

POLICIES AND PROCEDURES
OF THE
SURREY TEACHERS' ASSOCIATION
(REVISED June 2026)

Foreword

This booklet is a compilation of policy and procedure deemed by the membership to have current value in 2026. 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

1.28 THAT all email correspondence between the STA and members is conducted over members' personal emails.

EXEC-2024.01.12

1.30 THAT the President communicate to the membership on the actions the STA had undertaken to engage in Truth & Reconciliation every June.

EXEC-2024.01.19

1.32 THAT the STA send observers to the Fall and Winter BCTF Representative Assemblies using the following guidelines:

- i. The STA advertises the opportunity to apply to all committee members at least 4 weeks in advance of the BCTF Representative Assembly.
- ii. The Executive Committee selects and communicates meeting details to successful candidates at least 1 week in advance of the BCTF Representative Assembly.
- iii. When selecting, priority consideration may be given to members who have not previously attended and to members who have indicated an intention to speak to a specific agenda item.

EXEC-2026.05.19

1.34 THAT a LOA be provided for selected observers attending any BCTF Representative Assembly, and that eligible expenses be limited to mileage/transit, parking, and per diems.

EXEC-2026.05.19

1.36 THAT the STA send committee members each year to attend one week of CLC Winter School using the following guidelines:

- i. The STA will advertise the opportunity to apply for CLC Winter School to all committee members as soon as possible following the release of the CLC brochure.
- ii. The Executive Committee selects CLC Winter School participants and communicates registration details to successful candidates no later than October 31 each year.

- iii. When selecting CLC Winter School participants, priority consideration may be given to applicants who have been actively involved in union work for a minimum of one year and who have not previously had the opportunity to attend. EXEC-2026.05.19

1.38 THAT the STA advertise CLC Winter School scholarships to all members. EXEC-2026.05.19

1.40 THAT for any opportunities for members without specific selection criteria, the Executive Committee will make selections and will strive to ensure equitable access across the membership. EXEC-2026.05.19

1.A. STARA Manuals

POLICIES: NONE

PROCEDURE:

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

1.B. Distribution of Information and Questionnaires

POLICIES: NONE

PROCEDURES:

1.B.02 THAT all literature or information distributed at Executive, General or Representative Assembly meetings, be sanctioned for distribution by the President.

1.B.04 THAT questionnaires to be circulated among the STA membership be approved first by an Executive, STARA, or General Meeting.

1.B.06 THAT Table Officer portfolios are updated and published annually by April. EXEC-2024.02.15

1.C. Association Office

POLICIES: NONE

PROCEDURES:

1.C.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.C.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.C.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.C.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.C.10 THAT the office staff keep a list of all STARA delegates (names, school addresses, school telephone numbers). STARA-1977.06

1.C.12 THAT Executive members receive copies of all information sent to STARA reps. EXEC-1991.11

- 1.C.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.C.16 THAT the STA include a clearly specified space for pronouns on all event name tags. EXEC-2026.04.21
- 1.C.18 THAT when committee members are carrying out union work all necessary materials and access to staff supports are readily available to the committee at the scheduled meeting start time. STARA-2026.04.15
- 1.C.20 THAT all approved event and deadline decisions be recorded on the Operations Manager’s calendar, with staff responsible for ensuring tasks are completed in a timely manner. EXEC-2026.05.19
- 1.C.22 THAT the President appoint a Privacy Officer as required by the British Columbia Personal Information Protection Act, S.B.C. 2003, c. 63 (PIPA). The Privacy Officer shall have the authority, through the President, of directing STA activities to comply with PIPA. EXEC-2026.06.02

1.D. BCTF AGM & Resolutions

POLICIES:

- 1.D.01 THAT the STA is against bound voting at the AGM. STARA-1977.06

PROCEDURES:

- 1.D.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 caucus meetings of the delegation during the AGM. STARA-1992.06.15
Amended STARA-2025.02.19
- 1.D.04 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.D.06 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.D.08 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.D.10 THAT a kit be prepared for the AGM delegation by the 2nd Vice-President.
STARA-1977.06
EXEC-2020.03.10

- 1.D.12 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.D.14 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.D.16 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

- 1.D.18 THAT a delegate who wished to speak to a local resolution that was not moved at the BCTF AGM may be invited as an observer to the Spring BCTF Representative Assembly if that motion will be moved there.
EXEC-2026.05.19

- 1.D.20 THAT endorsement funds provided by the Association to BCTF AGM candidates be restricted to campaign-related expenses such as buttons, and that such funds shall not be used to provide honoraria, wages, stipends, or fees to BCTF or STA members for campaign services, including but not limited to graphic design, consulting, or organizing work.
EXEC-2025.10.07

1.E. Online and Hybrid Meetings

POLICIES: NONE

- 1.E.01 THAT for hybrid meetings, in-person and online participants have equitable opportunities to participate.

PROCEDURES:

- 1.E.02 THAT online meeting norms be established at the beginning of each meeting (e.g. muting, raising hands for voting, using the chat for questions).

- 1.E.04 THAT the STA provide closed captioning for all online meetings.

- 1.E.06 THAT members participating in online meetings be encouraged to use video and audio where possible, but allow members to opt-out for privacy or bandwidth concerns.

- 1.E.08 THAT members participating in online meetings be encouraged to attend from a private location.

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 membership recognition awards only be considered upon receipt of a completed nomination letter. EXEC 2024.06.25
- 2.A.08 THAT the following procedures be in place for processing applications to the STA Sunshine Fund:
- a. THAT any STA member may submit a request to the STA Sunshine Fund through the designated request form. Amended EXEC-2026.05.19
 - b. THAT the recognition guidelines include:
 - i. Injury at work (hospital stay) – up to \$75 to be issued by the STA as a gift card or charitable donation
 - ii. Maternity/paternity/extended medical leave – up to \$75 to be issued by the STA as a gift card or charitable donation
 - iii. Death of active member – up to \$75 to be issued by the STA as a gift card or charitable donation
 - iv. Death of active member's spouse/child – up to \$75 to be issued by the STA as a gift card or charitable donation

EXEC-2009.11.17
Amended EXEC-2026.05.19
 - 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
 - d. THAT requests will be processed if received within two years of the date of the event. EXEC 2024.11.05

2.B. Elections

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

POLICIES: NONE

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 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.12 Elections for the above positions shall be held annually. AGM-2001.05.09
- 2.B.14 The three (3) Grievance Officers, the Health and Safety Officer, the Professional Support Services Officer, the Professional Development Officer, and the Accommodation Support Officer shall be released full-time from teaching, to perform their duties.
AGM-2017.05.17
Amended SGM-2020.02.19
Amended SGM 2020.10.21
Amended SGM 2025.10.15
- 2.B.16 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.18 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.20 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.22 THAT the Health & Safety Officer be elected for a two (2) year term.
AGM-2009.05.06
Amended SGM-2020.10.21
Amended SGM-2025.10.15
- 2.B.24 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.26 THAT STA copiers and fax equipment shall not be used by individuals to produce STA election materials. EXEC-2010.05.04
- 2.B.28 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

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:

- 2.D.01 THAT a small school grant up to \$1000/year (small school being up to 20 FTE) be created to bring in speakers for whole school professional development days. Grant will follow Pro-D funding guidelines. SGM-2024.09.25
- 2.D.03 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.05 THAT PSAs and other groups concerned with greater effectiveness in the classroom, should be encouraged. STARA-77.06
- 2.D.07 THAT the STA ensure that all school staff development is teacher-directed. GEN-1990.02

PROCEDURES:

- 2.D.02 STA PROFESSIONAL DEVELOPMENT FUNDING POLICIES:
(See at the end of Policies and Procedures section of this manual.)
- 2.D.04 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.06 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.08 THAT TTOCs will be treated as a “school unit” and must apply to the TTOC Advisory Committee for Pro-D funding.
EXEC-2001.10.02
Amended EXEC-2026.06.16

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:
- a. To advise the Executive Committee on matters of particular concern to the LSA's.
 - b. To advise the Executive Committee on proposals from LSA's seeking authorization to make representations outside the STA.
 - c. To advise the Executive Committee on curriculum matters.
 - d. To advise the Professional Development Committee on any matters relating to LSA's.
 - e. To advise the Professional Development Committee on programs and funding for LSA's.
 - f. To act as a liaison with Provincial Specialist Associations
 - g. To coordinate LSA policy and activities
 - h. To oversee and coordinate LSA budget applications
 - i. 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:
- a. To call and preside over LSA Council meetings
 - b. 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

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- 2.1.03 THAT the STA is firmly opposed to the use of public funds for the funding of private schools. STARA-1976.02
- 2.1.05 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, gender, or sexual orientation. STARA-2000.03.29
Amended STARA-2025.12.10
- 2.1.07 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
- 2.1.09 THAT the STA is resolutely opposed to any demands for religious conformity of students or teachers in Surrey. GEN-1976.02
- 2.1.11 THAT the STA support to the maximum, the right of any teacher in Surrey to show the films which, in their professional judgment, they think necessary, unless parental permission is refused. STARA-1976.04
Amended STARA-2025.12.10
- 2.1.13 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
- 2.1.15 THAT the STA position is that students should not routinely eat lunches during instructional time. EXEC-1989.09
- 2.1.17 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
- 2.1.19 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
- 2.1.21 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
- 2.1.23 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
- 2.1.25 THAT the STA's position is that neither members nor students should be compelled to participate in patriotic exercises at school; and, that a member's or student's choice to not participate in a patriotic exercise at school should be respected. EXEC-2025.02.11

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 the Finance Committee ensure that copies of Associations' financial statements and budget be made available to the membership at the STA AGM. EXEC-1999.03.23
Amended AGM-2003.05.07
Amended SGM 2025.10.15
- 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 TTOCs are required to do work for the Association and pre-approval has been given by an FTTO of the Association, then the TTOC 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
Amended EXEC-2026.06.16
- 2.L.08 THAT the number of release days for STARA training for TTOCs 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 \$500 per committee member with the cost to come from the committee budget EXEC-08-04-29
Amended EXEC-2024.03.12
- 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

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- 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:
- a. Committees may claim reimbursement for snacks for after-school meetings in the amount of up to \$15 per committee member present at the meeting;
 - b. 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;
 - c. Committees may authorize committee members working on committee business to claim reimbursement for individual meals at the applicable per diem rate;
 - d. 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

- e. 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
 - a. The school scholarship committee will be responsible for choosing the recipient(s) of the STA scholarship and bursaries. STARA-1986
 Amended STARA-2019.02.20
 - b. The scholarship or bursary must be used for a program that leads to certification, license, diploma or degree. STARA-1986
 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. The chairperson of the Awards Committee 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
 Amended SGM 2025.11.19

- e. Each school's scholarship committee shall ensure that a portion of the STA funds allocated to their school is awarded to:
- i. a student who self-identifies as Indigenous, where possible, and
 - ii. a student pursuing a future in education.
- These recipients may be identified through the school's scholarship application process or nominated by educators. EXEC-2025.06.03

- 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 or recent graduate (within the last 24 months) of a Surrey public secondary school who identifies as Indigenous.
 - 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 acceptance in a post-secondary institution
- 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

Amended STARA-2023.12.13

Amended SGM-2024.09.25

- 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

- 2.N.10 THAT registration receipt must be presented prior to any awards being paid.

SGM-2024.09.25

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

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- 3.A.07 THAT the STA:
- a. Endorse and participate in the Palestinian-led Boycott, Divestment and Sanctions (BDS) movement;
 - b. Commit to ensuring that goods purchased by the local using member funds are compliant with the BDS movement;
 - c. Ensure that any current and future investments made by the STA be BDS-compliant, and
 - d. Support calls for the BCTF to endorse and participate in the BDS movement.
- EXEC-2025.10.21
- 3.A.09 THAT the STA support the provision of universal hot lunch programs in designated Surrey schools. GEN-1990.02
- 3.A.11 THAT, in keeping with our commitment to decolonize and Indigenize our practices, the STA emulate as far as possible, the food protocols of the Indigenous peoples on whose unceded land the STA office sits. EXEC-2023.12.05
- 3.A.13 THAT donations made by the Surrey Teachers' Association align with the purpose of the association. EXEC-2023.04.04
- 3.A.15 THAT the following issues be prioritized for STA donations, fundraising and sponsorships:
- a. Labour issues and workers' rights (solidarity)
 - b. Social Justice issues including Anti-poverty/affordability, Equity, diversity and inclusion
 - c. Students and youth
 - d. Environment
 - e. Indigenous issues and reconciliation
 - f. Public policy issues
 - g. Catastrophic world and local events
- EXEC-2024.03.12
- 3.A.17 THAT the following serve as guidelines for individual members' digital presence:
- a. Members should not act in a manner that contradicts or violates the Purposes of the Association (as defined in Article 2 of the STA Constitution and By-Laws), the Commitment to Solidarity (as defined in STA Policy and Procedures), the BCTF Code of Ethics, the Professional Standards for BC Educators, and/or any privacy rights of individuals.
 - b. Members should inform their audience that comments made online are the opinions of the individuals who write them. It is recommended that they clarify this by stating the views expressed on their digital accounts are their views alone and are not necessarily those of the STA.
 - c. Unless otherwise clearly stated, elected directors and committee chairs are not speaking on behalf of the STA when commenting online. An exception is that the President is the spokesperson for the STA (or in some instances a designate).
- EXEC-2024.06.04

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 previous budgeted donations are reviewed annually in January by Executive Committee prior to a draft budget being presented to the Executive Committee. EXEC-2024.04.04
- 3.A.08 THAT donation requests be brought to the Executive using the approved form. EXEC-2024.03.12
- 3.A.10 THAT the President has the ability to donate up to \$250 from President expense account that follows the principles. The donation will be reported at the next Executive Committee meeting. EXEC-2024.03.12
- 3.A.12 THAT Emergent Donation requests outside of the budget application deadline meet the following criteria:
- a. Fills an urgent need that couldn't be included in the budget
 - b. Align with donation priorities
 - c. School Supports for critical incidents such as death of staff member
- EXEC-2024.03.12
- 3.A.14 THAT donation requests for unanticipated traumatic/catastrophic world events be brought to STARA or GM for amounts up to \$1.00 per FTE with funds coming from Emergent Issues Fund EXEC-2024.03.12
- 3.A.16 THAT donations request for School/Teacher or Surrey related urgent needs be brought to STARA or GM for up to \$0.50 per FTE with funds coming from Emergent Issues Fund. EXEC-2024.03.12
- 3.A.18 THAT donations request for union solidarity needs be brought to STARA or GM for up to \$0.50 per member with funds coming from Emergent Issues Fund EXEC-2024.03.12
- 3.A.20 THAT donation request for local community-based organization be up to \$250 from committee budget or Executive Committee Donations budget. EXEC-2024.03.12
- 3.A.22 THAT Donations, Fundraisers, and Memberships be identified on the Budget. EXEC-2024.03.12
- 3.A.24 THAT when income statement is provided for Executive Committee meetings, the donations made to date statement also be provided. EXEC-2024.03.12
- 3.A.26 THAT up to \$300 per elementary school/learning centres and up to \$400 per secondary school in a school year be provided for refreshments at school union meetings, with funds to come from the Union Education/Training Fund. EXEC-2024.09.10
Amended EXEC-2025.09.09

3.B. BCTF 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
- 3.B.04 THAT any applications for the BCTF Aboriginal Initiative Grant must be approved by both the STA Local President and the STA's BCTF Local Contact for Aboriginal Education. EXEC-2025.12.10
- 3.B.06 THAT no individual member or group of members be approved for the BCTF Aboriginal Initiative Grant in two consecutive school years. EXEC-2025.12.10

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:

- 5.01 THAT Executive Committee members strive to participate in Indigenous community events.
EXEC-2025.02.11

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.
- EXEC-2023.05.16
Amended EXEC-2025.09.23

- 5.16 THAT the STA Executive Committee develop action plans for Truth and Reconciliation and review our progress every September. EXEC-2024.01.16
- 5.18 THAT no elected officer be exempt from representing members in conduct investigations. EXEC-2024.03.12
- 5.20 THAT members of the Executive Committee receive training as Directors of the Association at the beginning of each school year or up to 60 days after appointment. EXEC-2024.11.05

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.A.12 THAT the President consult with the Executive Committee prior to reducing the wages, benefits, entitlements, or hours worked of any individual employed directly or indirectly by the STA EXEC-2024.03.12
- 5.A.14 THAT the Presidents present the Stewardship report at EC retreat. EXEC-2026.04.21

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 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.12 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
 c. 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 the STA invite Local Rep-elects to attend the Spring BCTF Representative Assembly as observers if the budget allows. EXEC-2026.05.19
- 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 TTOCs as per 2.D.08 be elected at the first meeting of the TTOC Advisory Committee and those names be submitted to the Association.
EXEC-2001.10.02
Amended EXEC-2022.11.29
Amended EXEC-2026.06.16

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 designated representatives, of Association committees for the purpose of discussing issues of mutual concern and receiving reports and recommendations. 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
 Amended SGM-2025.10.15

- 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.A.22 THAT the Executive Committee appoint the BCTF local contacts annually, based on the following criteria, with a call out for applications when multiple members are eligible:
- a. Aboriginal Education contact is the Member-at-Large (Designated for an Aboriginal Member).
 - b. Teacher Teaching on Call contact is the TTOC and Early Career Representative.
 - c. Bargaining contact is a member of the Bargaining Committee.
 - d. French as a First of Working Language contact is a member who currently works in a position where the work language is French.
 - e. Health and Safety contact is the Health and Safety Officer.
 - f. Political Action Contact is a member of the Political Action/Public Relations Committee.
 - g. Professional Development contact is the Professional Development Officer.
 - h. Two Social Justice contacts are members of either the Anti-Racism Committee, Economic Justice Committee, Environmental Justice Committee, Indigenous Education Committee, International Solidarity Committee, LGBTQ2S+ Ad Hoc Committee, Member of the Global Majority Committee, Status of Women Committee, Ad Hoc Accessibility committee.
- EXEC-2024.05.21

- 6.A.24 THAT, if the appointed BCTF local contact is not available to attend a meeting and/or event, the President can appoint an alternate who meets the criteria to attend in their place. EXEC-2024.05.21
- 6.A.26 THAT the STA report to the EC on Remedy Option 4 negotiations at least twice a year. EXEC-2025.02.25

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.
 - b. A priority placement for school concerns.
 - c. A finance report.
 - d. An Executive Committee report.
 - e. 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 email. STARA-1995.03.29
Amended STARA-2026.06.10
- 6.B.26 THAT STARA meetings must adjourn no later than two hours after the call to order. STARA-2026.06.10

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 six (6) weeks prior to the STA AGM. GEN-1981.01
Amended SGM-2025.10.15
- 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 committees must pass a motion to authorize any expenditure of committee budgeted funds, (except for snacks, mileage, and per diems) and can only do so with quorum. EXEC-2001.10.02
Amended EXEC-2023.09.26
Amended EXEC-2024.09.10
- 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 13.02 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
- 7.30 THAT when a committee establishes a subcommittee the following applies:
- a. The subcommittee is a working group and functions under the governance and within the budget of its parent committee.
 - b. The purpose of the subcommittee is to work on an issue and then to bring forward recommendations to its parent committee which will then debate the recommendation as a motion.
 - c. Records must be kept of who attended all subcommittee meetings.
 - d. The subcommittee will be dissolved by its parent committee when it has completed the task it was assigned to do.
- EXEC-2024.03.12

7.A. Bargaining Committee

POLICIES: NONE

PROCEDURES:

7.A.02 THAT the Bargaining Committee consist of fifteen (15) members with the following designations to be elected at a General Meeting:

- Indigenous (1)
- Racialized (1)
- 2SLGBTQ+ (1)
- Adult education (1)
- Non-enrolling (2)
- TOC (1)
- Elementary (3)
- Secondary (3)
- Additional (2)

STARA-2010.06.16
Amended SGM-2023.11.22

7.A.04 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.06 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:

- 7.F.01 THAT the following be the terms of reference for the Grievance Committee:
- a. to provide input and advice to the Grievance Officers on all grievances brought to the attention of the Grievance Committee;
 - b. to provide other assistance in specific cases at the Grievance Officers request; (example, research for grievances and arbitrations, review bargaining notes, prep documents, etc.)
 - c. to monitor and assess complaints, grievances, and other issues that come before the Grievance Committee for the purposes of identifying systemic problems and, where necessary, to consider whether a group or association grievance might be warranted; (example, are BIPOC teachers investigated more)
 - d. to identify deficiencies in the collective agreement and bring them to the attention of the Bargaining and Executive Committees.
- EXEC-2024.09.10

PROCEDURES:

- 7.F.02 THAT the Association have three (3) 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
Amended SGM-2019.11.20
Amended SGM-2025.10.15
- 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.06a. THAT when a member is appealing a decision of a Grievance Officer to the Executive, one Grievance Officer present that decision to the Executive Committee.
STARA-1991.02
Amended STARA-2024.04.17
- 7.F.06b. THAT grievance appeals first be discussed at the Grievance Committee prior to being presented to the Executive Committee for a decision. STARA-1991.02
Amended STARA-2024.04.17
- 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 newsletter on a regular basis to inform the members about the labour movement. GEN-1998.05
Amended SGM-2025.10.15

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 9.03
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 9.03
- 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 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.J.22 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.K. Pro-D Committee

POLICIES: NONE

PROCEDURES:

- 7.K.02 THAT the Pro-D Committee shall consist of ten (10) elected members. GEN-1986.05
Amended EXEC-2001.10.02
Amended SGM-2025.10.15
- 7.K.04 THAT each member of the Pro-D Committee shall be elected for a two (2) year term, unless replacing a resigned member to complete a two (2) year term. GEN-1981.01
Amended-SGM 2026.06.17

- 7.K.06 THAT the chairperson of the Pro-D Committee shall be nominated by the Pro-D Committee from its own members annually. STARA-1972.03
Amended STARA-2025.12.10
- 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:
- a. work with Board representatives to foster and coordinate professional development.
 - b. inform members of workshops and conferences where applicable
 - c. assist LSA's to establish and to continue their activities.
 - d. call at least one meetings per year of the LSA Council
 - e. assist and facilitate teacher needs through workshops, conferences, seminars, lectures, demonstration lessons, etc.
 - f. establish a liaison with the BCTF Professional Issues Advisory Committee, to exchange information and to receive BCTF assistance.
 - g. 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:
- a. The distribution of the Pro-D Handbook at a workshop for Pro-D chairpersons and encourage them to share it with their staffs.
 - b. The expansion of the Pro-D Handbook.
 - c. The training of Pro-D chairpersons in regards to their roles as educational leaders, and in understanding and using the collective agreement.
 - d. The establishment of a Task Force on Education Change.
- 7.K.14 THAT the Pro-D Committee:
- a. assist in furthering curriculum issues when requested by LSA's or the membership.
 - b. take an interest in the initiation of curriculum revision.
 - c. 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 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.K.20 THAT starting this school year, the Focus Day Sub Committee members will be given a day in lieu for Professional Development purposes as compensation for their work on Focus Day and that subcommittee members are entitled to a maximum of \$500 per committee member with the cost to come from the Focus Day budget. EXEC-2025.04.08

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.
 - 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.
- Amended EXEC-2007.04.24
- 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.N. Health & Safety Committee

POLICIES:

7.N.01 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 Guidelines 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. a Vice-President
 b. six (6) members at large Amended-SGM 2019.06.19
 Amended-SGM 2025.11.19
- 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.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 9.03
- 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;
 - 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

7.S Teachers Teaching on Call (TTOC) Advisory Committee

POLICIES: NONE

PROCEDURES:

- 7.S.02 THAT the TTOC Representative to the STA Executive shall be the Chairperson of the TTOC Advisory Committee. EXEC-2004.09.14

- 7.S.04 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 daily dispatch of Teachers on Call should be STA members in order of seniority, given necessary qualifications for the position. STARA-1989.03
- 8.03 THAT the STA request the School Board to maintain a complete complement of qualified Teachers on Call. STARA-1989.06
- 8.05 THAT Pro-D funds paid to TTOCs do not include any monies for loss of pay. EXEC-1995.02.07
Amended EXEC-2026.06.16

PROCEDURES:

- 8.02 THAT STA members notify the STA office when Teachers on Call are not available.
- 8.04 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
- 8.06 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 approved by the International Solidarity Committee and Executive Committee to participate in solidarity delegations with unions from developing countries in the spirit of intercambio or similar activities with supplies or other resources.

SGM-2003.05.07
Amended AGM-2026.05.20

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. a minimum or safe reserve for the Association to permit its continued operation beyond regular operating expenses
 - b. funds for periodic activities that extend beyond the Association's regular operation.
 - c. 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

PROCEDURES: NONE

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.

PROCEDURES: NONE

16.C Building Repair and Maintenance Reserve Fund

POLICIES:

- 16.C.01 THAT the purpose of the Building Repair and Maintenance Fund is to repair and maintain the STA building and/or property. Amended EXEC-2024.09.24

PROCEDURES: NONE

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.

PROCEDURES: NONE

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.

PROCEDURES: NONE

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

PROCEDURES: NONE

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

PROCEDURES: NONE

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

PROCEDURES: NONE

16.I Bargaining Reserve Fund

POLICIES:

- 16.I.01 THAT the purpose of the Bargaining Reserve fund is to support the work of the Bargaining Committee members and the Association's initiatives related to bargaining.
- EXEC-2025.04.08

PROCEDURES: NONE

17. CONFLICT OF INTEREST

POLICIES:

- 17.01 THAT the STA define a conflict of interest as a situation where a member's personal, financial, political, professional, career, family, close relationship, or other private interests conflict, may conflict, or may appear to conflict with their responsibilities in STA business. EXEC-2026.06.02
- 17.03 THAT conflicts of interest may be real, potential, or perceived, including situations where a reasonably well-informed, impartial observer could reasonably believe that a member's actions or decisions may be influenced by a private interest, even if no real conflict exists. EXEC-2026.06.02
- 17.05 THAT the existence of a real, potential, or perceived conflict of interest does not, on its own, imply wrongdoing; however, conflicts of interest must be disclosed, avoided, or appropriately managed. EXEC-2026.06.02
- 17.07 THAT seeking vendor names, referrals, or quotes through personal or professional networks does not, on its own, constitute a conflict of interest, provided the member has no personal, financial, family, close relationship, or other private interest in the vendor. EXEC-2026.06.02
- 17.09 THAT members must not use confidential information obtained through STA business for private, political, professional, financial, or personal gain. EXEC-2026.06.02
- 17.11 THAT all conflict-of-interest concerns be addressed in a manner consistent with due process, procedural fairness, transparency, integrity, and accountability. EXEC-2026.06.02

PROCEDURES:

- 17.02 THAT members participating in STA business disclose any real, potential, or perceived conflict of interest as soon as they become aware of it. EXEC-2026.06.02
- 17.04 THAT where a conflict of interest is disclosed or identified, the member shall not participate in discussion, decision-making, voting, or attempts to influence the matter, unless specifically invited to provide relevant information. EXEC-2026.06.02
- 17.06 THAT disclosures of conflicts of interest and any steps taken to address them be recorded in the relevant minutes or confidential records, while respecting privacy and confidentiality where appropriate. EXEC-2026.06.02
- 17.08 THAT concerns regarding conflicts of interest be referred to the President, or to the First Vice-President where the concern involves the President, for review and recommendation to the Executive Committee as needed. EXEC-2026.06.02

18. CODE OF CONDUCT**POLICIES:**

- 18.01 THAT these policies and procedures apply to all STA-sponsored meetings, events, activities, and communications connected to STA business, including in-person, online, written, and digital interactions. EXEC-2026.06.02
- 18.03 THAT bullying and personal harassment be defined as repeated behaviour or a single serious incident involving conduct, comments, actions, gestures, or communications that a reasonable person would understand to be humiliating, offensive, hurtful, belittling, intimidating, hostile, unwanted, or harmful to a respectful union environment. EXEC-2026.06.02
- 18.05 THAT nothing in these policies and procedures is intended to limit vigorous discussion, respectful disagreement, democratic debate, good-faith member engagement, or the proper exercise of authority under the STA's rules of order. EXEC-2026.06.02
- 18.07 THAT members are expected to conduct themselves respectfully, consider the impact of their words and actions, and participate in resolution processes in good faith. EXEC-2026.06.02
- 18.09 THAT concerns raised under these policies and procedures shall be handled confidentially, except where disclosure is necessary to address the concern, ensure safety, conduct a fair process, inform the complainant of the outcome and resolution, or meet legal obligations. Confidentiality shall not be used to withhold the resolution from the complainant. EXEC-2026.06.02
- 18.11 THAT no member shall retaliate against another member for raising a concern or participating in a resolution process in good faith, and members shall not make complaints that are knowingly false, frivolous, or made in bad faith. EXEC-2026.06.02
- 18.13 THAT these policies and procedures do not replace any separate workplace bullying and harassment policies or legal obligations that apply to the STA as an employer. EXEC-2026.06.02

- 18.15 THAT the following Commitment to Solidarity guide the conduct of members participating in STA meetings and events:
- a. We believe that union solidarity is based on the principle that all members are equal and deserve mutual respect.
 - b. We understand that an inclusive union is a stronger union and commit to embracing both unity and diversity.
 - c. We commit to ensuring that members of equity-seeking groups are welcomed, fully included, and treated equitably and respectfully in all STA meetings, events, and social media.
 - d. We believe that all members have the right to feel safe and be treated with dignity at all STA meetings, events, and social media.
 - e. We commit to conducting all STA meetings, events, and social media in an environment free from harassment, discrimination, and intolerance.
 - f. We undertake to give our full attention to members, presenters, and invited guests who are addressing our meetings.
 - g. We value vigorous discussion, welcome active participation, and encourage members to share perspectives and debate positions because through such debate we develop strong policies and practices.
 - h. We appreciate that our union has a long and spirited tradition standing up for firmly held views, and that we do this internally with each other and externally as a collective.

EXEC-2023.12.05

Amended EXEC-2024.01.23

PROCEDURES:

- 18.02 THAT where a member feels they have experienced bullying, harassment, discrimination, intimidation, or conduct contrary to the Commitment to Solidarity, they may, where appropriate, raise the concern directly with the member, seek assistance from an appointed ombudsperson, raise the concern with the chair or event lead, or refer the concern to the President, or to the First Vice-President where the concern involves the President. EXEC-2026.06.02
- 18.04 THAT for major STA meetings, including Annual General Meetings, Special General Meetings, and Staff Representative Assemblies, the Executive Committee may appoint one or more ombudspersons to assist members with concerns under these procedures, and that ombudspersons should, where possible, have relevant experience in conflict resolution, mediation, anti-harassment work, equity work, or related experience and should not have other responsibilities at the meeting that could compromise their neutrality. EXEC-2026.06.02
- 18.06 THAT ombudspersons shall assist members discreetly and confidentially, support informal resolution where appropriate, and bring meeting-wide concerns to the attention of the chair. EXEC-2026.06.02
- 18.08 THAT the chair of an STA meeting remains responsible for the decorum and conduct of the meeting and, where reasonably necessary to address serious, persistent, or urgent conduct concerns, may consult with the President or designate and direct a member to cease the conduct, refrain from communicating with another member, or leave the meeting or event. EXEC-2026.06.02

- 18.10 THAT unresolved, serious, or urgent concerns may be reviewed by the President, or the First Vice-President where the concern involves the President, for recommendation to the Executive Committee as needed. EXEC-2026.06.02
- 18.12 THAT a complainant be informed in writing of the outcome and resolution of any concern they bring forward under these procedures. EXEC-2026.06.02
- 18.14 THAT all STA governance meetings include an opening reminder of the BCTF Code of Ethics and the STA Commitment to Solidarity. EXEC-2026.06.02
- 18.16 THAT the Executive Committee maintain and review annually a roster of members approved to chair General and/or Executive Committee meetings. EXEC-2026.06.02
- 18.18 THAT, in appointing members to the chair roster, the Executive Committee consider procedural knowledge, chairing experience, equity-centred facilitation, and the ability to conduct efficient, respectful, and member-focused meetings. EXEC-2026.06.02
- 18.20 THAT members complete chairing training before chairing a General or Executive Committee meeting, and complete any required refresher training to remain on the chair roster. EXEC-2026.06.02
- 18.22 THAT the STA provide annual chairing training, including STA rules of order, managing debate, meeting decorum, points of order and challenges to the chair, election procedures, virtual and hybrid meeting facilitation, managing speaker lists and chat participation, conflict of interest, confidentiality, accessibility, the BCTF Code of Ethics, and the Commitment to Solidarity. EXEC-2026.06.02

/tfeu-2





SURREY TEACHERS' ASSOCIATION GENERAL MEETING STANDING RULES OF ORDER

Quorum – 150 members

1. Right to Attend and Speak

- 1.1 All members of the STA shall have the right to attend the meeting.
- 1.2 The right to speak shall be on recognition of the chair and obtained by standing at one of the microphones. Every person shall identify himself/herself when granted recognition by the chair.
- 1.3 The chair shall, in recognizing speakers, have the right to deviate from the order in which persons seek recognition to permit a speaker or speakers to present a contrary point of view from that of those who have already spoken.
- 1.4 No speaker shall, without the consent of the meeting, speak more than once or for longer than two minutes on each motion except for the mover of the motion, who shall have the right to speak for up to three minutes. This rule shall not deprive the mover of the right to close debate.
- 1.5 Asking and answering questions shall not constitute speaking to a motion.
- 1.6 Questions and answers thereto shall be directed through the chair.
- 1.7 No member shall comment on any matter immediately before moving a motion.
- 1.8 The chair will ask for a motion for the question to be put, if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the meeting declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

2. Proposed Agenda

- 2.1 The preparation of the proposed agenda shall be the responsibility of the president.
- 2.2 The proposed agenda shall contain the location of the meeting, the hours at which the meeting will convene and adjourn, and the business to be transacted.
This agenda shall be made available to members as long as possible before convening of the meeting and shall, insofar as is possible, contain all information pertinent to the items to be included in the proposed agenda of the meeting.
- 2.3 In the event that a general 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. (See By-Law 11.05)
- 2.4 The proposed agenda shall provide opportunities for members to ask questions concerning the work of the Association.
- 2.5 A written report from each standing or Ad Hoc committee shall be available at the Annual General Meeting.
- 2.6 When there is more than one candidate for any full-time office position of the Association, an opportunity for a speech of up to two minutes will be provided for each candidate before any elections take place. (See 12.4)
- 2.7 When candidates for Local Representative to the BCTF who have not had an opportunity to address the meeting as part of the earlier speeches will be offered an opportunity to address the meeting for up to one minute. (See 12.6)

3. Motion to Adopt Agenda

Debatable, amendable, but cannot be referred, postponed or tabled.

- 3.1 The agenda shall be circulated to the meeting. The chair shall bring to the attention of the meeting any changes to the proposed agenda that have originated with the Executive Committee.
- 3.2 Subject to the provisions of these rules, the constitution and by-laws, and the policies and procedures of the Association, when a motion to adopt the agenda is made, the meeting can, by motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda. This applies only to meetings that have a quorum of at least 150 members.

4. Motions to Amend the Agenda (subsequent to its adoption)

Debatable, amendable, but cannot be referred, postponed or tabled, require a two-thirds majority.

- 4.1 Once the proposed agenda has been adopted, it becomes the property of the meeting. Items on it may therefore not be withdrawn without the unanimous consent of the voting members present. However, any change to the agenda, once it has been adopted, can be made by motion, but any such motion shall require a two-thirds or larger majority to pass. This applies only to meetings that have a quorum of at least 150 members.

5. Motion to Adopt Minutes

Not debatable, amendable as to errors in fact only.

- 5.1 There shall be a motion to adopt the minutes of the previous meeting. These minutes shall have been circulated to staff representatives, committee chairpersons, members of the Executive Committee and be available at the next general meeting.
- 5.2 A summary of decisions of each general meeting of the Association shall be published in a President's Perspective.

6. Main Motions

Debatable, amendable, may be referred, tabled, postponed or reconsidered.

- 6.1 A main motion is defined as a motion that introduces a substantive question as a new subject.
- 6.2 Main motions must be moved and seconded. It shall be the primary responsibility of the sponsor of a main motion to move and second the motion, but it shall be the right of any member to move or second any main motion.
- 6.3 Every effort will be made to provide written copies of motions which are not printed on the agenda either on paper or overhead projections.
- 6.4 Special resolutions shall be defined as motions that seek to amend the constitution and by-laws of the Association and other motions so defined in the Societies Act. Such special resolutions shall require a two thirds majority vote to pass.
- 6.5 The Societies Act requires notice of motion of any special resolution. This notice shall be given at any STARA or general meeting prior to the meeting at which it is being considered and shall contain the words "with or without amendment" to clarify to propose amendments to the material as circulated.

7. Secondary Motions

(A secondary motion is any motion that is in order when a main motion is being debated.)

7.1 A secondary motion can be made and considered while a main motion is pending. After a secondary motion has been made and has been admitted by the chair as in order it must be acted on or disposed of before direct consideration of the main question can be continued. Secondary motions that will be accepted by the chair are those listed in rule 7.2.

7.2.i Subsidiary motions (A subsidiary motion is intended to assist a meeting in treating or disposing of a main motion.) *No subsidiary motion, other than an amendment, shall be in order until after the chair is satisfied that an opportunity has been given to present the affirmative and negative points of view.*

7.2.i. (a) Postpone main motion indefinitely.

Debatable (including debate on the main motion). Not amendable and may be reconsidered only if the motion to postpone indefinitely is passed.

A motion to postpone indefinitely allows the meeting the privilege of declining to take a position on a main motion. Its adoption kills the main motion and avoids a direct vote on the question.

7.2.i. (b) Amend.

Debatable, amendable, may be referred, postponed or tabled.*

An amendment is a motion to change, to add words to, or to omit words from, an original motion.

The change is usually to clarify or improve the wording of the original motion and must not be contrary to the intent of that motion.

**Motions for amendments to amendments of main motions are in order but are not themselves amendable.*

7.2.i. (c) Refer to main motion with or without amendment.

Debatable (only as to the propriety or advisability of referral), amendable (only as to instructions contained in the referral motion).

A motion to refer must indicate the body to which the motion is to be referred, may empower action, or may require a report to a subsequent annual general meeting, to the Executive Committee, or to the Representative Assembly (STARA).

7.2.i. (d) Postpone main motion to a certain time.

Debatable (only as the appropriateness of postponement), amendable (only as to time). Requires a two-thirds or larger majority vote because it has the effect of amending the agenda. Postponement can be to a later time in the same session or to a later session of the meeting.

7.2.i. (e) Previous question (that the question be put).

Not debatable, not amendable, requires a two-thirds majority.

This motion may be moved only by a member who has been recognized by the chair. After the motion has been seconded, it must be voted on immediately. If it passes, all previous commitments to allow persons to speak are eliminated.

The chair will ask for a motion that the question be put if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the assembly declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

7.2.i. (f) Table.

Not debatable, not amendable, requires a majority vote.

A motion to table has the effect of delaying action on a main motion. If the motion is not lifted from the table later (see rule 8.1), the effect of the motion to table is to prevent action from being taken on the main motion.

7.2.ii Privileged motions (A privileged motion does not relate directly to the pending business, but has to do with special matters that, without debate, should be allowed to interrupt the consideration of anything else.)

7.2.ii. (a) Call for orders of the day.

May interrupt speaker, not debatable, not amendable.

If the adopted agenda is not being followed or if there is a deviation from the agenda, a single member can require that the agenda be followed.

A call for orders of the day must receive immediate attention from the chair. The ruling of the chair shall be subject to challenge.

7.2.ii. (b) Question of privilege (point of privilege).

May interrupt speaker, seconder is required if a formal motion is made.

The question or point must concern the welfare, reputation, right, privilege or physical comfort of a member, a group of members or the STA as a whole. The chair shall rule immediately on the validity of the point. The ruling of the chair shall be subject to challenge.

7.2.ii. (c) Recess.

May not interrupt speaker, not debatable, amendable as to length of recess, cannot be reconsidered.

A recess is a short intermission in the meeting's proceedings, after which business will immediately be resumed at exactly the point where it was interrupted. The privileged motion to recess is a motion that a recess begin immediately, made while another question is pending.

A motion to recess that is made when no question is pending is a main motion and follows the normal rules for handling a main motion. This applies whether the recess is to begin immediately or at a future time.

7.2.ii. (d) Adjourn.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered. A motion to adjourn means to close the meeting.

The privileged motion to adjourn can be made only where provision for another meeting or session exists.

7.2.iii Incidental motions (Incidental motions are incidental to the motions or matters out of which they arise. With few exceptions, they are related to the main question in such a way that they must be decided immediately, before business can proceed.)

7.2.iii. (a) Point of order.

May interrupt speaker.

The point must concern an alleged breach of standing rules and must receive an immediate ruling from the chair. The ruling shall be subject to challenge.

7.2.iii. (b) Appeal (challenge the chair).

Debatable by challenger and chair only.

An appeal or challenge of the chair is in order when another has the floor, but the challenge must be made at the time of the ruling. If any debate of business has intervened, it is too late to appeal. If any member is dissatisfied with any ruling of the chair, the ruling may be challenged. A motion to sustain the chair shall take precedence over all other business. When a ruling of the chair is challenged by a member, all other business shall be suspended. The member making the challenge shall have the right to present argument to the meeting as to why the ruling is in error. The chair shall have the right to defend the ruling. The vote on the motion to sustain the chair shall follow immediately without further debate.

7.2.iii. (c) Suspend the standing rules.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

A motion to suspend the standing rules shall require a two-thirds majority vote. Standing rules may be suspended provided that the suspension is not contrary to the constitution and by-laws. This applies only to meetings that have a quorum of at least 150 members.

7.2.iii. (d) Objection to the consideration of the question.

Not debatable, not amendable, two-thirds vote against consideration is required.

Can be reconsidered only if objection is sustained. A motion to object to the consideration of the question can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair.

7.2.iii. (e) Division of a question (Seriatim).

May not interrupt speaker, not debatable, amendable, may not be reconsidered.

When a motion relating to a single subject contains several parts each of which is capable of standing as separate proposition, the parts can be separated to be considered and voted on as if they were distinct questions. Such a procedure is consideration seriatim. When the decision has been made to consider a question seriatim, each part of the motion shall be separate and any procedural motion shall be applied only to the part being debated.

7.2.iii. (f) Requests and inquiries.

Note: These types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

- (1) Parliamentary Inquiry—a request for the chair's opinion—not involving a ruling—on a matter of parliamentary procedure as it relates to the business at hand.
- (2) Point of Information—a question about facts affecting the business at hand—directed to the chair or, through the chair, to a member.

8. Meeting

The following three motions will be the only ones accepted by the chair to bring a question again before the meeting.

8.1 Take from the table.

Not debatable, not amendable, cannot be reconsidered.

A motion to take from the table must be passed before any motion that has been tabled can be reconsidered. Because the motion will have the effect of amending the agenda, it shall require a two-thirds or larger majority vote to pass. If passed, the motion shall be dealt with at the earliest opportunity.

8.2 Rescind something previously adopted.

Debatable (including discussion on the motion to be rescinded or amended). Amendable. Two-thirds or larger majority vote required because the effect is to amend the agenda. Negative votes only can be reconsidered.

A motion to rescind is a proposal to cancel or annul an earlier decision. A motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting

8.3 Reconsider

Debatable (provided the motion to be reconsidered is debatable, in which case debate may also go into the original motion). Not amendable. Cannot be reconsidered. Two-thirds or larger majority vote required because the effect is to amend the agenda.

A motion to reconsider has the following unique characteristics:

- (a) It can be made only by a member who voted with the prevailing side - i.e., voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated.
- (b) The motion can be made and seconded at times when it is not in order for it to come before the meeting for debate or vote. In such a case it can be taken up later, even after it would be too late to move it in the first place.
- (c) A motion to reconsider is in order at any time, even after the meeting has voted to adjourn provided that the mover of the motion has addressed the chair before the chair declared the meeting adjourned.

9. Calling the question

- 9.1 The chair will ask for a motion for the question to be put if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the meeting declines to put the question at that time, the matter

automatically goes to unfinished business unless another procedural motion arises.

10. Committee of the Whole

- 10.1 The meeting may, when considering any item on the agenda, resolve itself into a committee of the whole. The procedure shall normally be used for either of two reasons:
- (1) The topic is sufficiently complex to warrant interim decisions that will become binding only after passage of a final composite resolution recommended to the meeting by the committee of the whole.
 - (2) The matter is a sensitive one and it is the opinion of the meeting that only STA members should be in attendance.
- 10.2 The procedure shall be for members to move and second that the meeting resolve itself into a committee of the whole, naming the chairperson of the committee. After discussion, during which the standing rules may be waived, the committee of the whole shall move to rise and report to the meeting.
- 10.3 A motion that repeats the words of the report of the committee shall then be placed before the meeting. Only the motion carried by the meeting in regular session shall appear in the minutes.

11. Voting

- 11.1 Every member of the STA in good standing, including any member on leave of absence, is entitled to vote at a general meeting.
- 11.2 Call for a count.
- When a member considers the chair to have erred in discerning the result of a vote, the member may call for a count.
- 11.3 All counts of votes shall be taken by scrutineers assigned to clearly defined areas

12. Election of Officers and Committees Members

- 12.1 Election of Officers shall be conducted by secret ballot.
- 12.2 The election shall be conducted according to 9.02.A of the Constitution and Bylaws, followed by the election of the Resolutions Committee members.
- 12.3 Nominations for officers shall be announced to the meeting. Further nominations may be made from the floor.
- 12.4 When there is more than one candidate for any full time office position of the Association, an opportunity for a speech of up to two minutes will be provided for each candidate before any elections occur. (See 2.6)
- 12.5 After the final call for nomination, all nominees shall be introduced at the close of nominations, and all candidates for an office shall be introduced as a group immediately preceding the balloting for that office.
- 12.6 Candidates for Local Representative to the BCTF who have not had an opportunity to address the meeting as part of the earlier speeches will be offered an opportunity to address the meeting for up to one minute. (See 2.7)
- 12.7 A ballot for election shall be valid if marked for at least one candidate, but shall not be valid if marked for more candidates than the number of vacancies to be filled.

- 12.8 Should the validity of any ballot be questioned by any person assigned to count the ballots, it shall be the sole responsibility of the chairperson of the scrutineers to decide whether or not that ballot is valid.
- 12.9 On the completion of each ballot the chairperson of the scrutineers shall report to the meeting the number of votes received by each candidate, without attaching names to the numbers. Following an indecisive ballot, and before each candidate is identified with his/her vote count, the candidate receiving the fewest votes shall be dropped from the ballot. At this time the meeting may at its discretion order the dropping of additional candidates from the next ballot. If at the time of balloting for a particular office there is a sole nominee for that office, that person shall be declared elected.
- 12.10 No candidate shall be declared elected unless he/she receives more than 50 per cent of the number of valid ballots cast. Blank ballots and any ballots declared by the chairperson of the scrutineers to be spoiled, pursuant to rule 12.8, shall not be valid ballots. If at the time of balloting for a particular office there is a sole nominee for that office, that person shall be declared elected.
- 12.11 Candidates defeated in an election for any office shall be deemed to have been nominated for the office next to be filled. At any time prior to the conducting of a ballot any candidate may, by giving notice to the meeting, withdraw from the contest.
- 12.12 Ballots from elections will be automatically destroyed unless there is a motion to retain them.

13. Motion to Amend Standing Rules

Debatable, amendable; but cannot be referred, postponed or tabled.

- 13.1 A motion to amend the Standing Rules of Order shall require a two-thirds majority.

14. Matters Not Covered in Standing Rules

- 14.1 When the chair is required to make a ruling not covered by these rules, guidance shall be sought from Robert's Rules of Order, Newly Revised.

These Standing Rules were amended by the General Membership in June 2023, January 2025.

STA PRO-D FUNDING GUIDELINES FOR 2025-2026

General Guidelines:

- The name of each school/site Pro-D chairperson must be submitted to the STA Pro-D Committee by September 30th of each year.
- When applying for Pro-D funds to cover TTOC costs, an approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested. Please be sure to notify accounting2@surreyteachers.org if you do not have a TTOC dispatched for you, or if the TTOC is redirected because of a shortage at your school.
- Each school/site Pro-D chair or alternate is expected to attend one day of training each year prior to the school Pro-D funds being released.
- Only STA members are eligible for Pro-D funding, including receiving money and/or TTOC costs.
- Only STA members can vote on fund use, funding policies and guidelines, function as signing officers and/or vote for school Pro-D or LSA committees.
- Each school/site staff shall determine its own funding policy. These policies must adhere to the STA funding guidelines. These policies shall be brought before and adopted by the school's STA members and should be reviewed from time to time.
- Pro-D applications from STA members must be authorized by their school's/site's elected Pro-D Chairperson according to STA/BCTF guidelines. Final approval is given by STA Pro-D Committee.
- The purpose of professional development, as laid out in the collective agreement guides the approval of Pro-D Funding applications: F.22.1 The Board and the Surrey Teachers' Association recognize the value of professional development activities to enhance curricular knowledge, to heighten instructional skills, and to broaden exposure to pedagogical theories, methods, and strategies.
- Pro-D funds cannot be used for any costs related to member attendance at an event sponsored or organized by the Fraser Institute or any other organization that actively opposes public education.
- If an individual applies for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer **PRIOR TO** approving the request.
- Funding appeals should be directed to the STA Pro-D Committee.
- STA members can only apply from one base school as designated by the Board list within one school year unless approved by the Pro-D Committee of a school other than their base school for a specific event.
- Funds are paid in Canadian dollars. If reimbursing a member who has paid a US invoice, please include receipt of payment and proof (e.g., excerpt of credit card statement) of the actual amount paid in Canadian dollars.
- **ORIGINAL ITEMIZED RECEIPTS** must be submitted with all claims for reimbursement, including when claiming meal costs for WHOLE STAFF events.
- Confirmation of attendance at ALL Pro-D sessions must be included with application forms, where applicable (e.g., where a workshop or conference was attended). If the member is NOT claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient, otherwise, only ORIGINAL ITEMIZED RECEIPTS will guarantee payment.

STA Convention Day:

Funding for all STA members to attend Convention is provided by the STA. STA members are expected to attend the Convention. STA Pro-D Funds may not be applied to any expenses incurred for alternate Pro-D activities on that day.

NOTE: STA Convention Day is Friday, May 1, 2026.

October PSA Conference Day: Teachers are encouraged to attend a PSA Conference in October.

Province-wide PSA Days:

2025-2026: October 24, 2025

2026-2027: October 23, 2026

2027-2028: October 22, 2027

PRO-D FUNDING APPLICATION PROCEDURES

THE FOLLOWING 2025-2026 PRO-D APPLICATIONS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE ON OR BEFORE SEPTEMBER 15, 2026.

WHOLE STAFF PRO-D FUND Application Guidelines & Procedures

NOTE: Funding may be approved for whole school Pro-D days. The school Pro-D chairperson must fill in and sign the Whole Staff Pro-D Funding Application form. Non-members attending the event should be charged a pro-rata amount for the day.

- Fill in a Whole Staff Pro-D Funding Application Form and record the total expected costs on the Pro-D Funding Record sheet. It is highly recommended that Whole Staff ProD applications receive pre-approval from the STA Office at least two weeks prior to the event.
- After the event, submit all ORIGINAL ITEMIZED receipts, along with the Whole Staff Pro-D Funding Application form, a schedule of the day or agenda, and a copy of the staff sign-in sheet, to the STA office within 30 calendar days of the event.
- If applicable, please include a copy of conference brochures or information sheets of presentation.

Whole Staff Pro-D funds may be applied toward the cost of:

1. Building rentals, up to \$300.00.
2. Costs for presenters:
 - a) A school requesting a workshop by an STA member must pay for TTOC costs from its own school Pro-D funds. If the STA member requests preparation time, then funding will be based on the following formula:
 - i. Half-day release time to prepare for a half day presentation
 - ii. One day release time to prepare for a one day presentation
 - b) A school requesting a workshop by an STA member, where the STA member's school is also having a Pro-D day, may, upon request, provide the STA member-facilitator a TTOC release day at another time, to allow them to attend a Pro-D activity of their choice. The host school will pay the TTOC costs from its own school Pro-D funds.
 - c) A fee (invoice) or honorarium may be charged by an STA member who acts as a facilitator for a Pro-D workshop held outside of their regular work day.
 - d) If a speaker from another school district requires funding for a TTOC, this information must be sent with the application form. A letter will then be sent from the STA to the school board concerned to submit the bill for TTOC costs to the STA office for payment. Payment will be taken from the school's Pro-D funds.
3. Where a fee or honorarium has not been charged, a gift of **up to \$50** for the member-facilitator may be charged to the school's Pro-D funds.
 - a) Acceptable gifts include gift cards, flowers, gift baskets, etc. (Note: alcohol or monetary gifts are not permitted).
4. Pro-D funds are not to be applied to any expenses related to admin-directed non-instructional days or district sponsored events (including but not limited to the Summer Institute, book clubs, etc.)
5. Snacks for coffee breaks (maximum \$7.00 per person); lunch for whole day agendas (maximum \$23.29 per person) can be provided for STA members and presenters. These amounts must include tax and delivery and tips.
6. Professional Resources (please see Professional Resource guidelines for more information).

INDIVIDUAL PRO-D FUND Application Guidelines & Procedures

NOTE: All funding applications must be approved, and signed, by the school/site Pro-D chair before submitting to the STA office. PTOC funding applications must be approved by the STA TTOC rep (ttocrep@surreyteachers.org) before submitting to the STA office.

Process:

1. Fill in the Individual Pro-D Funding Application Form (*even if all you require is TTOC coverage, e.g., classroom observations*).
 - a) TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD. An approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested.
2. Submit the form, conference brochure (showing agenda and fees), etc., to your school Pro-D Chairperson for approval (they will record your application and return it to you). You should submit all forms to your school Pro-D Chairperson AT LEAST two weeks prior to the conference.
3. You must ensure your application is processed and approved by your school Pro-D Chairperson prior to attending the conference/workshop (in case there is a question of eligibility or availability of funds). If you are applying for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer **PRIOR TO** approving the request.
4. After you attend the event, submit all ORIGINAL receipts, along with the “APPROVED” application form, to your school Pro-D committee so they can verify it with their records. Then forward forms and ORIGINAL ITEMIZED receipts to the STA office within 30 calendar days of attending the conference. Keep a copy for yourself.
5. Please include confirmation of attendance at all Pro-D sessions, where applicable (e.g., conference/workshop registration receipt). If you are NOT claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient, otherwise, you must submit ORIGINAL ITEMIZED RECEIPTS. **WE DO NOT ACCEPT FAXED RECEIPTS!!**
6. Reimbursement will occur after the conference/workshop, or when a course has been completed. If an event has been cancelled, or if you were unable to attend, please seek a refund from the organizers of the event.

Individual Pro-D funds may be applied toward the cost of:

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Online events that DO NOT include subscriptions to teaching resources.
4. Inter-class visits (e.g., TTOC costs of \$279.19/day to cover release time).
5. LSA/PSA dues.
6. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
7. Transportation:
 - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.
 - b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$0.73/km.
 - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
 - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
 - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.

Individual Pro-D funds may be applied toward the cost of (continued):

- f) Members traveling to Pro-D events outside of the Lower Mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case ONLY the driver may claim reimbursement at the approved mileage rate.
 - g) Members traveling by automobile instead of public transportation may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
8. Parking charges: at cost, with receipts.
9. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- a) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
10. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
11. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., meals, accommodation) are based upon an appropriate time frame (e.g., if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
12. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
13. TTOC costs (\$279.19/day).
14. Details for LOA Form:
Leave Type: Professional Development
Article: G.21.5.a
TTOC is requested – Y Leave with pay
Cost of substitute coverage to be borne by STA – attention Nicole Hurtubise
AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA

TTOC PRO-D FUND Application Guidelines & Procedures

NOTE: A maximum of \$200 per TTOC per school year may be available. PTOCs should use an Individual Pro-D application.

- TTOC's will be treated as "a school unit" and must apply to the STA TTOC Rep for funding approval.
- Guidelines for distribution of TTOC Pro-D funds are developed by the TTOC Advisory Committee and reviewed on a yearly basis.
- To be eligible for STA Pro-D funds, TTOCs must have worked at least 20 days in Surrey in the 3 months (not including July or August) prior to the date of the event. **A dispatch report confirming the days worked, must be submitted along with the application.**
- If you are in an indefinite or long-term assignment of more than 50%, you should apply first to your base school using an Individual Pro-D application.
- Pro-D funds may not be used to cover the cost of lost wages while attending a Pro-D event.

Process:

1. Fill in the TTOC Pro-D Funding Application Form.
2. Please include a copy of the conference brochure or an information sheet showing the agenda and fees and a dispatch report confirming the days worked.
3. Submit the form to the STA office (courier #000) or accounting2@surreyteachers.org for review at least two weeks prior to the event.
4. When the STA and the STA TTOC Rep (ttocrep@surreyteachers.org) have reviewed and approved the form, you will be notified by email.
5. You should ensure your application is approved by the STA prior to attending the conference/workshop.
6. You must submit all original receipts, along with the APPROVED application form to the STA office within 30 calendar days of attending the conference.

TTOC Pro-D funds may be applied toward the cost of:

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Online events that DO NOT include subscriptions to teaching resources.
4. LSA/PSA dues.
5. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
6. Transportation:
 - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.
 - b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$0.73/km.
 - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
 - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
 - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.

TTOC Pro-D funds may be applied toward the cost of (continued):

- f) Members traveling to Pro-D events outside of the Lower Mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case ONLY the driver may claim reimbursement at the approved mileage rate.
 - g) Members traveling by automobile instead of public transportation may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
7. Parking charges: at cost, with receipts.
 8. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
 - b) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
 9. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
 10. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., meals, accommodation) are based upon an appropriate time frame (e.g., if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
 11. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).

CONSOLIDATED PRO-D FUND Application Guidelines & Procedures

NOTE: ALL STA members are entitled to apply for Consolidated Pro-D funds, including TTOCs and FTTOs.

- A maximum of up to \$700.00 per applicant, will be available, on a first come, first serve basis. Teachers can receive funding ONCE every TWO years, for a SINGLE EVENT, for a total of UP TO \$700.00 (e.g., If you received funds in 2024-25 school year: 2025-26 NO, 2026-27 YES).
- Teachers must apply for a SPECIFIC EVENT— forms with no specific event listed will not be approved for funding.
- The event must be completed between July 1, 2025, and September 15, 2026.
- Applications for the CURRENT school year will be accepted from September 2, 2025, up until June 26, 2026.
- Applicants will be notified by e-mail to let them know if their request has/has not been approved (pending availability of funds at the time).
- The STA Professional Development Officer will notify the membership when the funds have been exhausted.

Process:

1. Fill in the Consolidated Pro-D Funding Application Form.
 - a) TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD. An approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested.
2. Please include a copy of the conference brochure or an information sheet showing the agenda and fees.
3. Forward the form to the STA office through the courier to STA #000 - attention Professional Development Officer (keep a copy for your own records).
4. You should ensure your application is processed and approved by the STA Professional Development Officer prior to attending the conference/workshop/event.
5. You must submit all original receipts, along with a copy of the APPROVED application form to the STA within 30 calendar days of attending the conference.
6. Please include confirmation of attendance at all Pro-D sessions where applicable (e.g., the conference or workshop registration receipt). If you are not claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient. Otherwise, you must submit ORIGINAL ITEMIZED RECEIPTS.

Consolidated Pro-D funds may be applied toward the cost of:

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Online events that DO NOT include subscriptions to teaching resources.
4. Inter-class visits (e.g., TTOC costs of \$279.19/day to cover release time).
5. LSA/PSA dues.
6. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
7. Transportation:
 - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.

Consolidated Pro-D funds may be applied toward the cost of (continued):

- b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$0.73/km. Reimbursement for mileage to Pro-D workshops will be calculated from place of work or home, whichever is the shortest distance.
 - c) Members traveling to Pro-D events are expected to pool the use of cars whenever possible. If carpooling, members who drive may claim an additional 10 cents per kilometer for each additional passenger. Passengers must be STA members who will be claiming Pro-D expenses (other than mileage) for the same workshop.
 - d) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.
 - e) Members traveling to Pro-D events outside of the Lower Mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case ONLY the driver may claim reimbursement at the approved mileage rate (see above).
 - f) Members traveling by automobile instead of public transportation may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
8. Parking charges: at cost, with receipts.
9. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- c) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
10. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
11. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., meals, accommodation) are based upon an appropriate time frame (e.g., if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
12. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
13. TTOC costs (\$279.19/day).
14. Details for LOA Form:
Leave Type: Professional Development
Article: G.21.5.a
TTOC is requested – Y Leave with pay
Cost of substitute coverage to be borne by STA – attention Nicole Hurtubise
AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA

THE 2025-2026 PROFESSIONAL DEVELOPMENT FUNDING DRAW APPLICATION MUST BE SUBMITTED TO THE STA OFFICE ON OR BEFORE MAY 1, 2026, TO BE CONSIDERED FOR THE DRAW AT THE AGM.

PROFESSIONAL DEVELOPMENT FUNDING DRAW Guidelines and Procedures

NOTE: ALL STA members are entitled to apply for the Professional Development Funding Draw, including TTOCs and FTTOs.

1. Each year, six \$5,000 grants of Pro-D funds will be awarded. Successful applicants may reapply after 4 years – all others may apply annually. (e.g., If you won the draw in the 2024-25 school year: 2025-26 NO, 2026-27 NO, 2027-28 NO, 2028-29 NO, 2029-30 YES).
2. To be considered, completed application forms and accompanying documentation must be received by the STA office (STA #000) before 4:00 p.m. on the first school day of May. **Please place this application form in a separate envelope, addressed: “Attention STA Pro-D Committee – Professional Development Funding Draw”.**
3. The professional development event must be considered professional development as described in the BCTF Pro-D Lens.
4. Funds can be used for only one in-person Professional Development event (not several smaller Professional Development events, nor for Professional Resources).
5. An STA Pro-D screening committee will review all applications after the submission deadline to ensure they meet the criteria. Only applications that meet the Pro-D funding guidelines will be eligible for the draw. The STA Pro-D screening committee will contact all applicants via email regarding their eligibility for the draw.
6. Names will be drawn from eligible applicants at the end of May Annual General meeting(s) (members **MUST** be registered and in attendance at this meeting to qualify for the draw).
7. The successful applicants may attend a professional development event from any time after the draw up to September 15 of the following year (a 15+ month period).
8. Successful applicants may change the professional development event they chose to attend, and the amount of funds requested up to a **maximum** of \$5,000.00 as long as the new conference meets the current STA Pro-D Funding Guidelines and is approved by the STA Professional Development Committee or subcommittee prior to attending.
9. Prior to the conference, successful applicants can request an advance of **up to 50%** of the total expected expenditures (receipts are required, advance not to exceed \$2,500.00).
10. Funding may be approved to cover membership fees, registration, accommodation, meals, transportation, and TTOC expenses as per Pro-D funding guidelines.
11. Successful applicants must sign a Professional Development Draw Contract as soon after the draw date as possible, and remit to the STA office.
12. A copy of the original application form, along with all original receipts, must be submitted to the STA office within five weeks of attending the professional development event.

Professional Development Draw Funds may be applied toward the cost of:

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Transportation:
 - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.

Professional Development Draw Funds may be applied toward the cost of (continued):

- b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$0.73/km.
 - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.
 - d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
 - e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.
 - f) Members traveling to Pro-D events outside of the Lower Mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case ONLY the driver may claim reimbursement at the approved mileage rate.
 - g) Members traveling by automobile instead of public transportation may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
4. Parking charges: at cost, with receipts.
5. Accommodation may be covered if necessary to attend the event. It is expected that the most economical accommodation be made. Any additional costs will be at the member's expense.
- d) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
6. Travel expenses (transportation and accommodation) are intended to reimburse members for the basic costs of attending Pro-D events. Any additional expenses, such as room and flight upgrades are the responsibility of the member.
7. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., meals, accommodation) are based upon an appropriate time frame (e.g., if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
8. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
9. TTOC costs (\$279.19/day).
10. Details for LOA Form:
Leave Type: Professional Development
Article: G.21.5.a
TTOC is requested – Y Leave with pay
Cost of substitute coverage to be borne by STA – attention Nicole Hurtubise
AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA

PROFESSIONAL RESOURCE Application Guidelines and Procedures

NOTE: To meet approval as a professional resource, the resource must meet the following criteria:

1. Be related to your teaching area and support a particular professional development activity.
2. Meet the purpose of Professional Development as laid out at F.22.1 of the Collective Agreement: "to enhance curricular knowledge, to heighten instructional skills, and to broaden exposure to pedagogical theories, methods and strategies."
3. Be a professional resource (pedagogical).
4. NOT be a teaching resource (a book primarily composed of lesson plans, activities or blackline masters, or content-area book such as, for example, a poetry anthology) or learning resource (a book that students will use themselves).
5. NOT be a required text for a for-credit course.

Process:

1. Submit a Professional Resource Application to the STA Pro-D Officer for review and approval via the courier mailbag (STA #000). The funding guidelines allow for up to \$100.00 for a maximum of two professional resources, per member, per year.
2. Ensure the application form includes a brief rationale as to how this resource meets the criteria.
3. Include a SPECIFIC DATE for the Pro-D activity when the resource will be used. This date can be a regularly scheduled Pro-D day, or it can be an alternate day. This date CAN NOT be the STA Convention day (**Friday, May 1, 2026**).
4. Photocopies of the book summary and table of contents must be submitted along with the application.
5. Once the Professional Resource Application has been approved by the STA Pro-D Officer, submit a signed and approved Individual Pro-D Application (by the school's Pro-D Committee Chair) to the STA. Ensure original receipts are included with the Individual ProD application.
6. When purchasing professional resources for members for a Whole Staff Pro-D day (which occurs on a regularly scheduled Pro-D day):
 - a. Please follow Steps 1-4.
 - b. Fill out a Whole Staff Pro-D application. A sign-in sheet and agenda must be included.

REMINDERS TO STAFF:

1. TTOC Costs/LOAs:
 - a) The School Board requires a separate "Leave of Absence" (LOA) form for any day school is in session.
 - b) Members must complete the LOA request with the School Board (as per usual procedures).
 - c) Members must request their own TTOC through the normal dispatch procedures.
 - d) Submission and approval of an LOA does NOT guarantee availability of Pro-D funds (e.g., the school board does NOT provide the TTOC without cost, so make sure there are Pro-D funds available to you for this purpose).
 - e) When applying for Pro-D funds to cover TTOC costs, an approved Pro-D funding application form must be on file at the STA office prior to booking the LOA.
2. You must cash cheques before they become stale-dated (6 months).
3. Pro-D chairs will check with the STA Professional Development Officer if they are not sure if a claim is eligible for funding (e.g., fits within the funding guidelines). You should not assume that you will get funding before receiving confirmation from your school Pro-D chairperson.
4. Pro-D funds should be used for events that are of a greater benefit to the employer than to the employee or they will be considered a taxable benefit (and we cannot approve Pro-D funds for such events). Preferably, the event being attended should relate directly to your teaching assignment in the district.
5. If you or your school Pro-D chairpersons have any questions regarding an application for funds, please e-mail the STA Professional Development Officer at pd@surreyteachers.org or call the STA office. It is very important that we continue to manage the Pro-D funds well.
6. After September 15th, ALL UNUSED SCHOOL FUNDS will be rolled into the "Consolidation Account", for individual members to access for SPECIFIED Pro-D events, until the fund is exhausted (Pro-D forms will explain the process).

STA Pro-D funds may NOT be applied toward the cost of:

- Curriculum books or teaching supplies (including videos, teachers' guides, teaching programs, etc.).
- Activities that are primarily of more personal than professional benefit.
- Field trips with students.
- Pro-D events related to Charter Schools or Private schools.
- Group or individual fees for conferences or workshops put on by individual STA members or LSAs unless they have received the prior written approval of the STA Professional Development Committee and permission to use the STA logo in all advertising, showing that the event is approved by the STA. LSAs, or individual teachers should contact the STA Pro-D committee to apply for STA approval of Pro-D events they are planning. When approved, the STA logo may appear on all advertising for such events, indicating STA approval.
- Teacher-on-call or any other costs related to Board organized or Board initiated in-service, accreditation, curriculum implementation, leadership and organizational function, or any professional development activity UNLESS the STA Professional Development Committee has been involved in the planning and organization of the activity in a decision-making capacity. The STA logo will appear on all advertising for such events, indicating STA approval.
- A fee or honorarium charged by an STA member who acts as a facilitator for a Professional Development workshop held during their regular work day.
- Courses taken for credit.
- Any costs associated with admin-directed non-instructional days.