

Nechako Teachers' Union Constitution and Bylaws

Amended at NTU AGM January 28, 2020

CONSTITUTION & BY-LAWS OF THE NECHAKO TEACHERS' UNION

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ACRONYMS/GLOSSARY

Following is a list of acronyms and terms used throughout this constitution:

Replacement	A person who does not hold a valid B.C. teaching certificate but is Teacher employed as a replacement teacher.
TTOC	Teacher Teaching on call. A person who holds a valid B.C. teaching certificate.
AGM	Annual General Meeting, either of the Nechako Teachers' Union or the BCTF
BCTF	British Columbia Teachers' Federation
EC	Executive Committee of the Nechako Teachers' Union
FTE	Full Time Equivalent
LR	Local Representative, elected by members of the Nechako Teachers' Union to represent them at the BCTF Representative Assembly
NTU	Nechako Teachers' Union, represents teachers in Local 56
PD	Professional Development
POSR	Position of Special Responsibility

CONSTITUTION

ARTICLE 1

The name of the East End teachers' local union in School District 91 Nechako Lakes shall be the Nechako Teachers' Union, a branch of the British Columbia Teachers' Federation.

ARTICLE 2

The objectives of the Nechako Teachers' Union, referred to as the NTU, shall be:

- 2.01 To promote the cause of education in School District 91 Nechako Lakes and in British Columbia.
- 2.02 To raise the status and promote the welfare of the teaching profession in School District 91, Nechako Lakes and in British Columbia.
- 2.03 To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

BY-LAWS

BY-LAW 1 Membership

- 1.01 Active Voting Membership shall be granted for the term of a person's employment to:
 - (1) All persons employed as teachers in the East End of School District 91 who sign up to the local and the BCTF, including:
 - a. Teachers Teaching on call who hold a valid B.C. teaching certificate; and
 - b. Persons who hold a valid B.C. teaching certificate and are employed to teach adult education courses which are in the regular school curriculum or equivalent thereto.
 - c. All exchange teachers coming to B.C. from another country or province, without signing up or paying a membership fee.
 - d. Associated professionals employed to provide professional services to students and/or teachers who are covered by the collective agreement, and who sign up.
- 1.02 Associate Membership shall be granted upon application and receipt of fees to persons who do not hold valid B.C. teaching certificates and are employed as teacher replacements by a board of school trustees as well as others as defined in the BCTF Bylaw on Associate Membership.

- 1.03 Active Members and Associate Members shall be governed by the Constitution, Collective Agreement, and By-Laws of the BCTF.
 - .01 Only Active Members shall participate, in any manner, in matters related to collective bargaining.
 - .02 The Active Membership fee shall be set at the NTU Annual General Meeting (AGM).
 - .03 Eligible persons may become Associate Members of the NTU on payment of a fee of 1% (one percent) of gross teaching earnings.
 - .04 All Active Members of the NTU shall be active members of the BCTF.
 - .05 All Active Members new to BCTF will be inducted into the BCTF at a ceremony established by the Executive Committee (EC) of the NTU.
- 1.04 Honorary Life Members may be elected at any general meeting, provided that such election is not in conflict with any clause of the BCTF Constitution and By-Laws. Honorary Life Members who continue teaching shall retain their Active Membership status without payment of the NTU fee but remain Active Members of the BCTF.
- 1.05 Except for approved leaves of absence, Active Membership and Associate Membership shall cease:
 - (1) Upon six (6) months nonpayment of monthly dues or acceptance of employment in another district.
 - (2) This provision may be waived for TOCs who would, under the Collective Agreement, otherwise be eligible for leave.

BY-LAW 2 Executive Committee

There shall be an Executive Committee of the Nechako Teachers' Union.

- 2.01 The EC shall consist of:
 - .01 A President
 - .02 A Vice-President
 - .03 The immediate Past President
 - .04 A Treasurer
 - .05 A Secretary
 - .06 All standing committee chairpersons except that of the Scholarship Committee: Bargaining; Liaison Committee; Local Elections; Mentorship; Professional Development; and Social Justice
 - .07 The Local Representative
 - .08 One School Union Staff Representative (Staff Rep) from each school, one Staff Rep from the district staff and one Staff Rep from the adult centers.
 - .09 One Staff Rep to represent TTOCs and replacement teachers in the district
 - .10 A First Nations Contact
 - .11 A District Health and Safety Contact.

BY-LAW 3 Table Officers

- 3.01 The Table Officers of the NTU shall be:
 - .01 The President
 - .02 The Vice-President
 - .03 The Secretary
 - .04 The Treasurer
 - .05 The immediate Past President
 - .06 The Local Representative (LR)

- 3.02 A quorum of the table officers shall consist of three table officers which shall include the president.
- 3.03 Meeting of Table Officers:
.01 The Table Officers shall be charged with the day to day activities which include, but are not exclusively limited to, general business with the approved budget, correspondence and general planning.
.02 The Table Officers shall meet as often as necessary.

BY-LAW 4 Voting Procedures

- 4.01 In all meetings of the NTU, or its committees, voting shall be by show of hands, except when a secret ballot is moved and seconded by active members, or when so ruled by the chair.
- 4.02 All elections and collective agreement balloting shall be done by secret ballot.
.01 Only individuals whose name appears on the most current registry shall vote on the collective agreement.
.02 Only individuals who have signed in at one of the three meeting sites shall be able to vote in an election.
.03 A secret ballot may be conducted using an electronic voting platform, as long as it has the following features:
(i) Anonymous voting;
(ii) A means to distribute exactly one ballot to each voting member at one of the three meeting sites;
(iii) The voting platform shall be determined at the discretion of the NTU Executive at the first NTU Executive meeting of each school year.
- 4.03 A general meeting may choose to decide any matter, except elections, by a referendum vote.
- 4.04 A referendum vote shall be conducted as follows:
.01 The general meeting shall appoint a returning officer.
.02 The general meeting shall determine the wording of the motion to appear on the ballot.
.03 The EC shall publicize the referendum at least three weeks (21 days) in advance of the vote.
.04 The Staff Rep and one other executive appointed staff member shall distribute and collect ballots in each school, place and seal them in an envelope and submit them to the returning officer.
.05 A register of voters shall be signed by all teachers participating in a referendum vote.
.06 The returning officer and the president shall count the ballots and report the results to the membership.
.07 The ballots shall be kept for a period of three months after each referendum and then destroyed.
.08 In case of inclement weather/or other eventualities balloting on the collective agreement shall be conducted at each of the secondary schools of the District.
.01 The determination of "inclement weather/or other eventualities" shall be done by the Table Officers.
.02 The procedures for conducting balloting shall be those outlined in: 4.02.01; 4.04.04, .05, .06, .07.

BY-LAW 5 Amendment of Nechako Teachers' Union Constitution

There shall be provision for the amendment of the Constitution and By-laws.

- 5.01 The Constitution and By-laws may be amended by a 3/4 vote of the active members present at any general meeting, providing that notice of such amendment shall have been submitted in writing to the president or to the secretary and circulated to all active members at least one week prior to the general meeting.
- 5.02 The Constitution and By-laws may be amended by a 3/4 vote of the members present at the Annual General Meeting. Proposed amendments must be presented to the meeting in written form.
- 5.03 The Constitution and By-laws shall be reviewed by the EC annually.

BY-LAW 6 Conduct of Meetings

- 6.01 The most recent edition of the Simplified Rules of Order (BCTF) shall guide procedures at all meetings unless inconsistent with this constitution.
- 6.02 The most recent edition of Robert's Rules of order shall be the final reference for the arbitration of any questions on procedures, unless inconsistent with this Constitution.
- 6.03 Responsibilities of General Meeting site coordinators:
 - .01 All actions to be moved by members at the remote meeting sites that require recognition of the chair shall be facilitated through the site coordinator.

BY-LAW 7 Executive Committee Duties

The Executive Committee shall be responsible for conducting the business of the Nechako Teachers' Union.

7.01 Duties

The EC shall:

- .01 Meet as often as necessary.
- .02 The EC quorum shall be: three (3) table officers and three (3) Staff Reps.
- .03 Exercise executive powers of the NTU subject to its Constitution, By-laws, and Collective Agreement.
- .04 Direct and supervise the business and ethical practices of the NTU.
- .05 Coordinate objectives and assignments for all committees.
- .06 Where a vacancy occurs amongst the EC during the year, arrangements shall be made for a by-election at the next general meeting.
- .07 Propose either an auditor or an internal audit comprised of three (3) active members, exclusive of the EC's members, to be ratified by the NTU Annual General Meeting (AGM).
- .08 Ratify all committee appointments.
- .09 Establish policy for the NTU.
- .10 Examine the past policies of the EC at the first meeting of the new school year to determine whether to continue with or delete the individual policies.

7.02 Terms of office

- .01 The EC shall be elected at the AGM, except the Staff Reps. The EC shall assume office on the last day of June, except as in by-law 10.02.01.
- .02 Staff Reps from each school shall be elected before the September executive meeting. In the event that a vacancy occurs, a new Staff Rep shall be elected for the duration of the term.
- .03 The president shall be elected for a term of two years. Should a midterm vacancy occur, the EC shall appoint a replacement who will serve until an election can be held at the NTU Annual General meeting.

- .04 The term of office of all other executive committee positions shall be for a term of 1 year.
- .05 A vote of no confidence at a NTU General Meeting prior to the Annual General Meeting may be used to force a mid-term election of the president at the Annual General Meeting.

BY-LAW 8 Duties of the Table Officers

8.01 Duties of the President

The President shall:

- .01 Be the presiding officer at all NTU meetings and EC meetings.
- .02 Be a member of all standing committees.
- .03 Take steps, early in the year, to ensure that each officer and chairperson knows his/her role in the NTU.
- .04 With the advice of the EC, be empowered to appoint ad hoc committees.
- .05 Be responsible for being, or appointing, a chairperson at NTU general meetings.
- .06 Act as an alternate LR.
- .07 Act as one of the BCTF AGM delegates.
- .08 In the absence of a Staff Rep at any site, grievances are to be directed to the president.
- .09 Act in a public relations capacity for the NTU.
- .10 Act as the Co-Chair of the Burns Lake Nechako Teachers' Union (BLNTU).
- .11 Distribute any necessary union information as needed to membership.
- .12 Be the legal custodian of all property of the NTU.
- .13 Have charge of the NTU archives which shall be located in the NTU office.
- .14 Have charge of the correspondence of the NTU.

8.02 Duties of the Vice-President

The Vice-President shall:

- .01 In the absence or disability of the President, perform the duties of the President.
- .02 Perform those duties as may be assigned by the EC.
- .03 Chair the Annual Constitution Revision.
- .04 Chair the Committee to revise and up-date NTU Policies.

8.03 Duties of the Treasurer

The Treasurer shall:

- .01 Have care and custody of all monies of the NTU.
- .02 Deposit all monies in any recognized financial institution designated by the EC.
- .03 Disburse all monies by cheque on the order of the EC or a quorum (50%) of the Table Officers which must include the president.
- .04 Keep a proper set of books of account for the NTU and have these books ready for inspection by the EC and/or members, when requested.
- .05 Receive and review reports from the PD Treasurer annually.

8.04 Duties of the Secretary

The Secretary shall:

- .01 Prepare and preserve a record of all the minutes of all general meetings and EC meetings of the NTU.
- .02 Sign and execute all documents in the name of the NTU when authorized to do so by the EC or the NTU.
- .03 Circulate minutes and notices of meetings as required.
- .04 Publish notice, at least one week in advance, of each General Meeting and the AGM.

8.05 Duties of the Local Representative:

The Local Representative (LR) shall:

- .01 Represent the NTU at the BCTF Representative Assembly.
- .02 Report to the membership after each BCTF Representative Assembly.
- .03 Serve on committees as directed by the EC.
- .04 Keep a record of the BCTF Representative Assembly meetings and report to the NTU AGM.

BY-LAW 9 Staff Representatives

Staff Representatives to the Executive Committee

9.01 There shall be Staff Reps as follows:

- .01 One Staff Rep from each school/site.
- .02 One Staff Rep to represent TTOC's and replacement teachers in the district.

9.02 Duties the Staff Rep shall:

- .01 Arrange meetings of the school staff to conduct NTU business.
- .02 Attend EC meetings.
- .03 Ensure that each staff member is supplied with BCTF and NTU information which shall include a review of the BCTF Code of Ethics, the local grievance procedure, local evaluation procedure.
- .04 Represent the local and/or members as defined in the Collective Agreement.
- .05 Notify the EC of staff members who are retiring or who suffer serious illness or bereavement.
- .06 Be elected after the Annual General Meeting, but before the September EC meeting as per 7.02.02.

BY-LAW 10 Bargaining Committee

The Bargaining Committee shall be a standing committee of the NTU.

10.01 **Membership**

The Bargaining Committee shall consist of:

- .01 Six members duly elected at the NTU AGM.
- .02 Ex-officio members as may be appointed by the EC.

10.02 **Elections**

- .01 Effective May 2001, two members shall be elected annually for a three year term.
- .02 The chairperson shall be elected by the Bargaining Committee from the elected committee members. The election shall follow the local AGM and take place by the end of June for the succeeding school year.
- .03 In the situation of active bargaining with no agreement, newly elected members shall assume their duties as defined but members whose terms have expired shall remain Committee members until a settlement is reached.

10.03 **Duties**

The Bargaining Committee shall:

- .01 Have the chairperson select members from the committee to act as the negotiating team.
- .02 Have the negotiating team to act as the sole local bargaining agent for NTU members.
- .03 Present the final proposal or offer from the School Board to a general meeting for acceptance or rejection.
- .04 Recommend further action to the general meeting.

.05 Review cases when requested by a teacher who disagrees with salary placement, and present the findings to the Joint Committee.

.06 Receive recommendations from, and report to, staff groups.

.07 Meet at least twice in the period from September to December, at least once prior to opening negotiations, and at least weekly during negotiations.

.08 Have the chairperson act as the Co-Chair of the BLNTU Bargaining Committee.

10.04 Joint Committee

The NTU representatives to the Joint Committee shall:

.01 Be the President, the Bargaining Committee chairperson, and one other EC member appointed by the Executive Committee.

.02 Be a sub-committee of the Bargaining Committee.

.03 Act on all matters involving interpretation of the Contract.

.04 The EC may direct the Joint Committee to report on any items where there is no breach of required confidentiality.

10.05 Deferred Salary Retirement Savings Plan Management Committee:

.01 represent the NTU to the joint Board/NTU committee regarding administration of D.S.R.P. funds.

.02 will be composed of three NTU members representative on a regional basis, except where no regional representative is available that seat may be filled by election-at-large.

.03 will include the Bargaining Chairperson as a member and representative of the region in which he/she teaches.

.04 will be formed annually at the General Meeting held to elect the Bargaining Chairperson.

.05 will be a sub-committee of the Bargaining Committee.

10.06 Liaison Committee

The NTU representatives to the Liaison Committee shall:

.01 Have two members of the Bargaining Committee and a third member (at large) appointed by the EC so that all three geographic areas are represented. The President of the NTU is an ex-officio member and should attend all meetings.

.02 Be a sub-committee of the Bargaining Committee.

.03 Act as a liaison between the NTU and the School Board.

.04 Report to the Bargaining Committee and the Executive Committee the outcomes of committee meetings.

.05 Act as liaison with School Board re: School Board budget.

.06 The liaison is the Budget Committee.

10.07 Working/Learning Conditions Committee shall:

.01 Be a sub-committee of the Bargaining Committee

.02 Monitor working/learning conditions in the School District.

.03 Provide the local contact for the BCTF Working/Learning Conditions Committee.

.04 Keep a record of all meetings and report to the EC.

.05 Work with district administrators to improve or maintain working/learning conditions.

.06 Receive recommendations from, and report to, staff groups through Staff Reps.

.07 Have a member of the Bargaining Committee as the chairperson.

BY-LAW 11 Professional Development Committee

The Professional Development Committee shall be a standing committee of the NTU.

11.01 Membership

The Professional Development (PD) Committee shall be composed of:

- .01 A chairperson who is elected at the NTU AGM.
- .02 The PD chairperson of each school. For these purposes, district staff constitute a school.
- .03 The immediate past-chairperson of the committee.
- .04 One representative from each provincially and locally recognized specialist association.

11.02 Duties

The Professional Development Committee shall:

- .01 With EC approval, act as local representative between the School Board and the teachers in matters of PD, in-service and curriculum development.
 - .02 Act as liaison between the BCTF and the NTU in matters of professional development, in-service and curriculum development.
 - .03 Initiate and organize PD, in-service and curriculum development.
 - .04 Keep a record of all meetings and report to the NTU AGM.
 - .05 Receive recommendations from, and report to, staff groups through local school PD representatives.
- 11.03 The Professional Development Committee chairperson, may, in consultation with the NTU EC and the PD Committee, appoint a PD treasurer, who shall report to the NTU Treasurer as required.
- 11.04 The Professional Development Committee Chairperson shall also act as Co-Chair of the BLNTU PD Committee.

BY-LAW 12 Social Justice Committee

12.01 Membership

- .01 A chairperson who is elected at the NTU AGM.
- .02 Ad hoc members as required.

12.02 Duties

The Social Justice Chairperson/Committee shall:

- .01 Be concerned with all matters pertaining to discrimination and role stereotyping in the education system.
- .02 Act as local contact with related BCTF committees.
- .03 Keep a record of all meetings and report to the AGM
- .04 Form sub-committees as required.

BY-LAW 13 Social Committee

13.01 Membership

- .01 A Chairperson who is elected at the NTU AGM.
- .02 Ad hoc members as required.

13.02 Duties

The Social Committee shall:

- .01 Be responsible for organizing the social functions of the NTU.
- .02 Be responsible for amenities at general meetings.
- .03 Keep a record of all meetings and report to the Annual General Meeting.

BY-LAW 14 Scholarship Committee

The Scholarship Committee shall be a standing committee of the NTU.

14.01 Membership

The Scholarship Committee shall be comprised of

.01 Two teacher representatives from each school enrolling grade twelve students.

14.02 Duties

The Scholarship Committee shall:

.01 Recommend to the NTU EC on the matter of the NTU scholarship awards.

.02 Review the NTU scholarship policy annually and recommend revisions to the EC.

.03 Keep a record of all meetings and report to the Annual General Meeting.

BY-LAW 15 Local Representative(s) **AMENDED AND MOVED TO 8.05**

BY-LAW 16 Financial Affairs

The financial affairs of the NTU shall be conducted over a fiscal year and audited each year.

16.01 The financial year shall be from July 1 to June 30, inclusive.

16.02 Annual fees

.01 Shall be determined at the AGM.

.02 Shall be due and payable by monthly salary deductions.

16.03 Special levies may be made by motion at a general meeting to cover extraordinary expenses. Notice of motion in published form, two weeks in advance of the meeting, is required.

16.04 All withdrawals shall be processed by cheque, jointly signed by two of three signing officers.

16.05 Unless otherwise decided by the EC the signing officers shall be the President, Vice-President, and the Treasurer.

16.06 The EC shall have the power to approve payments for operating expenses.

16.07 There shall be allowance in the budget toward expenses incurred by members of the EC in the fulfillment of their duties.

16.08 Any member shall, by giving notice in writing, have the right to inspect the books of account and the records of the NTU.

16.09 Act on the recommendation of the EC (7.01.07) for either an external audit or an internal audit each year at the AGM.

16.10 The yearly financial statement and the external auditor's report or the internal audit report shall be presented to the first general meeting after September 1 of each year.

16.11 The proposed budget shall be recommended by the EC at the first general meeting after September 1 of each year.

16.12 Except as in 16.06 above, all expenditures over and above an approved budget must be approved by a general meeting.

16.13 The position of president shall be a full time paid position. The base rate is to correspond to the current salary scale. In the event that the President holds a Position of Special Responsibility (POSR) at the time of election, that POSR remuneration shall be added to the base rate.

16.14 Table officer positions: Honorariums shall be given to the Treasurer, Pro D chair, and Pro D Treasurer. A similar honorarium shall also be offered to the Bargaining Chair in an active bargaining year or at the discretion of the EC. Honorarium shall be in the form of reimbursement for these 4(four) executive member's: cellular phone bill; internet bill; or the purchase of computer hardware or software, the amount not to exceed \$2,396.00 per school year. Receipts and/or invoices shall be provided to the NTU Treasurer at the NTU AGM annually.

BY-LAW 17 General Meetings

There shall be at least three (3) General meetings called per year, exclusive of the AGM. General meetings shall be called at the discretion of the EC or by petition of at least one third of the membership.

17.01 Membership

.01 The quorum for a general meeting shall be not less than twenty-members in attendance at one of the three designated host sites.

.01 Each of the three designated sites within the NTU local shall have one coordinator responsible for setting up platform and member sign in/out of meeting.

.02 In order to be counted as part of the quorum, members shall be required to sign in/out with their legal name, as well as time in and time out, if leaving the meeting prior to adjournment.

.02 Where a general meeting has been cancelled for a lack of a quorum, a notice of a second meeting shall be posted as per 8.04.04. Should there be a lack of a quorum at this second meeting the business shall be conducted as if a quorum were present.

.03 One week's notice in writing shall be required for all general meetings, except in emergency circumstances as determined by the Table Officers. A minimum notice of a meeting shall be 24 hours (1 day).

.04 Notices of all meetings are to be posted by the EC.

.05 The only business at an emergency meeting shall be that business for which the meeting was called.

.06 The quorum for an emergency meeting shall be at least three fifths (3/5) of the table officers and not less than ten (10) other members.

17.02 Duties

A general meeting shall:

.01 Ratify the Collective Agreement, Addenda, and subsequent Letters of Understanding.

.02 Transact business deemed necessary to ensure the operation of the NTU.

.01 That all motions be done in writing and when moving a motion, members identify themselves by last name and first initial.

.02 That all seconders to motions identify themselves by last name and first initial.

.03 That any amendments to be made to a motion be done through the site coordinator in writing.

.03 Provide direction to the EC.

.04 Elect and provide direction to delegates to the BCTF Annual General Meeting.

.05 Elect Executive Committee members whenever vacancies occur throughout the term of office.

.06 Hear and debate and rule on all matters of policy.

.07 Ratify a budget for the fiscal year.

.08 Act on fiscal matters when necessary.

BY-LAW 18 Annual General Meeting

There shall be an Annual General Meeting of the NTU.

18.01 Membership

.01 The Annual General Meeting is for all members of the NTU.

.02 A quorum for the AGM shall consist of not less than ten (10) percent of the total Full Time Equivalent (FTE) membership, exclusive of the TOCs, as of September 30th of the current school year.

18.02 Duties

The Annual General Meeting shall:

- .01 Meet prior to the end of May.
- .02 Receive reports.
- .03 Consider resolutions and recommendations.
- .04 Conduct general business.
- .05 Set the annual fee for the coming year.
- .06 Name the auditor.
- .07 Elect table officers and the LR and alternates.
- .08 Elect all standing committee chairpersons and the Professional Development Treasurer. The Scholarship Committee chairperson is not an elected position; they shall be selected by the Executive Committee. The Bargaining Chairperson shall be selected by the members of the Bargaining Committee.
- .09 Elect members of the Bargaining Committee as defined by term of expiration or position vacancy.

18.03 Voting procedures

- .01 Each Active Member of the NTU in attendance shall have one vote. That vote may be by show of hands, except when a secret ballot is requested as per 4.01.
- .02 All elections shall be conducted by secret ballot. The winner's name being announced as per 20.01.04.

18.04 Notice of meeting

- .01 Notice of the AGM shall be posted at each member's worksite and posted on the NTU e-mail conference, at least two weeks prior to the meeting date.

BY-LAW 19 Nominations and Elections

All officers of the NTU shall be duly nominated and elected.

19.01 Nominations and elections of table officers, Local Representative, alternates and standing committee chairpersons:

- .01 The candidates may submit their name and a brief statement to the President to be distributed to the membership one week in advance of the AGM. Nominations for all offices shall be accepted from the floor at the NTU AGM before each election. For contested positions, nominees will have an opportunity to speak to the NTU AGM.
- .02 All nominees for office shall be introduced at the close of nominations.
- .03 The number of votes required to elect a candidate shall be fifty (50) percent plus one, of the countable ballots cast with the rules of the BCTF AGM election of Executive Officers applying.
- .04 The order of election of Table Officers shall be: President, Vice-President, Treasurer, Secretary and LR.

BY-LAW 20 Delegates to BCTF AGM

There shall be delegates to the BCTF Annual General Meeting elected at a general meeting or by elections held regionally prior to the BCTF AGM.

20.01 There shall be one delegate for each voting card assigned to the NTU.

.01 The Table Officers shall determine if the delegate election shall be at a general meeting or by elections held regionally.

.02 Nominations for the regionally held elections shall be called for by the Staff Reps of all schools and names forwarded to the president.

.03 Ballots shall be prepared and the balloting will be conducted as outlined in: 4.02.01, 4.04.04, .05, .06, and .07.

20.02 **Duties**

.01 To represent the NTU at the BCTF AGM.

.02 To attend all sessions of the BCTF AGM.

.03 To report to the NTU concerning business conducted at the BCTF AGM.

20.03 **Voting Procedures**

.01 As decided by the delegates in any one year.

20.04 **Delegates Expenses**

.01 The NTU budget will make allowance for BCTF AGM delegates' expenses.

.02 Delegates will receive an expense payment based on the BCTF scale of allowances.

BY-LAW 21 Affiliation

21.01 This NTU is affiliated with the British Columbia Teachers' Federation.

.01 No portion of this Constitution shall be repugnant to the Constitution and By-laws of the B.C. Teachers' Federation and the Collective Agreement.

.02 Where no policy is clearly defined by this Union, the NTU will follow the Policies and Procedures of the BCTF.

.03 All Active Members of the NTU shall be members of the BCTF.

.04 All Active Members of the NTU shall be members in good standing with the College of Teachers.

NTU POLICIES

Scholarship Policies

NTU CLOSED SCHOLARSHIPS:

Ebus Academy: Academic \$750 **AND** General \$750

Fort St James Secondary: Academic \$750 **AND** General \$750

Fraser Lake Elementary Secondary: Academic \$750 **AND** General \$750

Nechako Valley Secondary: Academic \$750 **AND** General \$750

ACADEMIC:

i) An NTU Closed Scholarship-Academic shall be for children (or surviving children) of active members, or of Honorary Life Members of the Nechako Teachers' Union.

ii) Applicants BC Ministry of Education official school of record shall be Ebus Academy, Ft St James Sec, Fraser Lake Elem-Sec, or Nechako Valley Sec for their graduating year.

iii) The amount of the award will be set annually as the NTU budget is finalized.

iv) The recipient of the NTU Closed Scholarship-Academic scholarship will be chosen by the school scholarship committee in each secondary school from the top academic member children from that school. Recipient must be undertaking a post-secondary program of at least two years duration. The school scholarship committee shall notify the NTU treasurer of the name of the recipient. The recipient needs to provide a letter from the registrar, including full time Fall and Winter registration status, in a valid post-secondary program prior to payment of the award.

v) The school committee, on the basis of the final Grade *10-12* grades, will determine the award recipient. The GPA calculation will consist of all 48 course credits used to fulfill the required course requirements in each of the subject areas. The Language Arts 12 credit must be English 12 or English 12 First Peoples and 12 of the remaining 28 credits used in the final calculation must be from courses that are "approved" courses in the UNBC entrance requirement list. Recipients must have a GPA of 3.0 or greater to be considered for this scholarship.

vi) Recipients may elect to delay receipt of the scholarship until September of the year following graduation.

vii) The recipient of the NTU Closed Scholarship-Academic is not eligible to receive the NTU Closed Scholarship-General.

GENERAL:

i) An NTU Closed Scholarship-General shall be for children (or surviving children) of active members, or of Honorary Life Members of the Nechako Teachers' Union.

ii) Applicants BC Ministry of Education official school of record shall be Ebus Academy, Ft St James Sec, Fraser Lake Elem-Sec, or Nechako Valley Sec for their graduating year.

iii) The amount of the award will be set annually as the NTU budget is finalized.

iv) The recipient of the NTU Closed Scholarship-General scholarship will be chosen by the school scholarship committee in each secondary school from the top academic member children from that school. Recipient must be undertaking a post-secondary program of at least two years duration. The school scholarship committee shall notify the NTU treasurer of the name of the recipient. The recipient needs to provide a letter from the registrar, including full time Fall and Winter registration status, in a valid post-secondary program prior to payment of the award.

v) The school committee, on the basis of final Grade 10-12 grades will determine the award recipient. The GPA calculation will consist of all 48 course credits used to fulfill the required courses requirements in each of the subject areas and any other 28 credits that fulfill the graduation requirements.

vi) Recipients may elect to delay receipt of the scholarship until September of the year following graduation.

vii) The recipient of the NTU Closed Scholarship-General is not eligible to receive the NTU Closed Scholarship-Academic.

Appendix A

Nechako Teachers' Union

Professional Development Policies

100 Accounting

101 Treasurer

- i. The PD Treasurer will be elected at the NTU AGM of each year. If the appointment of a PD Treasurer is necessary, it will be done at the discretion of the PD Chair.
- ii. The PD treasurer will keep a proper set of books of account of the NTU PD funds for the PD committee and for the Union, will have these books ready for inspection by the PD committee, or the NTU executive committee when requested, and will provide a written report to the PD committee each PD meeting.
- iii. The PD treasurer, under the direction of the PD chair, will be responsible for the processing of PD funding requests, PD billing, and PD accounts payable

102 Signing Authority

- i. Signing officers for PD accounts will be the PD chair, PD treasurer, the NTU treasurer, and the NTU president.
- ii. Two signatures will be required on each cheque issued on behalf of the NTU PD committee.

200 PD Structures

- i. The allocation of monies necessary to accommodate conference attendance by individuals, district/LSA/group events, summer institutes and PD operational costs will annually be determined by the PD Committee at the first PD meeting of the year.
- ii. PD monies will be allocated over four terms. Applications will begin to be accepted as of September 15 of every year. Term 1 will accommodate PD opportunities from September 15th to December 31st. Term 2 will accommodate PD opportunities from January 1st to March 31st. Term 3 will accommodate PD opportunities from April 1st until June 30th. Term 4 will accommodate PD requests from July 1st until school begins in September.

300 Funding Guidelines

301 Funding Priority

- i. Funding will be made available to members on a priority basis. Members who did not receive PD funding in the previous 5 years are to receive first priority in the receipt of PD funding. Those members who did receive PD funding in those years will receive PD funding, as funds remain available, after those members who were first priority. Priority will be based on the number of years since last receiving PD funding.
- ii. Applications for PD funding must be received prior to EACH term.

302 Funding Structure

- i. Funding will be provided to individuals for attendance at conferences and seminars, or enrolment in a (non-university credit) online course, or webinars, that provide professional development and enhance the practice of teaching or provide further development of a teaching area.
- ii. Costs for attendance or enrollment at a conference, seminar, webinar or online course will be funded up to a maximum of \$ 900.00 in any one year.
 - a) Included within that total are:
 - Transportation costs
 - Registration and fees
 - Accommodation.
 - b) TTOC costs for one day are funded in addition to the PD funding of \$ 900.00. Further TTOC costs for conference days may be funded if total costs will remain below the \$ 900.00 maximum regardless, the use of PD funding for more than one TTOC day will require prior approval from the PD Chair.
 - c) Transportation costs include airfare, parking, bus, ferry or taxi fares. For long distance trips, if travel is by car, the vehicle expenses must not exceed the cost of 3/4 economy fare air travel to the nearest airport. No extra TTOC time will be funded as the result of a decision to drive rather than fly.
 - d) Car rental costs are not covered without prior approval from the PD Chair. The NTU will not be responsible for any supplemental insurance for the collision deductibility.
 - e) If private accommodation is used, then funding of \$30.00 per night will be provided.
 - f) Conference registration costs must be pre-paid by the individual attending. PD will not pre-pay conference registration costs.
- iii. Original receipts (credit card receipts and/or statements alone are not acceptable) for all costs are required before reimbursement will be provided. Receipts should be submitted to the PD chair within 30 days of the conference dates so reimbursement may occur. Receipts should be made out in the name of the funding applicant. Shared receipts should show the names of all applicants sharing that cost. Note that the late submission of receipts ties up funding that would otherwise be available for other users. Please submit receipts on time.

400 PD Processes

401 Process for Application

- i. Application forms are available from school PD representatives, and from members of the PD committee.
- ii. Applications for each term are to be filled out, and a copy faxed, scanned, or mailed to the PD committee chair. Applications will be considered on the 1st day of each term and a reply will be made that night. A lottery will occur if applications exceed the budget. Therefore all applications must be received prior to the day the term begins.
- iii. Applicants will receive notification from the PD Chair when their application for PD funding is approved.

402 Funding Approval

- i. Approval of PD funding will be made as soon as practicable following receipt of an application for funding.

- ii. Approvals made by the PD chair will be reviewed by a review sub-committee comprised of two members of the PD committee at the end of each funding term.
- iii. The Review sub-committee will be elected from amongst, and by, the members of the PD Committee at the start of each year.

403 Approval of Reimbursement

- i. The PD chair and PD Treasurer will, as promptly as possible, approve and direct reimbursement after original receipts for a conference have been received.
- ii. Decisions in this regard will be reviewed by the Review sub-committee comprised of two members of the PD committee.

404 Appeal Process

- i. Decisions made by the PD chair with regard to the approval of funding or of reimbursement may be appealed to the PD committee for their review and decision.
- ii. Should dispute continue after appeal to the PD committee, then final appeal shall be to the NTU table officers, and their decision shall be final.
- iii. For each of i. and ii. above, the PD chair and the claimant, shall be asked to make a submission in support of their claims. Both parties will then be asked to leave the meeting, while determination is reached.

500 Policy Change

- i. Any substantive change to PD funding policies must be agreed to by membership vote at an NTU General Meeting. Organizational and process changes shall need the agreement of the PD Committee only.

Revised at NTU AGM, May 16, 2018

Funding changes approved at NTU AGM, May 16, 2018

NTU Constitution amended at NTU General Meeting, January 28, 2020