

COWICHAN DISTRICT TEACHERS' ASSOCIATION CONSTITUTION AND BYLAWS

CONSTITUTION

1. NAME

The name of the Association is the Cowichan District Teachers' Association, hereinafter called the CDTA.

2. OBJECTIVES

The objectives of this Association shall be:

- to foster and promote the cause of education.
- to raise the status of the teaching profession.
- to promote the professional development, working conditions and welfare of members of the CDTA.
- to represent its members and to regulate relations with their employer through collective bargaining of terms & conditions.
- to organize and administer such activities and funds as will assist in providing the above objectives, in order to foster effective teaching and appropriate learning conditions as approved by our profession.

3. BASE OF OPERATION

The operations of the CDTA are to be chiefly carried on in School District No. 79 (Cowichan Valley), province of British Columbia, as a local of the British Columbia Teachers' Federation (BCTF).

BYLAWS

MEMBERSHIP

Bylaw No. 1

1.1 Active Membership

Membership in the CDTA shall be in accordance with the terms of the Constitution and Bylaws of the BC Teachers' Federation (Refer to Members' Guide to the BCTF Bylaw No. 1 - Membership), except those administrators as defined in the School Act.

1.2 Associate Membership

Any person holding membership other than active membership in the BCTF may become an associate member of the CDTA on application to the CDTA Executive and on payment of the prescribed annual fee. Associate members shall not be entitled to vote or hold office. Active members shall be the only persons entitled to vote and hold office. Associate members shall not participate in any manner in matters relating to collective bargaining.

1.3 **Honorary Members**

Honorary members may be elected at any General Meeting, provided that such election is not in conflict with the Constitution and Bylaws of the BCTF. Honorary members are not entitled to vote or hold office.

VOTING

Bylaw No. 2

- 2.1 Voting rights at all General Meetings shall be restricted to active members who are in good standing.
- 2.2 Voting shall be conducted by show of hands, unless otherwise provided for by special resolution.
- 2.3 There shall be no absentee voting or voting by proxy at any level of CDTA meeting.
- 2.4 All majority decisions shall be binding upon the membership unless otherwise provided for by special resolution.

OFFICERS AND THEIR ELECTION AND DUTIES

Bylaw No. 3

3.1 **Officers**

3.1.1 **The Executive Committee** shall consist of the following officers:

- 1. President GM Jan, 2012
- 2. Vice-President
- 3. Immediate Past President - for a period of one year following his/her term of office.
- 4. Local Representative (L.R.) and Resolutions Chair AGM May, 1994
- 5. Secretary/Membership Chair GM Sept, 2007
- 6. Treasurer
- 7. Agreements Committee Chairperson
- 8. Professional Development Chairperson or CDTA Executive representative from that committee.
- 9. Social Justice Chairperson GM Sept , 2007
- 10. Working/Learning Conditions Chairperson
- 11. Health and Safety Representative GM Sept, 2007
- 12. TTOC/New Teacher Representative AGM May, 1991
AGM May, 2018
- 13. Aboriginal Education Contact GM Sept, 2009
- 14. Member at Large AGM May, 2018
- 15. Communications Officer AGM May, 2017

3.2 Elections

3.2.1 The officers and other members of the Executive Committee shall be elected by ballot at the Annual General Meeting and shall hold office from July 1 until June 30 in the school year following their election:

1. President GM Jan, 2012
2. Vice-President
3. Local Representative(s) (L.R.) to the BCTF (number to be determined by BCTF designation) GM Jan, 2012
4. Secretary/Membership GM Sept, 2007
5. Treasurer
6. Social Justice Contact person (Social Justice Chair) AGM May, 1999
7. Health and Safety Representative GM Sept, 2007
8. Nominating Committee Chairperson (See Bylaw 8.1.2.1)
9. TTOC/New Teacher Representative
10. Grievance Committee - Two members at large when there is a past president, three members at large when there is no past president. AGM May, 1993
11. Aboriginal Education Contact GM Sept, 2009
12. Member at Large AGM May, 2018
13. Communications Officer AGM May, 2017

3.2.2 The Professional Development Committee will consist of six members, three (3) being elected at the Annual General Meeting each year for a two (2) year term of office which will commence at that time. Within one month of such election the members of the committee shall elect from their number:

- 3.2.2.1 A chairperson whose election shall be ratified at the next Representative Assembly;
- 3.2.2.2 A member to serve on the Agreements Committee for a two-year term of office.
- 3.2.2.3 A member to serve on the Social Justice Committee GM Jan, 2012

Note: Refer to Appendix II for Policies & Procedures.

3.2.3 The Agreements /Bargaining Committee will consist of seven members for a two (2) year term each. Two members will be elected at an Annual General Meeting each for a two-year term of office which will commence at that time. Three members shall be elected for a two-year term from within the Working/Learning Conditions, Professional Development, and Social Justice Committees. The members of the Agreements Committee shall elect from their number a chairperson whose election shall be ratified at the next Representative Assembly. GM Jan, 2012

- 3.2.3.1.1. Notwithstanding the provision of (i) above, the Agreements Committee shall hold office for the year's contract negotiation.

- 3.2.4 The Social Justice Committee will consist of six members, three (3) being elected at the Annual General Meeting each year for a two (2) year term of office which will commence at that time. GM Jan, 2012

Within one month of their election the members of this committee shall elect from their numbers;

- 3.2.4.1 A chairperson, who will be the Social Justice contact person.(AGM 1999)
This election shall be ratified at the next Representative Assembly.

- 3.2.4.2 A member to serve on the Agreements Committee for a two-year term of office GM January, 1992

The Social Justice Committee shall:

- 1) be the committee responsible for matters pertaining to Social Justice
- 2) work towards the elimination of discrimination based on gender, gender identity, sexual orientation, race, ethnicity, socio-economic status and/or perceived gender, gender identity, sexual orientation, race, ethnicity, socio-economic status
- 3) be responsible for supporting and informing the CDTA membership about Social Justice information, events, learning resources, etc.
- 4) help develop and implement social justice policies and contract language that aim to equalize teachers, students and their communities. AGM May, 2016

- 3.2.5 Working & Learning Conditions Committee will consist of six (6) members:
Three members elected at the AGM for one-year terms.
Two members elected at each AGM for two-year terms.
The Health and Safety representative. GM Jan, 2012

The Committee will elect from their numbers:

- 3.2.5.1 A chairperson with previous experience on the committee whose election shall be ratified at the next Representative Assembly.

- 3.2.5.2 A member to serve on the Agreements Committee for a two-year term of office.

- 3.2.5.3 Representation, as much as possible, from all levels and specialist areas.
GM Sept, 2007
At the first meeting of the year, a recorder of minutes will be elected.

- 3.2.5.4 The committee will meet once a month.
Note: Refer to Appendix 1 - Policies & Procedures.

- 3.2.6 Grievance Committee will consist of seven members, the President, Vice-President, Past President for the year following his/her term of office, the Bargaining Chairperson or alternative from the negotiating team who negotiated the collective

agreement currently in effect, a representative from Working and Learning Conditions Committee, and two persons elected for one year terms at the Annual General Meeting. In a year where there is no past president, a third member at large will be elected at the Annual General Meeting.

Within one month of the AGM, the committee shall elect a chairperson from their members, and that chairperson will seek ratification at the following Representative Assembly.

Refer to Appendix 1 - Policies & Procedures.

3.2.7 Delegates to the BCTF Annual General Meeting and three alternate delegates shall be elected at a General Meeting of the CDTA before January 30 of the year in which the AGM is to be held. The President of the CDTA will automatically be a delegate to the BCTF AGM.

3.2.8 The number of votes necessary for election to office shall be 50% of ballots cast, plus one.

3.2.9 Wherever a vacancy shall occur on the Executive Committee, the vacancy shall be filled by election at the Representative Assembly or at a General Meeting, whichever comes first. If the vacancy remains, the Executive Committee shall, with the approval of such member, appoint a member to the vacant position, with subsequent ratification by the RA or at a General Meeting, whichever comes first.

AGM May, 1993

3.2.10 The Health and Safety Representative will serve on the District Health and Safety Committee and will be a member of the Working and Learning Conditions Committee.

GM Jan, 2012

3.2.10a) The Health and Safety representative will bring teachers' health & safety concerns to the district Health & Safety Committee if effective action has not been taken by the administration.

GM Jan, 2012

3.2.11 The Aboriginal Education Contact will maintain regular contact with the District Principal of Aboriginal Education and will keep the CDTA Executive and its membership informed of all issues/events. The Aboriginal Education Contact will attend Executive Meetings, Representative Assemblies, and General Meetings.

AGM May, 2016

3.2.12 The TTOC/New Teacher Committee will be comprised of any TTOCs and new teachers who wish to attend. This committee be chaired by the TTOC Representative.

FEES AND LEVIES

Bylaw No. 4

- 4.1 The activities of the CDTA shall be financed by per capita fees and levies.
- 4.2 The annual fees for CDTA membership (active, TTOC, and associate) shall be set at the AGM (upon recommendation by the Executive Committee).
- 4.3 To meet extraordinary expenses, a General Meeting of the CDTA may make a levy upon the membership of the CDTA and such levy shall be paid by each active member on or before a date to be fixed by such General Meeting.
- 4.4. The membership must receive at least five (5) calendar days notice of motion regarding fees and/or levies.
- 4.5 Any unbudgeted monetary items over \$1000.00 shall be voted on at a General Meeting for which (7) seven days advance notice shall be given.
AGM May, 1991
- 4.6 The CDTA Executive is authorized to make donations to organizations requesting assistance. The organization must be involved in educational or labour work. The sum of donations must not normally exceed \$1000.00 per year.
GM January, 1996

GENERAL MEETINGS

Bylaw No. 5

- 5.1 The sovereign body of the CDTA shall be the General Meetings which shall be open to active, associate and honorary members.
 - 5.2.1 Meetings of the CDTA shall be open only to members.
 - 5.2.2 Guests may be admitted with the approval of the meeting.
 - 5.2.3 All members are entitled to speak. Only active members are entitled to vote.
- 5.3 At least three (3) General Meetings of the CDTA shall be held within a school year. These meetings shall be held in September, January and May. The May meeting shall be the Annual General Meeting.
AGM May, 2016
- 5.4. The Quorum at a meeting of the General Meeting shall be the number of members present.
- 5.5 A special General Meeting shall be held for any purpose requiring the consideration of the membership and specifically for the purpose of salary agreement ratification and amendments thereto. Such meetings shall be held:
 - 5.5.1 At the president's discretion, or
 - 5.5.2 On the decision of the Executive Committee, or

- 5.5.3 At the call of the Executive Committee when directed by the Representative Assembly, or
 - 5.5.4 Upon written request of any group of ten or more members to reconsider actions of the Representative Assembly, within three weeks of the said Representative Assembly meeting, where those members feel the vote of the assembly did not reflect the views of the majority, or
 - 5.5.5 Upon written request of 10% of the membership to reconsider actions of the executive, within ten working days of distribution of the executive minutes. The Special General Meeting must be held within five days of receipt of request by the President.
- 5.6 **Notices of Meeting** shall be printed, circulated and posted in staff rooms:
- 5.6.1 General Meetings: at least five (5) calendar days of notice.
 - 5.6.2 Special General Meetings: at least five (5) calendar days of notice, unless there is insufficient time, and in which case, the staff representative network shall be used to circulate notice of a Special General Meeting.
- 5.7 **Circulation of Agenda and Annual Reports** for the Annual General Meeting shall take place at least seven days prior to the meeting.
- 5.8 The business of the Annual General Meeting shall include:
- 5.8.1 Receipt and discussion of reports,
 - 5.8.2 Receipt and discussion of financial statements,
 - 5.8.3 Nomination and election of officers to follow receipt and discussion of reports,
 - 5.8.4 Setting of fees and adoption of budget for the following year,
 - 5.8.5 Appointment of auditors,
 - 5.8.6 Such other business as may properly be brought before the AGM.

REPRESENTATIVE ASSEMBLY

Bylaw No. 6

- 6.1 **The membership** of the Representative Assembly shall consist of:
- 6.1.1 The staff representative(s) who shall be elected on the basis of one (1) for every ten (10) members, or for any additional fraction thereof in each school unit.

A school unit shall be defined as:

- (1) the school or schools and annexes, if any, under the supervision of one administrative officer.
- (2) the entire District staff.

- 6.1.2 The chairperson of each standing committee and the reporting member of ad hoc committees.
- 6.1.3 The chairperson or reporting member of any recognized district Local Specialist Association (LSA). Recognition shall be given annually upon submission in writing to the Representative Assembly.
- 6.1.4 In addition to the chairperson, the TTOC LSA shall elect 2 additional TOC's to represent the TTOC's at the association Rep Assemblies. AGM 1999
- 6.1.5 The members of the Executive Committee.
- 6.2 Other members of the CDTA are entitled to attend meetings of the Representative Assembly. They may speak but they may not vote.
- 6.3 The Quorum at a meeting of the Representative Assembly shall be the number of members present.
- 6.4 Meetings of the Representative Assembly shall be held in those months in which a General Meeting is not scheduled, except July and August and December and March are optional. AGM May, 2018
- 6.5 Extraordinary meeting of the Representative Assembly shall be called at the discretion of the president or if the president is petitioned by any ten members of the Representative Assembly. Such meetings shall be held within five (5) calendar days of the receipt of petition.
- 6.6 The Representative Assembly shall have the authority to act on behalf of the Association, subject to direction from a General Meeting.
- 6.7 At its first meeting each year the Representative Assembly shall elect, from its members, two people who will chair the R.A.'s and General Meetings for the remainder of the year. AGM May, 1991

DUTIES OF OFFICERS

Bylaw No. 7

- 7.1 The duties of officers and of the members of the Executive Committee shall be as defined in the CDTA Handbook and in "Simplified Rules of Order" prepared by the BCTF current edition, based on Robert's Rules of Order, newly revised, when not in conflict with any clause of this constitution.
- 7.2 The **President** shall be the presiding officer of the Association, and a member ex officio of all committees and sub-committees of the Association. The president shall be a signing officer and have general supervision of all matters and affairs of the

Association. If one or more of the LR's are unable to attend the BCTF Representative Assembly, the president shall be the designate. GM Jan, 2012

- 7.3 The **Vice-President**, in the absence or disability of the president, shall perform the duties of the president, as determined by the Executive Committee and shall have signing authority.
- 7.4 The **Secretary/Membership Chair** shall keep accurate minutes of all meetings of the Executive Committee, the Representative Assembly, and all General Meetings, and be the legal custodian of all minute books of the Association and may include providing information to the Communications Officer, membership engagement, delivering BCTF information such as Pensions/SIP/Health and Wellness program. AGM May, 2018
- 7.5 The **Treasurer** shall be a signing officer and the legal custodian of all monies of the Association and shall deposit all monies received at a chartered bank and/or Credit Union to the credit of the Association, and shall draw on those funds by cheque.
- 7.5.1 The Treasurer shall receive, disburse as directed and accurately account for all monies within budget allocations.
- 7.5.2 The Treasurer shall disburse monies beyond this allocation only in accordance with a resolution of a General Meeting or Representative Assembly.
- 7.5.3 The Treasurer shall keep a proper set of books and shall exhibit the same to the Executive Committee or to the Representative Assembly when required.
- 7.5.4 The Treasurer shall submit a financial statement and a proposed budget for the ensuing year to the Annual General Meeting. A financial statement will be presented to the first possible scheduled General Meeting in the following fiscal year.
- 7.6 Local Representative(s) to the BCTF – as outlined in Bylaw No.6 in Members' Guide to the BCTF GM Jan, 2012

COMMITTEES

Bylaw No. 8

8.1 Standing Committees

- 8.1.1 The chairpersons of the following standing committees shall be elected according to Bylaw 3.2:
1. Professional Development Committee (3.2.2)
 2. Agreements Committee (3.2.3)
 3. Social Justice Committee (3.2.4)
 4. Working/Learning Conditions Committee (3.2.5)
 5. Grievance Committee (3.2.6)
 6. TTOC/New Teacher Committee

8.1.2 The following committees shall be chaired by members of the Executive as specified below:

8.1.2.1 The immediate past president shall be the chairperson of the nominating committee. If there is no immediate past president, the chairperson of the nominating committee shall be elected at the AGM.

8.1.2.2 The vice-president shall act as chairperson of the constitution and policy committees.

8.2 **Duties of Committee Chairpersons**

Duties of chairpersons shall include:

8.2.1 Familiarizing the committee members with CDTA Terms of Reference in respect to current policies and procedures for that committee; and ensuring that these are adhered to in the conduct of committee business.

8.2.2 Attending or sending a committee representative to the CDTA Executive and Representative Assemblies and General Meetings and reporting to these groups when necessary, or as required.

8.2.3 Attending or sending committee representative to BCTF conferences/training sessions.

8.2.4 Deleted. AGM May, 2018

8.2.5 Notwithstanding the above-noted duties of committee chairpersons, a member of the Grievance Committee who also sits on the executive will be responsible for 8.2.2

8.3 **Special Committees**

8.3.1 Ad Hoc committees may be set up by the Executive Committee as deemed necessary, and their chairpersons/representatives invited to attend meetings.

8.3.2 BCTF committees - representatives to zone meetings of the BCTF committees shall be the parallel local committee chairperson or contact person, or that committee's designate.

8.3.3 Joint S.D. 79/CDTA committees
Representatives on joint S.D. 79/CDTA committees shall include only members who have received the endorsement of the Executive Committee. AGM May, 1991

QUORUM

By- Law No. 9

- 9.1 A quorum of the Executive Committee is 50% of the Executive Committee members.
- 9.2 A quorum of the Representative Assembly shall be the number of members of the Representative Assembly present.
- 9.3 A quorum of the General Meeting of the CDTA shall be the number of members present.

REFERENDUMS AND SURVEYS

Bylaw No. 10

- 10.1 The Executive Committee may at its discretion, and shall when directed by a General Meeting, submit to all voting members any question affecting the interests of the Association. A vote on such question shall be taken by ballot (with a time limit set for return); but no action will be taken by the Executive Committee except as authorized by a majority of those voting.
- 10.2 That in instances where membership input is solicited via local surveys, that the surveys be mailed to each fulltime TTOC member, with the cost of the mail-out being borne by the Association committee responsible for the survey.

GM January, 2001

FINANCIAL YEAR

Bylaw No. 11

- 11.1 The financial year shall commence on July 1st of each year.

GM May, 2002

DISCIPLINE

Bylaw No. 12

- 12.1 The professional conduct of all members shall be governed by the BCTF Code of Ethics.

EXAMINATION OF BOOKS AND RECORDS

Bylaw No. 13

- 13.1 Current records will be in the care of the appropriate executive member.

All other books, documents and other records shall be kept in the care of the president and (with the exception of those books, records, or documents containing information confidential to members or former members), may be examined by any member upon giving due notice in writing to the president.

RULES OF ORDER

Bylaw No. 14

- 14.1 The BCTF current edition of Simplified Rules of Order based on Robert's Rules of Order (1986 edition) shall govern proceedings of all meetings of the CDTA, except where these may be inconsistent with the Bylaws of the CDTA or BCTF.

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Bylaw No. 15

- 15.1 Any proposed amendment to this constitution and bylaws shall be presented to the Executive Committee as an extraordinary resolution at least one week before a meeting of said committee.
- 15.2 The Executive Committee shall then advise the Representative Assembly of the proposed amendment(s) prior to the next General Meeting. All members will be advised in writing at least seven (7) days prior to the General Meeting. That General Meeting shall vote upon the amendment.
- 15.3 The consent of at least two-thirds of the voting members present at the General Meeting is required to amend the constitution and bylaws.

POLICIES AND PROCEDURES

WORKING AND LEARNING CONDITIONS COMMITTEE Appendix I

1. CHAIRPERSON

- 1.1 The chairperson of the WLC Committee is a member of the CDTA Executive.
- 1.2 The Health and Safety representative is a member of the District Health and Safety Committee. In the event that the Health and Safety Representative is unable to attend the District Health and Safety Committee Meeting, the chairperson of the WLC or appointed designate will attend. GM Jan, 2012
- 1.3 The duties of the WLC chairperson are to include initiating WLC clauses for the consideration of the CDTA Executive and Agreements Committees and to carry out directions from the Executive.
- 1.4 The WLC chairperson or designate shall attend any zone meetings called by the BCTF which pertain to WLC matters. GM Jan, 2012
- 1.5 Chairperson or designate shall attend the CDTA Executive meetings, RA and any General Meetings to communicate WLC concerns and information. GM Jan, 2012
- 1.6 Chairperson will submit the report of the committee's yearly activities to the Annual General Meetings.

2. DUTIES OF WLC COMMITTEE

- 2.1 Collect data from all sites in order to gather information concerning:
 - a. class size and composition.
 - b. working conditions, e.g. instructional contact time/supervision/teacher workload.
 - c. facilities.
 - d. instructional resources and materials
 - e. health & safety
 - f. current or proposed collective agreements matters
 - g. possible collective agreement violations

GM Jan, 2012
- 2.2 Formulate a checklist and distribute to all sites in September to confirm adherence to collective agreement.

GM Jan, 2012
- 2.3 Collect detailed information on WLC matters district wide.

GM Jan, 2012
- 2.4 Prioritize district budget concerns.

GM Jan, 2012
- 2.5 In consultation with the CDTA Executive, prepare a budget brief for submission to the Board.
- 2.6 deleted

GM Jan, 2012
- 2.7 The WLC Committee shall be discreet at all times and keep counsel of privileged information.

GM Jan, 2012
- 2.8 Annually review the WLC policies and procedures.

GM Jan, 2012
- 3. **HEALTH AND SAFETY REPRESENTATIVE**
- 3.1 The Health and Safety representative is a member of the District Joint Health & Safety Committee.
- 3.2 The Health and Safety Representative will report on District meetings.
- 3.3 The Health and Safety Representative will attend zone meetings as a H/S Rep.
- 3.4 Bring teachers' health & safety concerns, through the Health and Safety representative, to the district Health & Safety Committee if effective action has not been taken by the administration.

GM Jan, 2012

PROFESSIONAL DEVELOPMENT COMMITTEE

Appendix 2

1.0 Purpose

- 1.1 It is the objective of the Cowichan District Teachers' Association to promote the professional growth of its members. The CDTA Professional Development Committee will:
 - 1.1.1 encourage all members to develop and/or maintain a high standard of effectiveness in the classroom;
 - 1.1.2 encourage members to keep pace with changes in subject/course content, philosophy and methodology or instruction;
 - 1.1.3 encourage members to develop processes and learn how to use materials that best meet the needs of their students.
 - 1.1.4 encourage members to establish effective school-based professional development programs;
 - 1.1.5 provide coordination and support for those members who wish to participate in professional activities.
 - 1.1.6 encourage membership in PSA's and LSA's.
- 1.2 The CDTA, through the Professional Development Committee, subscribes to the BCTF Declaration of Continuing Education Principles as stated in the BCTF Members' Guide.

2.0 **Definitions**

- 2.1 **Professional Development:** is broadly defined as any activity or event whereby a teacher can update his/her knowledge or expertise in a field of studies, or to keep abreast of developments in teaching styles or strategies, as well as becoming aware of changes in the educational philosophy and education in general. It does include, but is not limited to, participation in such activities as:
 - 2.1.1 self initiated visits to other classrooms or schools;
 - 2.1.2 conferences and workshops held outside School District No. 79;
 - 2.1.3 school-based or district-wide workshops organized within the district;
 - 2.1.4 collegially determined staff development programs;
 - 2.1.5 or any other approved activity which promotes professional growth.
 - 2.1.6 active membership in a PSA or LSA.
- 2.2 **Professional Development does not include:**

the development and/or implementation of ministry curriculum for a specific course of studies to be presented within a classroom.

- 2.2.1 **Inservice:** Board initiated and funded provision of specific training or assistance to members for the purpose of implementing new or revised programs or curricula, or in assisting them in the execution of those duties assigned to them by the Board.
- 2.2.2 **Curriculum Development:** The process of developing curriculum and related materials for a specific course of study.
- 2.2.3 **Curriculum Implementation:** The process is associated with the actual or intended use by the member of the curricular innovations and changes.
- 2.2.4 **Voluntary activities** such as curricular or extra curricular involvement with students e.g. field trips, sports tournaments, etc.
- 2.2.5 Deleted AGM April, 2009
- 2.3 **Workshop:** Any educationally oriented activity publicized as a "workshop" by an association, college or university or any educationally oriented activity of less than twenty hours.
- 2.4 **Course:** Any educationally oriented activity offered by the BCTF, or any established university or junior college, which publicizes the activity as a "course" in its official calendar; provided, however, that no activity will be considered a "course" if it is less than twenty contact hours in duration.
 - 2.4.1 **Credit Course:** Any course as described in Article 2.4 for which the member received academic credit recognized by the BC College of Teachers.
 - 2.4.2 **Non-Credit Course:** Any course as described in Article 2.4 for which the member receives no academic credit.
- 2.5 **District Staff:** Those members not assigned to a particular school or schools.
- 2.6 **Member:** A member of the Cowichan District Teachers' Association.
- 2.7 **Professional Development Committee:** The committee elected at the CDTA Annual General Meeting.
- 2.8 **Professional Development Representative Assembly:** The committee made of the volunteer CDTA professional development members, one representative from each school, one representative from district staff and one representative from each Local Specialist Association. AGM April, 2009

2.9 **Curriculum Implementation Committee:** The committee established pursuant to the current collective agreement between the Board and the Association.

3.0 Non-Instructional Days

3.1 As per the collective agreement between the Association and the Board, non-instructional days shall be allocated for teacher professional development activities.

3.2 Such non-instructional days shall be considered as instructional days for salary purposes.

3.3 Such non-instructional days shall be used as follows:

3.3.1 Local Specialist Association Days: One date shall conform to the Professional Specialist Association Day, usually the third week in October; L.S.A.'s shall be responsible for organizing activities within the district for members under the coordination of the Professional Development Committee.

3.3.2 School-based Professional Development Days: Each school professional development representative shall be responsible for organizing professional development activities for members within that school based on the needs and requests of the teachers within that school; AGM April, 2008

3.3.3 District Professional Development Days: The Professional Development Committee shall be responsible for organizing activities for all members of the Association based on the needs and requests of same.

4.0 Professional Development Fund

4.1 The Board's contribution to this fund shall be negotiated by the Bargaining Committee.

4.2 The Board contribution shall be forwarded to the Association pursuant to the current collective agreement.

4.2.1 CDTA members who are engaged by the CDTA Professional Development Executive to present a local workshop/course within School District No. 79 shall be given in lieu of monetary reimbursement, equal TTOC time to be used for their own professional development. AGM May, 2016

4.2.2 CDTA members, who are TTOC's, and engaged by the CDTA to present a local workshop/course within School District No. 79 shall be given equal monetary reimbursement on scale.

If needed, a 0.5 TTOC day is provided to prepare the workshop to be used in advance of the workshop/course to be presented within the current school year.

- 4.2.3. Compensatory time earned cannot be transferred to other CDTA members.
- 4.2.4. Compensatory time earned for October and February professional development days must be used by the end of the current school year (i.e. June 30th).
- 4.2.5. Compensatory time earned for the May professional development day must be used by the end of the current calendar year (i.e. December 31st).
- 4.2.6. The Professional Development Committee will only provide compensatory time and 0.5 TTOC prep time to a maximum of two presenters per workshop/course.
- 4.2.7. CDTA members who are TTOCs and engaged by the CDTA Professional Development Executive to present a local workshop/course within School District No. 79 shall be given equal monetary reimbursement in scale. AGM May, 2016
- 4.3 The costs associated with the administration of this fund shall be fully borne by the Professional Development Fund. AGM April, 2009
- 4.4 The signing officers for the fund shall be the Association president and the Professional Development Committee chairperson or designate.
- 4.5 The Professional Development Committee will determine the distribution of the allotted funds. The funds will be divided on a proportional basis between:
 - (a) Individual PD funding;
 - (b) L.S.A.'s;
 - (c) L.S.A. Day;
 - (d) School-based Day;
 - (e) District Day;
 - (f) Professional Development Committee;
 - (g) Summer PD if surplus funds of current fiscal year are available.AGM April, 2009
- 4.6 A disbursement statement shall be prepared and provided to the CDTA Executive bi-monthly during the school year, and to the Board according to the terms of the current collective agreement.
- 4.7 The fund shall be audited annually by an auditor chosen by the Association.
- 4.8 The members in each school shall be responsible for:
 - 4.8.1 Deleted. AGM April, 2008
 - 4.8.2 electing or appointing a representative to the Professional Development Representative Assembly;

- 4.8.3 making decisions on the use, application and expenditure of the funds allocated to the school;
- 4.8.4 organizing professional activities within the school for the designated school-based professional development days.
- 4.9 The decisions of the use, application and expenditure of the CDTA's professional development funds will be made by CDTA members only for such professional development activities such as: AGM April, 2009
- 4.9.1 Attendance of individual members at workshops and courses in or out of the district. AGM April, 2009
- 4.9.2 school visitations by individual members or groups of staff members within or outside the district;
- 4.9.3 staff professional development, teacher effectiveness training;
- 4.9.4 organization of professional development activities on the designated school-based days.
- 4.10 If a school, or several schools, opt to participate in a workshop being sponsored by a special interest or district group as their school non-instructional day activity, then those participating schools may share their finances of the costs involved. Applications for such shared events must have the approval of all school representatives involved. AGM April, 2008 and AGM April, 2009
- 4.11 Each June the Committee will review professional development expenditures, and if it appears not all of the allocated funds for the previous school year have been used, all such unused or non-committed funds will be returned to the Professional Development Committee's general fund. AGM April, 2009
- 4.12 Regulations governing expenditure guidelines and limits will be developed by the Professional Development Committee each September and circulated to members of the association.
- 4.13 Individual members attending authorized professional development activities may claim the following expenses from their school professional fund allotment with the understanding that only partial reimbursement may be possible:
 - 4.13.1 TTOC costs;
 - 4.13.2 Registration fees;
 - 4.13.3 Travel costs; ferry and/or fuel costs to and from venue, out of district PD only;

4.13.4 Accommodation

CDTA member's application of Professional Development funds should be in the most economical means possible.

Overnight accommodations will be provided, at CDTA Professional Development Funds' expense, to those members attending a CDTA Professional Development Executive Committee approved activity if in the opinion of the member she/he needs to stay the night prior to the commencement of the activity.

The following expense shall be funded:

1. Hotel rooms are at cost provided the claim is supported by receipts.
2. the single room rate, unless the following conditions apply:
 - i.) spouses are sharing accommodation to attend their respective professional development activities;
 - ii.) colleagues are sharing accommodation to attend their respective professional development activities. Please note this is consistent with the BCTF policy statement 10.I.36 which states, "That the Federation encourage sharing of accommodation at BCTF sponsored meetings."

All CDTA members on Professional Development Committee approved activities are provided hotel accommodation for the night on which the activity adjourns when any of the following conditions apply:

- i. weather and road conditions are hazardous in the opinion of the affected member;
- ii. on the day the activity adjourns and the member is unable to arrive home safely in the opinion of the affected member.

Otherwise, rooms will not be provided on the final night of the activity in cases where travel home is possible.

CDTA members are encouraged to use the list of unionized hotels provided in the BCTF Travel Information Booklet. Non-union hotels should only be used when a union hotel is not available.

4.13.5 Meal allowance, out of district PD only.

- 4.14 The fund will not pay for the purchase of kits, equipment and/or other materials for school/personal use; unless it is required as part of the workshop/course the member is registered in, or is part of a CDTA sponsored Professional Book Club for which the member(s) has applied for and been approved by the Professional Development Executive Committee. AGM April, 2009

- 4.15 The committee is responsible only for the approval of professional development expenditures. Teachers requiring TTOCs and leave of absence for professional development purposes must have prior written approval of their administrative officer.

- 4.16 Applications for expenses of members wishing to attend professional development activities must be submitted to their school professional development representative at least three weeks prior to the activity. Claims for reimbursement of approved expenses must be made within three weeks of the date of the activity. The onus for claiming expenses rests entirely upon the member and funds allocated to members which remain unclaimed after this three week period will be released and become available for further use by the CDTA members. AGM April, 2009
- 4.17 In the event of late notification of upcoming activities, a teacher receiving less than the required three weeks advance time for submission for approval may still be able to obtain approval by submitting a completed application form to his/her school representative including the signature of the administrative officer. AGM April, 2008
- 4.18 After the event applications will not be approved.
- 4.19 When an application has been disallowed by a school representative, the applicant has the right of appeal to the CDTA Professional Development Executive Committee and failing that, the CDTA Executive. AGM April, 2008
- 4.20 A teacher attending workshops, conferences or seminars is expected to be available as a local resource person for their school staff and/or other district teacher group(s).
- 4.21 CDTA members who present a local workshop/course within School District No. 79 shall be given in lieu of monetary reimbursement TTOC time in lieu as per section 4.2.1 of the CDTA's Professional Development Constitution to be used within the calendar year either in preparation for the workshop or for furthering their own professional development. A maximum of two days can be accumulated by members facilitating a workshop/course. Out-of-pocket expenses for materials/equipment for the workshop/course will be reimbursed by the sponsor's professional development fund, be that a school, an LSA or the Professional Development Committee. AGM April, 2009
- 4.22 Resource persons who are not CDTA members will be granted their normal fee plus transportation, accommodation and TTOC costs, if required. A CDTA Professional Development Claims Form will be provided.
- 4.23 The Professional Development Executive Committee retains the responsibility of administering and disbursing money as well as final approval of all ProD activity claims.
- 4.24 The committee will not consider individual or school requests that have not previously been approved by the school's representative, except on appeal. All such requests should be within the CDTA approved district policies and expense allowances. AGM April, 2008

4.25 Requests for special consideration of long term activities or additional expenses not provided for in the guidelines may receive special consideration from the Professional Development Committee at its regular business meeting, subject to the approval by the school representative. AGM April, 2008.

4.26 Local Specialist Association
An LSA is a group of teachers interested in promotion and advocacy of professional development in the specialist area.

There shall be an elected executive with the equivalent title of at least three of the following CDTA members:

- Chairperson
- Secretary
- Treasurer

In order to be recognized as an LSA of the CDTA, the following criteria must be met:

- There shall be a PSA in existence. If there is not a PSA, a representative assembly must approve the LSA.
- At least three LSA meetings shall be held each school year, a minimum of two meetings in person.
- Membership is open to all interested CDTA members.

The LSA shall support the CDTA's efforts in advocating for the specialty area.

LSA Responsibilities

LSAs shall have the responsibility to promote professional development through activities that may include:

- Providing learning opportunities
- Maintaining liaison with specialty programs
- Maintaining liaison with the BCTF PSA
- Initiating and maintaining contact with beginning teachers
- Maintaining a system of communication with its members

LSA Financing

In order to receive funding, the LSA must submit a Budget Planning Form to the CDTA office no later than November 30th.

Those LSAs that submit the Budget Planning Form after November 30th will not receive funding.

In order to receive funding, the LSA must meet the criteria of (whatever the section is going to be, I've arbitrarily called it 1.)

Only one LSA should exist per PSA.

Charges for operating expenses will be borne by the LSA's operating budget.

An LSA can charge a fee to offset activity costs.

All LSA expenses shall be recorded by the LSA's treasurer and reported to the CDTA Professional Development Executive by May 31st. AGM May, 2016

5.0 Participation in Professional Development Activities

- 5.1 On all Professional Development Days (district and school-based) it is expected that all teachers will be in attendance at arranged professional development activities, unless there is an approved alternate activity. School-based representatives should provide direction for members as to appropriate activities. However, the ultimate onus or responsibility rests with the individual member. Approval for an alternate activity must be sought and gained from the school representative three weeks prior to the scheduled Professional Development Day. If the approval is disallowed by the school representative, the individual member has the right of appeal to the full CDTA Professional Development Committee. AGM April, 2008 and AGM April, 2009
- 5.2 Non-members of the association may participate in professional development activities at a cost to be determined annually by the Professional Development Committee.

6.0 **Duties of the Professional Development Committee Chairperson**

- 6.1 Organize meetings of the Professional Development Committee and the professional development Representative Assembly;
- 6.2 Be responsible for the division of duties to each of the other five members of the committee as follows:
- 6.2.1 Professional Development Committee secretary;
 - 6.2.2 L.S.A. Day Coordinator;
 - 6.2.3 School-based Professional Development Day Coordinator;
 - 6.2.4 District Professional Development Day Coordinator;
 - 6.2.5 Professional Development representative on the Bargaining Committee;
 - 6.2.6 Professional Development representative on the joint Board/Association Curriculum Implementation Committee;
 - 6.2.7 Professional Development Committee treasurer.
- 6.3 Prepare a yearly budget and year-end report;
- 6.4 Present bi-monthly financial reports to the professional development Representative Assembly and the Executive;
- 6.5 Present a statement of disbursements to the Board as pursuant to the collective agreement;

- 6.6 Facilitate a variety of professional development activities based on the needs and requests of the members of the Association.
- 6.7 Distribute professional development information regularly to all members.
- 6.8 Prepare bargaining clauses relating to professional development.
- 6.9 Attend bargaining committee meetings or assign an alternate as per Article 4.2 above.
- 6.10 Attend Executive and General Meetings of the Association as well as zonal professional development meetings with other Associations or assign an alternate.
- 6.11 Provide for a signing officer for the professional development fund.
- 6.12 Review applications and reimburse funds.
- 6.13 Submit proposed dates to be used for professional development activities to the Association Executive and the board.
- 6.14 Act as a resource person in the areas of planning, facilities and resources for workshops and seminars, when requests by a special interest group or school staff.

7.0 Duties of the School Professional Development Representative

- 7.1 Facilitate communication between CDTA members at their school and the Professional Development Committee.
- 7.2 Facilitate organization of professional development activities in the school.
- 7.3 Bring school professional development concerns to the attention of the Professional Development Committee.
- 7.4 Deleted AGM April, 2009
- 7.5 Attend meetings of the professional development Representative Assembly.
- 7.6 Act as a liaison between the school CDTA members and the school administration for the following reasons: AGM April, 2008
- 7.6.1 Deleted AGM May, 2005
- 7.6.2 As the principal, under the School Act, is charged with the responsibility for the operation of his/her school, it is necessary that he/she is aware of school activities for the designated school-based professional development days.
- 7.7 Annually review the school professional development policy.

TTOC/NEW TEACHER COMMITTEE

The TTOC/New Teacher Committee is comprised of any TTOCs and new teachers who wish to attend and that this committee is chaired by the TTOC Representative. This committee will be chaired by the TTOC/New Teacher representative.

AGM May, 2018

LOCAL ASSOCIATION PRESIDENT (LAP)

Appendix 3

1. That the CDTA pay their local Association president's salary according to that person's placement on the local's collective agreement with the board.
2. That the CDTA budget include an allowance to cover out of pocket expenses while conducting Association business: Meals at cost and mileage as per BCTF policy based on submission of receipts and vouchers to substantiate.
3. That the CDTA Executive be empowered to approve up to five compensatory days annually for the LAP. Days beyond that number would require the approval of the RA or General Meeting, whichever came first. The LAP would report the use of each day to the Executive. The Vice-President would assume duties.
4. That relevant leave days in the agreement be available to the president subject to the approval of the Executive. Sick days are taken according to the provisions of the collective agreement.

Note: This simply empowers the Executive to act when some of the more emergent types of leaves are necessary for the LAP. It empowers the Executive Committee, as opposed to the superintendent because the LAP is on leave from the board and is employed by the local.

5. That the CDTA will pay any increased automobile insurance costs required by the LAP to the maximum in the collective agreement. Note: See Article B.10.3.
GM Jan, 2012
6. That the CDTA will reimburse the LAP according to the provisions of Article B.7.1 of the collective agreement (Damage to Vehicles and Personal Property) should a loss be incurred by the LAP while rendering Association service, while on school district property or attending to the CDTA office and/or meetings. Note: This amount is currently to a maximum of \$600 or the cost of the deductible, whichever is less.
GM Jan, 2012
7. That a cell phone be provided to the president and vice president. The cell phones will be owned by the Association and the number will remain the same for any incoming president and vice president.
AGM May, 2016

GRIEVANCE COMMITTEE

Appendix 4

1. Chairperson:

- 1.1 The chairperson of the Grievance Committee will ensure that a member of the Grievance Committee who is also a member of the Executive Committee is assigned to report to the Executive Committee.
- 1.2 The chairperson of the Grievance Committee will ensure that reports are made to Representative Assemblies and to General Meetings.
- 1.3 The chairperson of the Grievance Committee will submit a report of the committee's work to the Annual General Meeting.
- 1.4 The chairperson and the president will be responsible for maintaining grievance records.

2. Duties of Committee:

- 2.1 The local, as bargaining agent, is the party which must deal with contract violations. Members with possible school-based grievances should immediately inform the staff representative. Members with possible grievances arising at the district level should immediately inform the president.
- 2.2 The president and the chairperson of the Grievance Committee shall have the overall responsibility for the processing of grievances. The president shall keep BCTF staff informed about local grievances.
- 2.3 The staff representative shall provide assistance to teachers when a grievance is initiated (Step One), and shall have the responsibility for the initial documentation of the grievance, a copy of which will be forwarded to the CDTA office. The staff rep shall keep the grievor and staff (if appropriate) informed about the progress of the grievance.
- 2.4 At the request of the committee, the staff rep shall participate in meetings which pertain to a grievance arising from a particular school.
- 2.5 The Grievance Committee will make recommendations to the local Executive Committee regarding referral of a grievance to arbitration. The authority to refer grievance to arbitration will rest with the Executive, which shall consider the recommendation of the Grievance Committee and the BCTF Bargaining and Member Services Division.

- 2.6 Members who wish to serve on the Grievance Committee will be willing to undertake grievance training to best meet the needs of the membership. (Note: This training is most frequently offered during the summer.)
- 2.7 The Grievance Committee will assume responsibility to annually review any grievance handling forms and internal procedures.
- 2.8 The Grievance Committee will assume responsibility to annually review Policies and Procedures and to make recommendations for change as required.
- 2.9 The Grievance Committee will ensure that the membership is kept informed about grievances in the local.

SUBMISSION OF BRIEFS TO THE BOARD

Appendix 5

Be it resolved that all briefs to be presented to the board by membership should be submitted to the CDTA Executive for review prior to the presentation to any board member or board committee. The Executive may, at its discretion, refer such briefs to the RA or to the appropriate CDTA committee with an accompanying recommendation. This procedure does not preclude the submission of a brief which has failed to gain CDTA endorsement, on the understanding that the CDTA reserves the right to inform the board that such a brief does not have its support. It is expected that the originators of the brief will be responsible for its presentation at the board level. They may, however, request the CDTA assistance in this task. (See BCTF Code of Ethics No. 8)

GM September, 1994

CDTA BURSARY

Appendix 6

1. That the Col. R.M. Lendrum Bursary shall be awarded to three students in the district who intend to pursue a career in the field of education. This does not preclude students who wish to take undergraduate training in a faculty other than education prior to obtaining the necessary teacher training.
2. A scholastic standing of not less than a "C+" average is required.
3. Awarded annually unless at the discretion of the committee there is no eligible applicant.
4. The application to include the financial circumstances of the student and his/her family.
5. The award shall be paid to the registrar of any accredited post-secondary institution upon written confirmation of acceptance received by the committee from the recipient of the award.
6. In the event that the recipient does not continue his/her studies during the year, any sum remaining from fees shall be returned to the CDTA.

GM September, 1994

7. Normally, the award will be paid out in the year following graduation. In certain circumstances and with a written request to the CDTA, an extension may be granted.
GM January, 1996
8. Children or grandchildren of CDTA members or retired members be given preferential consideration in the determination of the recipients of the CDTA bursaries.
GM May, 1998

Work Experience Students in the Classroom

Appendix 7

- a. While the Association agrees that work experience placements are an important part of school programs for students, such placements in a classroom setting are assumed by the sponsor teacher on a voluntary basis only. No teacher must feel obligated to accept a work experience student.
- b. The Association and the administrative officer of the placement site will be notified by the school based facilitator of the intent to place a work experience student in that workplace. Timing of the placement will be at the discretion of the sponsor teacher.
- c. The sponsor teacher will be informed of the work experience student's responsibilities under the district's work experience program prior to the student's placement.
- d. The sponsor teacher will provide direct instruction to the work experience student as to the safety concerns and procedures within the classroom and worksite where the student will be placed.
- e. The work experience student shall not assume responsibility independently from the sponsor teacher to whom he/she has been assigned for any instructional processes or activities.
- f. The sponsor teacher may terminate the work experience placement at any time by notifying the school based facilitator.
- g. Some feedback on the student's performance in the work experience placement in the classroom will be requested of the sponsor teacher by the school based facilitator.
- h. Work experience students must be at least 15 years of age at the time of placement in order to meet the requirements of the Workers' Compensation Board.
- i. No work experience students will be placed in educational settings where confidentiality is a must, e.g. teacher-counselor settings; some special education settings.
- j. No work experience students will be placed where labour/management disputes are taking place.
- k. Work experience students will not be used to replace teachers, teacher assistants or other non-teaching personnel who have been laid off or had their hours cut.

- l. Work experience placements of students into classroom settings must adhere to the provisions of the current collective agreement between teachers and the board, e.g. class size.
- m. The work experience placement of a student into a classroom setting must not conflict with teachers' obligations under the BCTF Code of Ethics.

Teacher Representation on School District Committees

Appendix 8

1. A representative is selected and appointed by the Cowichan District Teachers' Association and is therefore a representative of the CDTA.
2. A representative is obligated to bring to the district committee the policy positions of the CDTA and the BCTF on issues. To this end a representative should familiarize himself/herself with CDTA and BCTF policy. A representative has an obligation to put forward the best case possible in representing the CDTA position to the other members of the committee.
3. Where the CDTA has not taken a position on a significant matter tabled as an agenda item before the committee, a representative should seek advice from the CDTA before committing the CDTA to a particular course of action or a particular policy position. A representative should state to the committee that he/she needs to seek advice from the Association before committing to any position.
4. It is expected that a CDTA representative on a district committee will report to the CDTA Executive on a regular basis and the staff Rep Assembly when appropriate. The CDTA Executive will include "committee reps' reports" on meeting agendas as appropriate.
5. CDTA representative(s) to district committees should write minority reports if necessary. In such cases, other members of the committee should be advised in advance that the CDTA's representative(s) is(are) not in agreement with the direction of the committee and is(are) giving consideration to writing a minority report .
6. Where it is not advisable to write a minority report, but the committee stand is not in accordance with CDTA policy, the CDTA rep(s) should ask that the report indicate that the representative(s) raised objections and is(are) not in agreement.
7. CDTA reps to district committees should bring policy recommendations to the executive for debate and discussion.
8. The CDTA Executive shall brief its appointed representatives to district committees on guidelines and relevant policies.

Conflict of Interest Policy

Appendix 9

1. Locals will take all reasonable steps to ensure that conflicts of interest are avoided.
2. It is the responsibility of locally elected officers to bring to the attention of the local any potential, apparent or real conflicts of interest. Conflicts of interest include, but are not limited to, situations where:
 - a) a local officer may in some way benefit materially or financially from exercising union duties; or
 - b) a local officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.
3. A conflict of interest does not exist when a benefit arises from performance of duties that affect officers as one of a broad class of BCTF members.
4. When a conflict of interest arises, the local executive shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:
 - a) the officer absents herself/himself from the discussion and vote on any matter that gives rise to the conflict;
 - b) the officer no longer represents members vis-à-vis the school board (i.e. delegates the function of representing members to another officer);
 - c) the officer removes herself/himself from the decision-making of the local executive;
 - d) the officer takes a leave of absence until such time as the conflict no longer exists;
or
 - e) the officer resigns her or his position with the local

One or more steps may be appropriate, depending on the circumstances of the individual case. Steps (d) and (e) should only be exercised in compelling cases.

GM January, 2008