety/Grievance Officer shall coordinate the processing of all grievances and health and safety matters and perform other duties as assigned by the President or the Executive Committee.

10.04 The Secretary-Treasurer

- a) The Secretary-Treasurer shall prepare and preserve or cause to be prepared and preserved, a record of all Executive Committee and general meetings.
- b) They shall have charge of the seal of the Association and shall, when authorized to do so by resolution of the Executive Committee, affix the seal of the Association to all documents requiring the same (providing that the affixing of the seal shall be done in the presence of, and duly attested to by, either the President or one of the Vice Presidents).
- c) They shall be the legal custodian of all property of the Association.
- d) They shall have the care and custody of all monies of the Association and shall deposit or cause to be deposited the same in the Credit Union or the Bank designated by the Executive Committee and shall disburse and dispose of the same on the order of the Executive Committee.
- e) They shall keep or cause to be kept a proper set of books of account of the Association and shall exhibit the same to the Executive Committee when required.
- f) They shall submit an audited report of the accounts and financial conditions of the Association and of all monies received and disbursed by the Association to the first Executive Committee meeting prior to the adoption of the report by the Annual General Meeting.

10.05 The Professional Support Services Officer

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

10.06 The Professional Development Officer

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

10.07 The Accommodation Support Officer

- a) The Accommodation Support Officer shall coordinate medical accommodations, leaves, return to work plans, and other supports, and perform other duties as assigned by the President or the Executive Committee.

#### 10.08 The Executive Committee

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

#### 10.09 STARA

- a) STARA may exercise all of the powers of the Association between general meetings, and do all of the acts and things that the Association may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, including directing and supervising the business of the Association and the conduct of its officers, but subject, nevertheless, to
  - 1. all laws affecting the Association,
  - 2. the actions of the Association in general meeting,
  - 3. these By-Laws, and
  - 4. rules, not being inconsistent with these Bylaws, that are made from time to time by the Association in general meeting.
- b) The Association in general meeting has the power to alter or reverse any decision of STARA.
- c) A rule or decision, made by the Association in a general meeting, does not invalidate a prior act of STARA that would have been valid if that rule had not been made.

10.10 STARA Representatives

STARA representatives shall

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

**BY-LAW 11. MEETINGS**

11.01 Annual General Meeting

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

11.02 Special General Meetings

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

### 11.03 STARA Meetings

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

### 11.04 Executive Committee Meetings

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

### 11.05 Quorum

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

### 11.06 Voting

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

### 11.07 Notice of General Meetings

Notice of the date, time and location of every Annual General Meeting or Special General Meetings shall be:

- a) sent by email to the email address of every member of the Association for whom the Association has an email address in the register of members, and
- b) posted on the Association's website throughout the period commencing at least 21 days before the meeting and ending when the meeting is held.

## **BY-LAW 12. LOCAL SPECIALIST ASSOCIATIONS**

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

## **BY-LAW 13. COMPOSITION & DUTIES OF COMMITTEES**

- 13.01 The Association shall establish and maintain the following standing committees:
- a) Bargaining Committee
  - b) Economic Welfare Committee
  - c) Health & Safety Committee
  - d) Professional Development Committee
  - e) Convention Committee
  - f) Status-of-Women Committee
  - g) Anti-Racism Committee (A.R.C.)
  - h) Labour Affairs & Education Committee
  - i) Political Action & Public Relations Committee
  - j) Education Governance Committee
  - k) Adult Educators' Committee
  - l) Finance Committee
  - m) Grievance Committee
  - n) International Solidarity Committee
  - o) Economic Justice Committee
  - p) Indigenous Education Committee
  - q) Status of Men in the Teaching Profession Committee
  - r) Environmental Justice Committee
  - s) Members of the Global Majority Committee
  - t) Young Workers Committee
  - u) Integration Support Teachers Committee
  - v) Other committees as may from time to time be formed by the Executive Committee or the Annual General Meeting.
- 13.02 The Executive Committee is empowered to declare vacant the position of any standing committee member who has been absent for three consecutive meetings unless a valid reason for the absences has been given to the chairperson of the committee concerned.



### 13.03 Duties of All Committees

- a) Standing committees shall consist of such members as shall be determined from time to time by the Association on the recommendation of the Executive Committee.
- b) The chairperson or co-chairs shall be chosen in a manner determined by the committee at the first meeting of the school year.
- c) The committee shall make such recommendations as it deems necessary to the Executive Committee or as specifically requested by the Executive Committee.

### 13.04 Duties of Specific Standing Committees

a) Bargaining Committee

The Bargaining Committee shall negotiate a collective agreement covering all terms and conditions of employment designated as local matters as directed by the Association or its Executive Committee, subject to limitation or variation by the Association or its Executive Committee.

b) Economic Welfare Committee

The Economic Welfare Committee shall carry on a continuing study of the economic welfare of members of the Association.

c) Health and Safety Committee

The Health and Safety Committee shall carry on a continuing study of health and safety conditions within the Surrey schools.

d) Professional Development Committee (hereinafter referred to as the "Pro-D" Committee)

The Pro-D Committee shall carry on a continuing study of In-Service Training & Detached Duty.

e) Convention Committee

The Convention Committee shall organize an annual district-wide professional day.

f) Status-of-Women Committee

The Status-of-Women Committee shall carry on a continuing study of the status of women in School District #36, Surrey, B.C.

g) Anti-Racism Committee (A.R.C.)

The Anti-Racism Committee (A.R.C.) shall carry on a continuing study of racism, race relations and multiculturalism in School District #36 and the Municipality of Surrey, B.C.

h) Labour Affairs & Education Committee

The Labour Affairs and Education Committee shall establish and foster communication with labour organizations and provide labour studies education for members of the Association.

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

The PA/PR Committee shall carry on a continuing program of PA/PR on behalf of members and in support of Association initiatives.

j) Education Governance Committee

The Education Governance Committee shall carry on a continuing study of educational governance and structures on behalf of members.

k) Adult Educators' Committee

The Adult Educators' Committee shall study working conditions and contractual concerns of Surrey adult educators covered by the collective agreement.

l) Finance Committee

The Finance Committee shall carry on a review of the financial affairs of the Association.

m) Grievance Committee

The Grievance Committee shall provide advice to the Grievance Officers and Health and Safety/Grievance Officer of the Association.

n) International Solidarity Committee

The International Solidarity Committee shall identify and recommend to the Executive Committee:

1. projects and grants for international solidarity;
2. priority areas and themes for the development and carrying out of international solidarity projects; and
3. activities that build relationships between the Association members and teachers in other countries through

o) Economic Justice Committee

1. 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.

2. 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.

p) Indigenous Education Committee

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.

q) Status of Men in the Teaching Profession Committee

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.

r) Environmental Justice Committee

The Environmental Justice Committee shall raise awareness among the membership and wider community about issues related to environmental justice, sustainability, and climate change.

s) Members of the Global Majority

The Members of the Global Majority Committee shall organize and educate students, teachers, parents, and the wider school community about antiracism and issues affecting BIPOC teachers, students and community members.

t) Young Workers Committee

The Young Workers Committee shall work to address key issues facing young education workers.

u) Integration Support Teachers Committee

The Integration Support Teachers Committee shall carry on a continuing study of the Integration Support Teacher's role in supporting students and colleagues.

### 13.05 Ad Hoc Committees

- a) Ad Hoc committees may be formed from time to time by the Executive Committee to address a specific issue not currently within the purview of existing standing committees.
- b) The Executive committee shall establish the terms of reference, specific tasks, and timeline for completion of the Ad Hoc committee concerned.
- c) Should an Ad Hoc committee require additional time to complete the tasks assigned, the Ad Hoc committee will request an extension to the timeline for consideration of the Executive committee.

13.06 Ex-Officio

- a) The President is an ex-officio member of all standing and ad hoc committees.
- b) The Second Vice President is an ex-officio member of the Awards committee.
- c) The Health and Safety/Grievance Officer is an ex-officio member of the Health and Safety Committee.
- d) The Professional Development Officer is an ex-officio member of the Pro-D committee and the Convention committee.
- e) The Grievance Officers and Health and Safety/Grievance Officer is an ex-officio member of the Grievance committee.
- f) The Secretary-Treasurer is an ex-officio member of the Finance committee.
- g) The President, First Vice-President, Second Vice-President, and Surrey Local Representatives to the BCTF are all ex-officio members of the Resolutions committee.

**BY-LAW 14. FINANCES**

14.01 The activities of the Association shall be financed by annual fees and levies.

14.02 To meet extraordinary expenses, a general meeting of the Association may:

- a) authorize an expenditure from surplus or excess revenue, or
- b) vote for a levy upon the membership of the Association and such levy shall be deducted from the salary of each Active Member on or before a date to be fixed by such general meeting.

14.03 The Executive Committee may grant up to \$300.00 to groups within the Association requesting financial assistance from the Association. Higher amounts require the decision of STARA or a general meeting.

14.04 The Association shall not borrow except by special resolution passed by a general meeting upon the recommendation of the Executive Committee. Such vote shall require a three fourths majority.

14.05 Any Active Member in good standing shall be permitted to examine the books and other financial records of the Association, one week after giving the Secretary-Treasurer written notice.

**BY-LAW 15. CONSTITUTIONAL AMENDMENTS**

15.01 Subject to By-Law XV (2), the Association may amend its Constitution and/or By-Laws by special resolution.

15.02 Before a motion to amend the Constitution and/or By-Laws may be placed before the membership:

- a) a member must, at a general meeting or STARA meeting prior to the general meeting at which the amendment will be considered, give notice of their intention to propose an amendment, and

- b) the Association must include the text of the special resolution in the notice that is provided, pursuant to By-Law XI.7, of the general meeting at which the amendment will be considered.

15.03 An amendment to the Constitution or By-Laws passed pursuant to By-Law XV (1) does not take effect until it is accepted by the Registrar of Companies as being in compliance with the Societies Act.

#### **BY-LAW 16. DONATIONS**

16.01 Any motion for a donation from the funds of this Association in excess of two hundred and fifty dollars (\$250.00) shall first be considered by the Executive Committee, which shall present its recommendation to the next STARA meeting or general meeting.

16.02 The Executive Committee shall have authority to make donations of sums not exceeding two hundred and fifty dollars (\$250.00) from the funds of the Association.

#### **BY-LAW 17. RULES OF ORDER**

17.01 The rules of order for the Association general meetings shall be the most recent edition of the Association General Meeting Standing Rules of Order, and for STARA meetings the most recent edition of the Association Representative Assembly Meeting Standing Rules of Order.

17.02 The most recent edition of the BCTF Rules of Order shall be followed in the following circumstances:

- a) where the Association rules of order are deficient, and/or
- b) for the Association Executive Committee meetings.

17.03 Where the Rules of Order conflict with the Association Constitution, the Constitution shall prevail.

#### **BY-LAW 18. LOCAL ASSOCIATION**

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

#### **BY-LAW 19. REMUNERATION**

19.01 Officers of the Association may be remunerated for their work as Directors.

19.02 No other member of the Executive Committee or of STARA shall receive any remuneration from the Association except as approved by majority vote of an Annual or Special General Meeting of the Association

19.03 Nothing in this By-Law shall be construed as a prohibition of reimbursement of members of the Association for expenses incurred in performing their duties.

19.04 Notwithstanding paragraph 2, above, members of the Association may be remunerated by the Association for time spent: a. on the work of Association committees, or b. in Association training activities or programs, even if they are members of the Executive Committee or of STARA.

**BY-LAW 20. REMOVAL OF MEMBERSHIP FROM THE BRITISH COLUMBIA TEACHERS' FEDERATION**

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

**BY-LAW 21. NEGOTIABLE INSTRUMENTS**

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

**BY-LAW 22. SEAL**

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

**BY-LAW 23. AUDITS & ACCOUNTS**

23.01 The Executive Committee shall appoint the first auditors of the Association not less than one (1) month before the date of the first Annual General Meeting, and any auditor so appointed shall hold office until the first Annual General Meeting unless previously removed by resolution, in which case the members shall at the time when such resolution is passed appoint other auditors to replace them.

23.02 The members entitled to vote shall at each Annual General Meeting appoint an auditor to hold office until the next Annual General Meeting.

23.03 If an appointment of auditors is not made at an Annual General Meeting or the Annual General Meeting is not held, the Executive Committee may appoint auditors of this Association for the current fiscal year, and fix the remuneration to be paid to them by this Association for its services.

23.04 The Executive Committee may fill any casual vacancy in the office of auditor but while any such vacancy continues, the surviving or continuing auditors, if any, may act.

23.05 The remuneration of the auditors shall be fixed by resolution of the members or, if the members so resolve, by the Executive Committee except that remuneration of any auditors appointed before the first Annual General Meeting or to fill any casual vacancy may be fixed by the Executive Committee.

23.06 The auditors shall make a report to the members and the Executive Committee on the account examined by them and on every balance sheet and statement of income and expenditures laid before this Association at any Annual General Meeting during their tenure of office and the report shall state:

- a) whether or not they have obtained all the information and explanations they have required and
- b) whether, in their opinion, the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of:
  1. the state of this Association's affairs as at the date of the balance sheet, and
  2. the result of its operations for the year ended on that date,

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

#### **BY-LAW 24. BOOKS AND RECORDS**

24.01 Subject to By-Law XIV (5), the Secretary-Treasurer or some other officer specially charged by the Executive Committee with that duty, shall maintain and have charge of the minutes of this Association and shall record or cause to be recorded therein minutes of proceedings of all meetings of members and the Executive Committee.

24.02 The Secretary-Treasurer or some other officers specially charged by the Executive Committee with that duty, shall keep or cause to be kept the books and records of this Association. The books and records of this Association shall be kept at such place in British Columbia as the Executive Committee thinks fit and shall at all times be open to inspection by the Executive Committee.

24.03 The Executive Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts, records and books of this Association or any of them shall be open to the inspection of members not being Executive Committee members.

#### **BY-LAW 25. FORMER ASSOCIATION**

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

DATED: May 28th, 1975 (Amended May 1983; September 1983; September 1985; October 1987; May 1988; May 1989; May 1990; June 1994; December 1994; May 1995; June 1996; October 1997; May 1998; May,1999; November 2000; January 2001; May, 2001; November 2001; October 2002; May 2003; January 2004; May 2008; September 2008; October 2008; May, 2009; May 2013; May 2014; November 2018; May 2019; June 2019; May 2020; December 2020; May 2021; March 2022; July 2023; July 2024)

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