**CONSTITUTION AND BY-LAWS**

**OF**

**THE PEACE RIVER SOUTH TEACHERS' ASSOCIATION**

(as Adopted and Amended, May 2024)

**NAME**

The name of the organization is the Peace River South Teachers' Association, hereinafter called the PRSTA.

**PURPOSES**: The purposes of the PRSTA are:

1. to foster and promote the cause of public education in Local Association 59, (2010)

2. to promote the professional growth of teachers in Local Association 59,

3. to promote the well-being of teachers in Local Association 59,

4. to raise the status of the teaching profession in Local Association 59,

5. to keep teachers informed on major issues affecting education, the school system, and the profession,

6. to represent its members and to regulate relations with their employer through the administration of terms of the Collective Agreement and to negotiate such terms and conditions as are permitted by legislation and

7. to educate the public about the effects of government legislation on students’ learning and teachers’ working conditions and take action where necessary. (2005)

**LOCATION**

The PRSTA is located in School District 59 (Peace River South).

**BY-LAWS**

**BY-LAW NO. 1 - MEMBERSHIP**

1.0. All active members of the Peace River South Teachers' Association shall be members of the British Columbia Teachers' Federation (BCTF) as defined in the constitution and by-laws of the BCTF.

1.1. Associate membership or affiliate membership (as defined in BCTF Members' Guide, bylaw 1) in the PRSTA, in accordance with the constitution and by-laws of the BCTF, may be granted upon application to the PRSTA, and upon payment of an Associate Membership fee as set by the PRSTA.

1.2. Associate members shall not be entitled to vote or to hold office in the PRSTA, but may attend meetings and speak to issues.

1.3. Affiliate members shall not be entitled to vote or to hold office in the PRSTA.

1.4. Honorary Associate membership, without fee, may be granted in the PRSTA to honour distinguished service to the PRSTA by persons who have ceased to be active members of the PRSTA. Honorary Associate members shall not be entitled to vote or to hold office in the PRSTA, but may attend meetings and speak to issues.

 1.5. Members not in good standing shall be those members who fail to pay fees or levies as prescribed in these by-laws.

 1.6. Only active members in good standing shall participate in any manner in matters related to collective bargaining.

**BY-LAW NO. 2 - ORGANIZATION UNDER BCTF BY-LAWS**

2.0. The PRSTA shall be constituted as a local association of the BCTF with two sub-locals, Chetwynd Teachers' Association and Tumbler Ridge Teachers' Association, for purposes of:

2.1. providing opportunity for direct representation at meetings of the BCTF Representative Assembly, the BCTF Annual General Meeting and special general meetings, regional, zonal and provincial BCTF meetings and training conferences,

2.2. providing direct financial support for activities undertaken within the PRSTA and the sub-local associations to further BCTF objectives.

**BY-LAW NO. 3 - GOVERNANCE**

3.0. The PRSTA shall be organized in a manner that provides opportunity for full participation by its members in the decision-making processes within three distinct geographic areas centred in Chetwynd, Dawson Creek and Tumbler Ridge and within the Association as a whole.

3.1. Units of the PRSTA known as the Chetwynd Teachers' Association, the Dawson Creek Teachers' Association, and the Tumbler Ridge Teachers' Association, shall be established for purposes of the governance of the PRSTA, and as a means of involving the membership in furthering PRSTA and BCTF objectives.

3.2. The structure and function of each unit shall be as provided for, defined by and limited to the by-laws of the Peace River South Teachers' Association.

3.3. Each unit shall be guided on matters relating specifically to the activities and needs of members within the unit by a constitution and by-laws, a copy of which will be filed at the PRSTA office.

3.4. The unit constitution shall not be in contravention of any part of the PRSTA constitution.

**BY-LAW No. 4 - VOTING RIGHTS**

4.0. Only active members in good standing of the PRSTA shall be entitled to vote at meetings of the PRSTA, at meetings of the units and on referendum ballots which may be conducted from time to time.

**BY-LAW NO. 5 - ELECTION OF OFFICERS**

5.0 President and Vice-President

 5.1. Any member of the PRSTA in good standing shall be eligible for the position of PRSTA president and/or vice-president.

5.1.1. The Executive Committee (By-Law No. 10) shall strike a nominating committee for the president and vice-president (refer to Appendix B) and shall set nominating procedures and the time frame for elections.

5.1.2. The election of the president and the vice-president of the PRSTA shall be by referendum ballot in accordance with the procedures outlined in Appendix B (Attached) and shall be for a two-year term of office; this term of office shall run from July 1 to June 30 of the second school year following. (Amended 2005, 2011)

5.1.3 The election of the president and vice-president of the PRSTA shall be on alternating years. (2023)

**BY-LAW NO. 6 DUTIES OF THE PRSTA PRESIDENT**

6.0. The duties of the PRSTA president shall be as follows:

6.1. The president shall be the presiding officer of the PRSTA, shall have the general supervision of all matters and affairs of the Association and shall be a member of the Executive Committee, and a member ex-officio of all standing committees of the PRSTA, as defined in By-Law No. 17.

6.2. The president shall be the spokesperson for the PRSTA on all matters of concern to the membership.

6.3. The president, or designate, shall be chairperson of the PRSTA Executive

Committee, and the PRSTA Annual General Meeting.

6.4. The president shall be responsible for the drawing up of agendas for the Executive Committee and the PRSTA Annual General Meeting.

6.5. The president shall not vote on motions, but shall hold the "tie-breaking" vote or be able to create a “tie” in any recorded vote of the PRSTA Executive Committee and the PRSTA Annual General Meeting.

**BY LAW NO. 7 - DUTIES OF THE VICE-PRESIDENT**

7.0 The duties of the vice-president of the PRSTA shall be as follows:

7.1. The vice-president of the PRSTA shall be a participating member of the Executive Committee and a voting member of the PRSTA.

7.2. In the absence or disability of the president, the duties of the president shall fall to the vice-president. In the event of the resignation or death of the president, the vice-president shall become the president for the remainder of the president’s term until the next regularly scheduled PRSTA election or until a special election is called by the executive committee. (2006)

7.3. In the event of the resignation or death of the vice-president the office shall remain vacant until the next regularly scheduled PRSTA election or until a special election is called by the executive committee.

7.4. The vice-president shall be the Grievance Officer of the PRSTA in order to organize and prepare grievances.

**BY-LAW NO. 8 - DUTIES OF THE TREASURER**

8.0. The treasurer of the PRSTA shall be appointed for a one-year term of office by the president of the PRSTA, subject to the approval of the Executive Committee and ratification by the AGM. (Amended 2005) The duties of the treasurer shall be to:

8.1. be the legal custodian of all properties of the PRSTA;

8.2. have the care and custody of all monies of the PRSTA, and to deposit same in such banking institutions as shall be approved by the Executive Committee;

8.3. disburse funds on receiving vouchers signed by the president or designate of each unit;

8.4. keep a proper set of books or accounts for the PRSTA and report in writing on a regular basis to the Executive Committee, general meetings of the units, and the Annual General Meeting of the PRSTA;

8.5. prepare, in consultation with the PRSTA president, a budget of anticipated revenues and expenses for presentation to the Executive Committee prior to June of each year, and for subsequent ratification by the PRSTA Annual General Meeting;

8.6. submit, in writing, a report of the accounts and financial condition of the PRSTA, to the Annual General Meetings of the PRSTA and each unit;

8.7. submit, in writing, interim financial reports at regular Executive Committee meetings, and executive committee meetings of the units;

8.8. subject the accounts of the PRSTA to audit on an annual basis and

8.9. ensure that copies of reviewed financial statements of the units are filed annually with the PRSTA treasurer.

8.10. pay regular and monthly bills, and other incidental expenses to a maximum of $500.00

**BY-LAW NO. 9 - SIGNING OFFICERS**

9.0. The signing officers of the PRSTA shall be the president, vice-president, PRSTA treasurer and Professional Development Treasurer. (2023)

9.1. On all cheques issued by the PRSTA, one of the two required signatures must always be that of the PRSTA treasurer.

9.2. The signing officers of each unit shall be the unit president, vice-president and treasurer.

**BY-LAW NO. 10 - PRSTA EXECUTIVE COMMITTEE**

10.0. The PRSTA Executive Committee shall be comprised of the president and the vice-president (or designates) of each unit, and the president and vice-president of the PRSTA, the immediate past-president (for one year), the PRSTA Local Association Representative, and the chairpersons and representatives of the PRSTA standing committees.

10.1. The Executive Committee shall hold at least six meetings per year, with at least one meeting to be held in each of the sub-locals, Chetwynd, and Tumbler Ridge.

10.2. The duties of the Executive Committee shall be:

 10.2.1. to conduct the day-to-day business of the PRSTA;

 10.2.2. to discuss common concerns of the PRSTA and/or the units;

 10.2.3. to recommend policy changes or new policies to the PRSTA and the units;

 10.2.4. to facilitate distribution of information among the membership;

 10.2.5. to recommend strategies for action on issues to the PRSTA and units.

10.3. A quorum of the Executive Committee shall be six (6) of its members, including at least one (1) representative from two (2) of the three (3) units and the PRSTA president or vice-president.

10.4. Whenever a vacancy occurs on the Executive Committee, other than the president or vice-president, the president shall appoint a replacement subject to ratification at the next Executive Committee meeting. (2007)

10.5. Decisions of the Executive Committee shall be achieved by simple majority.

10.6. Only expenses of the PRSTA Executive Committee members and guests shall be borne by the PRSTA. (2023)

10.7. Any member in good standing may attend in person meetings of the PRSTA Executive Committee and may speak to issues which come before the meeting, but only members of the Executive Committee shall have the right to vote at such meetings.

**BY-LAW NO. 11 - ANNUAL GENERAL MEETING**

11.0. The Annual General Meeting (AGM) of the PRSTA shall be held in May or June of each year, at a time and place fixed by the Executive Committee.

11.1. Notice of the time and place of the AGM and main agenda items shall be posted in each staff room at least two weeks prior to the meeting.

11.2. The voting body of the AGM shall consist of a quorum (10%) of the active members of the PRSTA.

11.3. The AGM shall set fees and may allocate any part thereof to special funds pursuant to the objectives of the Association.

11.4. The business of the AGM shall include:

 11.4.1. receipt of reports;

11.4.2. receipt of financial statements;

11.4.3. appointment of auditors;

11.4.4. adoptions of policies and prescription of procedures for the        attainment of the objectives of the association;

11.4.5. approval of the preliminary PRSTA budget for the following year;

 11.4.6. setting of fees and allocation of any part thereof to special funds operated pursuant to the objectives of the PRSTA;

 11.4.7. such other business as may properly be brought before the Annual General Meeting and

 11.4.8. election of committee chairpersons and the ratification of the appointed PRSTA treasurer and the appointed PRSTA Professional Development treasurer.

 11.5. Simplified Rules of Order according to the BCTF Handbook will be used to govern the business of the AGM.

**BY-LAW NO. 12 - FEES AND LEVIES**

12.0. Payment of fees and levies to the PRSTA shall be as follows:

 12.1. Each active member and associate member of the PRSTA shall pay into the PRSTA treasury an annual fee recommended by the Executive Committee of the PRSTA and approved by the AGM.

 12.2. The annual fee and any levy of the PRSTA are debts due to the PRSTA, and may be collected, with costs of suit, in the name of the PRSTA in any court of appropriate jurisdiction.

 12.3. Any levy in excess of twenty dollars ($20) per member must be approved by the general membership by means of a referendum ballot of the membership.

 12.4. Any changes to the formula for sharing a portion of the PRSTA funds with the Dawson Creek Teachers' Association shall be determined by vote upon a recommendation from the Executive Committee at the PRSTA Annual General Meeting.(amended 2005)

**BY-LAW NO. 13 - UNIT EXECUTIVE COMMITTEES**

13.0. Executive Committees shall be established in each unit of the PRSTA.

 13.1. The Executive Committee of each unit shall consist of a president, a vice- president, the immediate past president (for one year), a staff representative from each school in the geographic area, a representative to each major committee established by the PRSTA, a secretary, a treasurer, and other people elected to key positions within the unit, as provided for in the constitution of the unit.

13.2. Each member of each Executive Committee shall be a certified professional active member in good standing of the PRSTA.

 13.3. All eligible members of the Executive Committee of the unit shall be able to seek re-election or re-appointment. (2007)

 13.4. The Executive Committee of each unit shall meet a minimum of twice (2) each school year and at such additional times as deemed necessary by the president, or at the request of the members of an Executive Committee.

 13.5. The Executive Committee of each unit shall carry out the business of the unit and shall consider matters referred to it by the Executive Committee of the PRSTA.

 13.6. The Executive Committee of each unit may appoint representatives to advisory committees struck for the purpose of carrying on activities necessary for the attainment of the purposes of the PRSTA.  No action shall be taken on behalf of the PRSTA by any advisory committee without the authorization of the president of the PRSTA.

 13.7. Whenever a vacancy occurs on a unit Executive Committee, the president shall appoint a replacement, subject to ratification by the next general meeting of the unit.

 13.8. Any member in good standing may attend meetings of any executive committee and may speak to issues which come before the meeting, but only members of the Executive Committee shall have the right to vote at such meetings.

**BY-LAW NO. 14 - STAFF REPRESENTATIVES**

14.0. Each school's teaching staff in Local 59 shall elect a staff representative(s) according to the guidelines in the BCTF Members' Handbook.

 14.1. In the event that no staff representative is elected, the PRSTA Executive shall appoint a staff representative for that school, after consultation with the unit president.

 14.2. Each staff representative shall be a voting member on the Executive of the local unit.

**BY-LAW NO. 15 - UNIT GENERAL MEETINGS**

15.0. General meetings of each unit shall be held as directed by the unit president, or upon the written request of three members of the Executive Committee, or upon the written request of ten active members in good standing of the PRSTA from within the unit.  Written requests for a general meeting are to be addressed to the secretary of the unit.

 15.1. By-Law 13.4 notwithstanding, special general meetings of the unit shall be held:

 15.1.1. In January or February, to elect and provide information to delegates to the Annual General Meeting of the BC Teachers’ Federation.

 15.1.3. In May, June, September or October (2008) to approve a budget for the following school year.

 15.2. Each unit will designate either its June or September meeting as the Annual General Meeting.

 15.3. At least three (3) days written notice shall be given for any regular general meeting to each member of the executive committee of the unit.

 15.4. Notice of the time and place of Annual General meetings shall be sent to each member of the unit at their place of employment not less than seven days before the date of the meeting. Acknowledged notification of a special general meeting must be given to each member of the unit executive committee. Teachers teaching on call will be notified by the Teachers Teaching on Call representative(s).

 15.5. A special general meeting of a unit may be called at the discretion of the president of the unit to deal with a single, specific item of major importance to the PRSTA, or the unit.

 15.6. Decisions of a general meeting shall be determined by a simple majority, except under sections 15.7 and By-Law 18.0.

 15.7. Voting at all meetings shall be by show of hands, except when a secret ballot is demanded by one third of the active members present, or for election of officers.

 15.8. Simplified Rules of Order (BCTF) shall govern all unit meetings.

 15.9. A quorum of a general meeting of each unit shall be 10% of those active

 members in good standing.

 15.9.1. A quorum of the executive committee of each unit shall be a majority of the members thereof.

**BY-LAW NO. 16 - STANDING COMMITTEES OF THE PRSTA**

16.0. Representatives and Standing committees of the PRSTA shall be established as necessary to facilitate the work of the Local Association.

 16.1. Representatives and Standing committees shall be as follows:

 16.1.1. Bargaining Committee

 16.1.2. Professional Development Committee

 16.1.3 Social Justice Representative

 16.1.4. Health and Safety Representative

 16.1.5. Teachers Teaching On Call Representative (2007)

 16.1.6. Indigenous Education Representative

 16.1.7. Political Action Representative

 16.1.8 French Education Local Chair (2022) (2023)

 16.2. The structure, membership and function of each standing committee shall be defined in PRSTA policies.

 16.3. The chairperson(s) of each standing committee shall report regularly to the Executive Committee and shall present a written report to the PRSTA Annual General Meeting.

 16.4. The Executive Committee of the PRSTA may appoint representatives from each unit to advisory committee or task forces struck for the purpose of carrying on activities necessary for the attainment of the objectives of the PRSTA.

 16.5. No action shall be taken on behalf of the PRSTA by any standing committee or advisory committee without the authorization of the PRSTA president.

**BY-LAW NO. 17 - AMENDMENT TO THE CONSTITUTION AND BY-LAWS**

17.0. This constitution and by-laws may only be amended by the PRSTA Annual General Meeting or a Special Emergency Meeting of the PRSTA by a three quarters majority of the active members voting on the amendment.

 17.1. Written copies of any proposed amendment to the constitution or its

 by-laws shall be circulated according to the procedures outlined in Voting Procedures, provision 1.2.

 17.2. Notices of Motion for constitutional change must be posted at least thirty (30) calendar days prior to the Annual General Meeting.

 **BY-LAW NO. 18 - CONSTITUTIONAL AUTHORITY**

18.0. Authority for the establishment and operation of the PRSTA rests with the membership of the Association.

**Appendix A**

VOTING PROCEDURES FOR REFERENDA AND CONTRACT ISSUES

1.0. Referendum Votes

 1.1. Referendum votes shall be held for the following purposes:

 1.1.1. electing a president and vice-president of the PRSTA.

 1.1.2. any issue the PRSTA executive deems necessary to have a membership ratification.

 1.2. The procedures for holding referendum votes shall be as follows:

 1.2.1. notice of the impending vote shall be circulated at least ten (10) days prior to the vote;

 1.2.2. balloting shall be at polling places and times determined by the Executive Committee;

1.2.3. each polling place shall be presided over by the site staff rep or their designate as the polling officer appointed by the president of the unit; (2023)

1.2.4. ballots shall be prepared by the PRSTA president and sent to the president of each unit;

 1.2.5. immediately following the closure of the polling station(s) in each unit, the ballots shall be sealed in an envelope and delivered to a designated polling officer; (2011)

 1.2.6. the polling officer shall mix the ballots prior to counting them;

 1.2.7. the ballots shall be counted by the polling officer and two members of the Executive Committee;

 1.2.8. all ballots shall be destroyed by the polling officer following the count;

 1.2.9. the results of any vote shall be communicated to the President of each unit within 3 hours (2008) of the vote being taken and

 1.2.10. all results shall be announced by actual count unless in contravention of BCTF policy.

 1.3. The procedure for voting on contract issues shall be as follows:

.1.3.1 concurrent meetings of each unit shall be called to deal with contract discussion and vote;

1.3.2. notice of the pending contract vote shall be communicated to staff representatives at least three (3) days prior to the vote; (2023)

 1.3.3. exact wording of the motion to be voted upon and any supporting documentation shall be given to the president of each unit.

 1.3.4. an active member of the PRSTA bargaining committee shall provide an overview of the issues related to the vote and answer questions at the meeting;

 1.3.5. a recorded vote on the motion shall be held at each unit meeting and

 1.3.6. immediately following the vote in each unit, the results of the vote shall be communicated to and acknowledged by the president of the PRSTA.

1.3.7. immediately following the closure of the polling station(s) in each unit, the ballots shall be sealed in an envelope and delivered to the designated returning officer; (2011) (2023)

 1.3.8. the polling officer shall mix the ballots prior to counting them; (2023)

1.3.9. the ballots shall be counted by the returning officer and two members of the Executive Committee; (2023)

1.3.10. all ballots shall be destroyed by the polling officer following the count; (2023)

1.3.11. the results of the vote shall be communicated to the President of each unit within 3 hours of the vote being taken and; (2008, 2023)

1.3.12. all results shall be announced by actual count unless in contravention of BCTF policy. (2023)

1.4. Votes on Executive Committee recommendations at unit general meetings or

 At the PRSTA AGM.

1.4.1. The president of each unit will be responsible for presenting the

recommendations and any supporting information to staff representatives prior to the general meetings.

**Appendix B**

Voting Procedures for Election of President and Vice-President

1.0 NOMINATING AND BALLOTING COMMITTEE IN AN ELECTION YEAR

1.1. The Executive Committee shall, by March 1, appoint a returning officer and an alternate returning officer. (2023)

 1.2. Duties and Responsibilities prior to an election

1.2.1. To put out a call for nominations for president and vice-president of the PRSTA no less than six (6) weeks before the election to be held in the first full week of May.

1.2.2. To gather the information/biographies as provided by candidates.

1.2.3 To publish a document containing biographies and/or statements of policy for each declared candidate. Such biographies and/or policy statements shall not exceed 250 words and will be circulated at least two (2) weeks prior to the election. (2023)

1.2.4. To distribute election ballots to the staff representatives within each unit no later than one (1) week prior to the election. (Amended 2023)

1.2.5. To distribute a notice indicating the time and location of the election no later than one (1) week prior to the election.

 1.3. Duties and Responsibilities during an election. The procedure for holding a President and Vice-President election shall be as follows:

 1.3.1. Balloting shall be at polling places and times determined by the Executive Committee.

1.3.2. Each polling place shall be presided over by the polling officer. (2023)

 1.3.3. Immediately following the closure of the polling station(s) in each unit, the ballots shall be sealed in an envelope and sent to the designated returning officer. (2023)

1.3.4. The returning officer shall mix the ballots prior to counting them.

1.3.5. The ballots shall be counted by the returning officer and two members of the Executive Committee.

1.3.6. All ballots shall be destroyed by the returning officer following the count.

1.3.7 The results of any vote shall be privately communicated by the returning officer to the candidates to the president of each unit within three (3) hours of the vote being counted. (2023)

1.3.8. The results of any vote shall be privately communicated by the returning officer to the president of each unit within three (3) hours of the vote being counted. (2023)

1.3.9. The successful candidate of the election will be announced to the membership via staff reps. (2023)