

# Maple Ridge Teachers' Association Constitution & Bylaws



(Revised from: Feb 1973, Sept 1975, Sept 1980, Dec 1987, Apr 1989, June 1993, Oct 1996, June 1999, Feb 2000, Oct 2001, Jan & Nov 2004, June 2005, June 2008, June 2010, May 2014, Jan 20, 2016, May 25, 2016, Jan 18, 2017, May 20, 2020, June 16, 2021, Oct 12, 2021, May 18, 2022)

## CONSTITUTION

### CLAUSE 1: NAME:

The name of the association shall be "The Maple Ridge Teachers' Association" and it shall be a branch of the British Columbia Teachers' Federation.

### CLAUSE 2: OBJECTIVES:

The objectives of this association shall be:

1. To promote the cause of education in School District #42 (Maple Ridge-Pitt Meadows).
2. To raise the status of the teaching profession in Maple Ridge and Pitt Meadows.
3. To promote the welfare of the teachers in Maple Ridge and Pitt Meadows.
4. To encourage promising students to enter the teaching profession.
5. To help the attainment of these ends throughout the province.
6. To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment. (Amended May 21, 2014)

### CLAUSE 3:

The business of the association shall be carried out in School District #42 (Maple Ridge-Pitt Meadows) and in surrounding districts. (Approved: 1984/05/02)

## BYLAWS OF THE CONSTITUTION

### BYLAW 1: MEMBERSHIP:

#### A. Active Membership:

As provided by the bylaws of the British Columbia Teachers' Federation, teachers, speech and language pathologists, school psychologists, and adult educators employed by the Board of School Trustees of School District #42 shall be eligible for membership in this Association and shall pay the annual fee. Other British Columbia Teachers' Federation members may be accorded active membership in the Maple Ridge Teachers' Association according to British Columbia Teachers' Federation bylaws. Active members shall be the only persons entitled to

vote and hold office. Only active members shall participate in any manner in matters related to collective bargaining.

**B. Honorary Life Membership:**

A general meeting of this association may confer on any member Honorary Life Membership in the Maple Ridge Teachers' Association. Honorary Life Members shall be accorded equivalent status to active members, without payment of fees. Honorary Life Members shall not participate in any manner in matters related to collective bargaining, except where such Honorary Life Member is also an active member.

**BYLAW 2: VOTING:**

- a) All active members of the Maple Ridge Teachers' Association present at a duly authorized meeting shall be eligible to vote.
- b) Voting shall be by secret ballot for election of officers, standing committees and British Columbia Teachers' Federation Annual General Meeting delegates. **A candidate must have a majority of the votes cast to win an election.**
- c) All other voting shall be by a show of hands unless a ballot is demanded by one third of the members present at a meeting.
- d) Staff Voting: When a two-thirds majority at a General Meeting feels that it is democratically necessary to survey the wishes of the entire membership on any issue, staff voting may be conducted as follows:
  - i. Such voting shall be administered by the Staff Representative(s) and shall be recorded on printed forms, which are accompanied by suitable explanatory material.
  - ii. The Association Secretary will ensure that the forms and explanatory material are delivered to the staff representative(s) at least one week before the returns are required.
  - iii. The Executive Council will appoint a member of the association to act as a returning officer who will report to staff representatives.

**BYLAW 3: FEES AND LEVIES:**

The annual fee shall be determined at the May/June General Meeting and shall be collected via payroll deduction by the Secretary-Treasurer of School District #42 in consultation with the Treasurer of the Maple Ridge Teachers' Association. The Association may, in a General Meeting, enact a special levy on the membership provided that at least five (5) days prior to the meeting, written notice is given to the membership.

(AGM May 21, 2014)

**BYLAW 4: EXECUTIVE COUNCIL:**

- a) The Executive Council of the Maple Ridge Teachers' Association shall consist of:
- |  |  |
|--|--|
| President  | Membership                                 |
| First Vice-President   | Treasurer                                  |
| Second Vice-President  | Health and Safety                          |
| Local Association Representatives to the BCTF (3 + Alt)                |  |
| Members at Large (2) (or Immediate Past President + 1 Member at Large) |  |
| Aboriginal Education Contact   | Political Action Contact                   |
| Secretary  | Continuing Education Contact               |
| French Education Contact   | and the Chairs of Standing Committees for: |
| Communications   | Social Justice                             |
| Professional Development   | Early Career Teacher                       |
- Also: Any additional temporary one year only positions that have been approved by membership at an MRTA General Meeting.

(AGM May 18, 2022, EGM June 16, 2021/GM Jan 20, 2016/AGM May 21, 2014, AGM May 28, 2008, GM May 23, 2001)

- b) The President and First Vice-President, with responsibilities for bargaining and working and learning conditions, and Second Vice-President, shall be released from teaching duties to work and serve membership in the MRTA office. (EGM June 16, 2021, AGM May 20, 2020, AGM May 28, 2008)
- c) The Executive Council shall manage the affairs of the Association and shall be subject to direction from, and be accountable for its actions to, the Local Representative Assembly and the General Meetings.
- d) That the Executive Council be authorized to approve extraordinary expenditures of up to \$2,500, including up to \$1,000 for BCTF hospitality functions.

**BYLAW 5: LOCAL REPRESENTATIVE ASSEMBLY:**

- a) The Local Representative Assembly shall be composed of representatives of school staffs elected by each staff and the Executive Council of the Maple Ridge Teachers' Association.
- b) Representation and voting at the Local Representative Assembly shall be on the basis of one representative or one vote for each 15 MRTA members assigned to the staff or fraction thereof.
- c) One representative may hold all the voting cards for a staff.
- d) Each of District Office staff, Student Support Services, and Adult Educators personnel who belong to the British Columbia Teachers' Federation and the Maple Ridge Teachers' Association are each considered separate staff for the purpose of Bylaw 5.
- e) Teacher on Call Teachers who are members of the Association are considered a separate staff for the Purpose of Bylaw 5.

Representatives to the Local Representative Assembly for a school year will be based on the number of active Teacher on Call Teachers who are not on a school staff list, who have voting rights for this Association, and who are members as of September 15 of each year. (GM Sept. 25/91)

#### BYLAW 6: ELECTION OF OFFICERS:

- a) The President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership Person, Local Association Representatives to the British Columbia Teachers' Federation, Members at Large (or Immediate Past President + 1 Member at Large), Aboriginal Education Contact, Health & Safety Rep, Political Action Contact, Continuing Education Contact, and French Education Contact shall be elected at the Annual General Meeting in May/June. (AGM May 18, 2022, EGM June 16, 2021)
- b) The past President shall serve for one year. An additional position of Member-at-Large shall be elected in the absence of an immediate past president.
- c) That any Executive Council member who misses two consecutive meetings without reasons acceptable to the remaining Executive Council members shall be assumed to have resigned, and a replacement will be elected at the next General Meeting. If necessary, the Executive Council may appoint an alternate until a general meeting is held.
- d) Chairs of Standing Committees, with the exception of the First Vice President/Bargaining Chair and Treasurer, shall be elected by the members of their committees as soon as possible after the election of the Standing Committees in May/June. (AGM May 21/14)
- e) With the exception of released officers, where a member of the Executive Council is removed by a majority vote of a General Meeting, is incapacitated and/or resigns, replacement will happen in one of the following ways:
  - a committee chair will be elected by the remaining committee members.
  - directly elected Executive Council positions will be elected at the next General Meeting.(GM, Jan 23, 2019, AGM May 28, 2008)
- f) In the event that the President or First Vice-President is removed by a majority vote of a General Meeting, is incapacitated and/or resigns, the Executive Council shall appoint a replacement to fulfill the position on a pro-tem basis. An election for the vacated position shall be held no sooner than 6 weeks and no longer than 8 weeks later, at an Emergency General Meeting. (GM Jan 23, 2019)
- g) Special General Meetings shall be called by the President at the written request of a majority of the Executive Council, or three (3%) per cent of the FTE members of the Association. Petitions must state the business to be dealt with at the meeting. Special General Meetings shall deal only with the business for which they have been called. Such meetings shall be held within ten days (10) of receipt of the written request.
- h) Emergency General Meetings may be called without written notice to deal with those issues that may not be dealt with at regularly scheduled General Meeting.

- i) Written notice with proposed agenda of each General Meeting shall be sent to each staff representative at least two school days prior to the meeting except for Emergency General meetings.
- j) Executive Council meetings shall be held monthly during the school year. Special Executive Council meetings shall be called at the written request of the majority of the Executive Council. Such meetings shall be held within forty-eight (48) hours of receipt of the written request.
- k) Local Representative Assembly Meetings shall be held between regular General Meetings and at any time deemed appropriate for the conduct of Bylaw 12.
- l) That only Maple Ridge Teachers' Association members and guests invited by the Maple Ridge Teachers' Association be allowed to participate in Maple Ridge Teachers' Association meetings.
- m) That the ratification of a Collective Agreement be done by secret ballot.

(AGM May 21/14, GM Jun. 23, 1991)

**BYLAW 7: STANDING COMMITTEES:**

The Standing Committees are:

Working and Learning Conditions/Bargaining  
 Social Justice  
 Early Career Teacher

Communications  
 Professional Development  
 Finance

(AGM May 25, 2016, GM Jan 20, 2016, AGM May 21/14, AGM May 28, 2008)

- a) Unless otherwise determined by a majority of members at a General Meeting, the Standing Committees shall consist of seven MRTA members, with the exception of the Finance Committee, which consists of the Treasurer (chair) and four additional members.  
 (AGM May 21/14)
- b) Every member present at a General Meeting has the right to vote for each member of a committee.
- c) Standing Committees shall be subject to direction from the general membership and to the Executive Council between General Meetings.
- d) Standing Committees have the right to set up ad hoc subcommittees to study or carry out projects within their jurisdiction. Standing Committees are responsible for their ad hoc committees.
- e) Duties of the Standing Committees shall be determined by Association policy.

**BYLAW 8: MEETINGS:**

- a) General Meetings shall be called at least three (3) times in each school year, one of which must be held in September/October, one of which shall be held in January/February, business to include elections of delegates to the British Columbia Teachers' Federation

Annual General Meeting, and one of which shall be the Annual General Meeting to be held the last Wednesday in May.

- b) Special General Meetings shall be called by the President at the written request of a majority of the Executive Council, or three (3%) percent of the FTE members of the Association. Petitions must state the business to be dealt with at the meeting. Special General Meetings shall deal only with the business for which they have been called. Such meetings shall be held within ten days (10) of receipt of the written request.
- c) Emergency General Meetings may be called without written notice to deal with those issues that may not be dealt with at regularly scheduled General Meeting.
- d) Written notice with proposed agenda of each General Meeting shall be sent to each staff representative at least two school days prior to the meeting except for Emergency General Meetings.
- e) Executive Council meetings shall be held monthly during the school year. Special Executive Council meetings shall be called at the written request of the majority of the Executive Council. Such meetings shall be held within forty-eight (48) hours of receipt of the written request.
- f) Local Representative Assembly Meetings shall be held between regular General Meetings and at any time deemed appropriate for the conduct of Bylaw 12.
- g) That only Maple Ridge Teachers' Association members and guests invited by the Maple Ridge Teachers' Association be allowed to participate in Maple Ridge Teachers' Association meetings.
- h) That the ratification of a Collective Agreement be done by secret ballot.

(AGM May 21/14, GM Jun. 23, 1991)

#### BYLAW 9: QUORUM:

- a) Quorum for General Meetings shall consist of the President or a Vice-President, plus twenty-five (25) present active members of the Association. In the event that a quorum is not present, the meeting shall not proceed, but another meeting date shall be determined. Notice to all staffs shall be circulated within ten days. The quorum for such Second Call meetings shall consist of the active members present.  
(GM May 25, 2005)
- b) Quorum for Executive Council Meetings shall be the President or a Vice-President and sixty percent (60%) of the eligible members.
- c) Quorum for the Local Representative Assembly shall be present when fifty percent (50%) of eligible votes are represented.
- d) For the purposes of this bylaw, the number of active members of the Association will be the number of FTEs employed in the district.

## BYLAW 10: PROCEDURE:

The Rules of Order published in the current British Columbia Teachers' Federation Booklet Simplified Rules of Order shall govern procedure for all meetings of the Maple Ridge Teachers' Association when not inconsistent with these bylaws.

## BYLAW 11: DUTIES OF EXECUTIVE COUNCIL OFFICERS:

The duties shall include the following:

### A. President:

- i. The President shall have the general supervision of all matters and affairs of the Association, including the operation of the Association office.
- ii. The President or nominee shall call all meetings of the Executive Council, Local Representative Assembly and General Meetings.
- iii. The President shall select three (3) people who are willing to chair General Meetings.
- iv. The President is a member ex-officio of all committees. The President may delegate this responsibility to a vice-president.
- v. The President issues all statements on behalf of the Association except those delegated by the president to other members.

### B. First Vice-President & Second Vice-President:

- i. The First Vice-President shall assist the president in carrying out the business of the Association.
- ii. The First Vice-President shall be responsible for Bargaining and Working Learning Conditions matters, having authority to oversee/conduct all negotiations with the Board of School Trustees of School District #42 (Maple Ridge-Pitt Meadows) in the matters of terms and conditions of employment in the best interests of the membership. Contracts negotiated between the Association and the Board shall not be binding upon the Association until ratified at a General Meeting.
- iii. The First Vice-President shall be one of the MRTA representatives on committees established as a result of the Collective Agreement, specifically the District Health & Safety Committee and Joint Educational Implementation Committee (JECIC). (AGM May 21/14, AGM May 26/10)
- iv. The Second Vice-President shall be the first called to fill in at the MRTA office for absent released table officers as determined by the President. (AGM May 21/14)
- v. The Second Vice-President shall be responsible for accompanying an MRTA Table Officer to DPAC meetings. (GM May 21/14)

### C. Members at Large (or Immediate Past President):

- i. If a person filling the position of Past President has been elected to that position, he/she shall be known as "Member-at-Large".
- ii. The Immediate Past President (or Member/s-at-Large) shall be Chair of the Nominating Committee and shall present candidates for each position to be filled at the Annual General Meeting in May/June. He/she shall appoint two or more other members to serve on this committee.

- iii. The Immediate Past President (or Member/s-at-Large) shall be responsible to the membership for the updating of the Policy Binder. Such updating should be completed by the September/October Local Representative Assembly Meeting each year. Each member of the Local Representative shall receive a copy of the Policy Binder. (EGM June 16, 2021)

**D. Secretary:**

The Secretary shall be responsible for minutes of all meetings of the Executive Council, Local Representative Assembly and General Meetings.

**E. Treasurer:**

- i. The Treasurer, through the office/accounts manager, shall be responsible for the receipt and accounting of all monies received and disburse same on the instructions of the Maple Ridge Teachers' Association and the President. (AGM May 21/14)
- ii. The Treasurer, through the office/accounts manager, shall deposit all monies received in a chartered bank, credit union or co-operative society to the credit of the Association and draw upon same by cheque signed by both the President and the Treasurer. (AGM May 21/14)
- iii. The First Vice-President shall be a 3rd signing authority on the MRTA accounts to be used in emergency situations. (AGM May 28/08, GM June 8, 1994)
- iv. The Treasurer, through the office/accounts manager, shall prepare an annual budget to present to the May/June General Meeting and will carefully monitor the budget. (AGM May 21/14)
- v. The Treasurer, through the office/accounts manager, shall prepare written financial statements to present at each regular General Meeting. (AGM May 21/14)

**F. Local Association Representative:**

- i. The Local Association Representative shall represent the views of the members of the Association to the British Columbia Teachers' Federation Representative Assembly and shall make reports to the Association of the proceedings.
- ii. The Local Association Representative shall be under the direction of the Association and the bylaws of the British Columbia Teachers' Federation.
- iii. An alternate Local Association Representative shall be elected from the members of the Executive Council at the May/June General Meeting.
- iv. It is recommended to the membership that the First Vice-President of the Maple Ridge Teachers' Association be one of the Local Association Representatives. (AGM May 21/14, AGM May 26, 2010)

**G. Membership:**

The Membership person is designated the Scholarship Committee person.

(AGM May 21/14, Exec Apr 4, 2007)

**H. Aboriginal Education Contact:**

- i. The Aboriginal Education Contact shall endeavor to highlight and facilitate the Local Association in enacting reconciliation work in education, bringing forth First Nations perspectives and voices.
- ii. In any joint work with SD42 on Aboriginal issues this contact will be the main representative of the Local. (EGM June 16, 2021)



**I. Health & Safety Rep:**

- i. The Health & Safety Rep will be the second Local Association member to be responsible in attending District Health and Safety Committee (along with the 1st Vice President), and is invited to any SD42 meetings relating to Health & Safety topics.
- ii. The Health & Safety Rep is encouraged to take advantage of any training opportunities offered locally and/or at BCTF events, especially those related to WorkSafe BC processes and Occupational Health & Safety Regulations.

(EGM June 16, 2021)

**J. Political Action Contact:**

- i. The Political Action Contact coordinates and helps with local lobbying activities with elected officials, especially on Education issues.
- ii. During Election years, the Political Action Contact coordinates and plans Local Association messaging and initiatives.
- iii. As the Local Association plans and coordinates initiatives that they feel requires member involvement, the Political Action Contact may act as an Ad Hoc member of the MRTA Communications Committee, and request agenda items be added to the committee's schedule.

(EGM June 16, 2021)

**K. Continuing Education Contact:**

The Continuing Education Contact serves as a representative spokesperson for continuing education members, acting as their advocate, their voice, and their vote in Association related business.

(AGM May 18, 2022)

**L. French Education Contact:**

The French Education Contact acts in a dedicated role to represent the needs and concerns of the members of the local who use French as a First or Working Language (FFWL).

(AGM May 18, 2022)

**M. Communications Chair:**

The Chair for Communications shall oversee the Local Association Communications Committee Publication newsletters.

(EGM June 16, 2021)

**N. Social Justice Chair:**

The Social Justice Committee Chair shall act as a contact with the British Columbia Teachers' Federation Social Justice Committee and the British Columbia Teachers' Federation staff members. The chair shall also oversee activities which will improve Social Justice in School District #42.

(AGM May 21/14)

**O. Professional Development Chair:**

The Professional Development Chair shall act as a contact with the Professional Development Advisory Council of the British Columbia Teachers' Federation, and oversee the activities of the Association that pertains to in-service and curriculum development.

**P. Early Career Teacher Chair:**

The Early Career Teacher Committee Chair shall act as a contact with the British Columbia Teachers' Federation Early Career Teacher/TTOC Committee, as well as with the staff

members of the British Columbia Teachers' Federation. The chair shall also oversee activities and protocols which will improve and enhance the status of Early Career Teachers and Teachers Teaching on Call (TTOCs) members in School District #42. (EGM June 16, 2021)

**Q. Early Career Teacher Chair:**

The Early Career Teacher Committee Chair shall act as a contact with the British Columbia Teachers' Federation Early Career Teacher/TTOC Committee, as well as with the staff members of the British Columbia Teachers' Federation. The chair shall also oversee activities and protocols which will improve and enhance the status of Early Career Teachers and Teachers Teaching on Call (TTOCs) members in School District #42. (AGM May 18, 2022, EGM June 16, 2021)

**BYLAW 12: DUTIES OF THE LOCAL REPRESENTATIVE ASSEMBLY:**

- a) The Local Representative Assembly shall oversee the affairs of the Association between General Meetings and shall be accountable to General Meetings for its decisions and actions.
- b) The Local Representative Assembly may make decisions on behalf of the Association. Decisions of the Local Representative Assembly shall be presented at the next General Meeting.
- c) The Local Representative Assembly has the authority to vote on financial expenditures. No one expenditure is to exceed \$5,000.

**BYLAW 13: STAFF REPRESENTATIVES:**

- a) School Staff Representatives may act as contacts between the Maple Ridge Teachers' Association and their staffs.
- b) Staff Representatives may act as advocates for members in meetings with administrative officers.
- c) Staff Representatives may investigate or participate in solving a grievance or arbitration.
- d) In consultation with the Maple Ridge Teachers' Association, the Staff Representatives may define the terms of the Collective Agreement.

**BYLAW 14: PROFESSIONAL DEVELOPMENT REPRESENTATIVES:**

- a) Professional Development Representatives shall be on the basis of one representative for each 25 staff members or fraction thereof.
- b) The Professional Development Representatives shall act as contacts between the Maple Ridge Teachers' Association and their staffs in matters of professional development.
- c) All applications for Professional Development shall be signed by the school Professional Development Representative. (GM Jan 18, 2017, AGM May 25, 1992)

#### **BYLAW 15: SPECIAL PROVISIONS:**

- a) The Executive Council of the current year and the newly elected officers will meet together in June each year to finalize the business of the year and to prepare for the new year. The new officers shall not have voting privileges except as provided in Bylaw 4.
- b) The Executive Council shall appoint members to vacant committee positions and will present the temporary appointments to the Local Representative Assembly for approval.
- c) The president and the two vice-presidents will investigate any confidential or discipline matter reported to the Executive Council.
- d) The terms of office for those elected shall be from July 1 to June 30 of the following calendar year. Officers vacating a position shall forward to the replacing officer any materials concerning the role of that office.
- e) Any member may attend Executive Council or Local Representative Assembly meetings, and may speak but may not vote.
- f) That the MRTA President be authorized to approve extraordinary expenditures of up to \$500.00.

(GM, Jan 18, 2017, AGM May 21, 2014, GM June 8, 1994)

#### **BYLAW 16: AUDIT AND EXAMINATION OF BOOKS AND RECORDS:**

- a) In June, outgoing and incoming Executive members shall vote to approve the appointment of an Accountant to audit the accounts of the Association.
- b) All books, documents and other records shall be kept at the Association office. With the exception of those books, documents or records that may contain certain information confidential to members or former members, these books, documents and records may be examined by any member upon his/her giving due notice in writing to the President.

#### **BYLAW 17: AMENDMENTS TO THE CONSTITUTION AND BYLAWS:**

Any proposed amendments to these bylaws shall be presented to the Executive Council in the form of a written resolution at least two weeks prior to a General Meeting of the Association. The Secretary shall circulate notice of such amendments to members and shall include the resolution on the agenda of the next general meeting. The consent of at least two thirds of the voting members present at a General Meeting shall be required to amend these bylaws.

/em & cf

June 2022

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*Path: MRTA Constitution & Bylaws/Policies/HD; Secondary Path: Constitution & Bylaws/MW Jun 2022*