

**CONSTITUTION of the BRITISH COLUMBIA TEACHERS OF ENGLISH  
LANGUAGE ARTS**

**Name:**

The name of the association shall be the British Columbia Teachers of English Language Arts (BCTELA), a provincial specialist association of the British Columbia Teachers' Federation.

**Purpose of the Organization:**

In accordance with 33.06 of the Members' Guide to the BCTF, the purpose of the organization shall be

1. To improve the opportunities of students in BC schools to experience the widely varied uses of English as a communicative medium through
  - a. advice to school boards and the Ministry of Education regarding purposeful new developments in English Language Arts education,
  - b. active participation of qualified members on British Columbia Teachers' Federation and on Ministry of Education committees concerned with matters relating to the teaching of English Language Arts
  - c. continuing efforts to improve learning and teaching conditions in English Language Arts classrooms.
2. To provide for professional growth of all English Language Arts teachers K-12 by
  - a. sponsoring workshops, seminars, meetings and similar activities to inform teachers of new approaches in English Language Arts as a communicative medium,
  - b. supporting research and projects conducted by teachers and directed toward improving classroom learning,
  - c. continuing efforts, through the BCTF, to improve professional qualifications for teachers of English Language Arts
3. To provide an official channel of communication between teachers of English Language Arts in BC schools and the BCTF, the departments of English/communications in community and technical colleges, the faculties of English and education in the provincial universities, the Ministry of Education, and the general public.

**Base of Operation:**

The base of operation shall be throughout the province of BC, but chiefly through the British Columbia Teachers' Federation office, located in Vancouver.

**Article 1 - Membership:**

1. The membership year shall be for 12 consecutive months from the date the Application is processed by the BCTF.
2. Active membership shall be open to any person who is an active member of the BCTF upon payment of the appropriate PSA fee. An active member shall

- be entitled to vote and hold office.
3. Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate BCTF fee. An associate member shall be entitled to vote and to hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
  4. Student Associate membership shall be open to any student enrolled in programs of study in university/college programs leading to certification as teachers upon payment of the appropriate PSA fee. A student associate shall be entitled to vote and to hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
  5. Honorary-life membership may be conferred by the PSA. The honorary-life member's eligibility to vote or hold office depends upon his/her BCTF-member status.
  6. Retired-teacher membership shall be open to any honorary-associate member of the BCTF, upon payment of the appropriate PSA fee. A retired-teacher/honorary-associate member shall be entitled to vote and hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
  7. Subscription is available to an institution or to a person who is not a regular, associate, student, retired or honorary-life member. A subscriber shall not be entitled to vote or hold office. The subscription shall be for 12 consecutive months from the date the application is processed by the BCTF.

#### **Article 2 - Fees and Financial Records:**

1. All annual membership/subscription fees shall be established by resolution at each annual general meeting.
2. The financial records of the association shall be maintained by the BCTF office.
3. The two alternate signing officers of the association shall be the president and the treasurer.
4. An annual financial statement shall be presented to the membership at the Annual General Meeting.
5. For grant purposes, program planning and budgeting procedures shall be as prescribed by the BCTF executive and as outlined in the federation's policies and procedures.

#### **Article 3 - Government of the BCTELA:**

1. The sovereign body of the association shall be the annual general meeting which all members may attend and at which all members may speak.
2. Between general meetings the executive shall be the governing body to conduct the current business of the association, and in all its actions it shall operate under the policies established by the general meeting.

#### **Article 4 - Executive**

1. The table officers of the association shall consist of
  - a. President
  - b. Vice-president
  - c. Records Coordinator
  - d. Treasurer
  - e. Past-President
2. The executive of the association shall consist of those mentioned in 4.1 as well as two *English Practice* editors, one Student Writing Journal Editor, two conference coordinators, and one curriculum/media coordinator.
  - a. All members of the BCTELA executive shall be BCTF members.
  - b. The majority of the BCTELA executive shall be active BCTF members.
  - c. The BCTELA president, vice-president, and outside representatives shall be active BCTF members.
3. All executive members shall be elected by the Annual General Meeting for one year terms. All members of the executive shall be eligible for re-election. Executive members shall not hold one position for longer than four consecutive years. Any active member of the organization is eligible to run for a position on the executive.
4. All executive members shall assume office at the first meeting following their election at the AGM.
5. The executive shall designate from within liaison officers to coordinate matters arising between the association and the Canadian Council of Teachers of English Language Arts and matters arising between the association and the National Council of Teachers of English.
7. The President shall be the official delegate to the PSA Council.
8. Executive vacancies shall be filled by executive appointment until the next Annual General Meeting.
9. Committees shall be established by the executive as they are required for the effective implementation of the association's objectives. The chairpersons of standing committees (e.g., membership-recruitment, constitution) shall be appointed by the executive from within. All continuing appointments must be confirmed by the incoming executive at its first meeting.
10. Conference coordinators and editors may appoint non-executive members to assist them in their work.
11. The Nominating Committee shall consist of the Past-president as chairperson, and two association members in good standing appointed by the executive. It shall be the responsibility of this committee to nominate at least one name for each office and attempt to ensure that both the elementary/middle and secondary levels are represented. A list of nominees for executive positions shall be provided to each person attending the Annual General Meeting.
12. Any committee chairperson or member of the association may be called to meetings of the executive when his/her presence is deemed necessary.
13. At its first meeting of the year, the executive shall stipulate clearly what

expenses can be paid from BCTELA funds in connection with BCTELA executive and BCTELA committee meetings.

**Article 5 – Representation Outside the BCTF**

1. As a recognized provincial specialist association, the BCTELA shall conform to the constitution and by-laws and to the policies of the BCTF.
2. Representation shall not be made by the association to any authority or agency outside the BCTF on any matter that is properly the concern of the BCTF without due consent.

**Article 6 - Duties:**

1. The duties of the executive shall be as defined in the BCTF Simplified Rules of Order (1977) and in the federation's "Manual for Local Association Officers," when not in conflict with any clause of this constitution.
2. Between general meetings, the executive shall manage the current affairs of the BCTELA in the areas of
  - a. initiation of general Policy
  - b. budgetary control
  - c. advice and direction to the membership through the association
  - d. ensuring that any proposal of the association's chapters be within the scope of BCTELA/BCTF Policy
  - e. preparing the agendas for all executive and/or general meetings
  - f. managing such other duties and powers as outlined elsewhere in this constitution or which may, from time to time, be assigned to it by the general meetings.
3. The executive shall submit the following reports:
  - a. to the Annual General Meeting, as prescribed in article 7
  - b. to the membership, by June 15, a written summary of the past year's activities
  - c. to the BCTF all reports as required by the federation's policies and procedures
  - d. to the executives of other associations of which this association is an affiliate member, all reports required to continue affiliation.
4. The executive shall, upon request of a member or members of the association, allow all records of the BCTELA, including minutes, to be inspected provided that a reasonable amount of prior notice is given before such inspection is to occur. The inspection of the records shall occur at a time and place mutually agreeable to both the executive and the member(s).

**Article 7 - Rules of Order:**

1. All meetings shall be governed by the Simplified Rules of Order (1977) as prepared by the BCTF.

**Article 8 - Meetings:**

1. The executive shall meet at the call of the president or on demand of a majority of its members. Meetings shall be held as regularly and frequently as the business of the association requires, but shall be no fewer than three a year.
2. A quorum of a meeting of the executive shall consist of a simple majority of the members named herein, one of whom shall be the president or vice-president.
3. There shall be at least one Annual General Meeting.
4. All general meetings shall be held at a time and place designated by the executive of the association.
5. Notice of time and place of every general meeting and notice of every extraordinary resolution shall be published for the information of the membership no less than one month prior to the scheduled meeting.
6. The business of the Annual General Meeting shall include
  - a. the president's comprehensive report of the activities of the association's Past Year
  - b. the treasurer's detailed, written financial statement to date
  - c. detailed written reports from other executive officers
  - d. written reports from all chapters, regional coordinators, and standing committees of their activities, programs, and progress during the previous year.
  - e. elections as prescribed in article 4
  - f. Establishment of membership fees as prescribed in article 2.
  - g. business properly brought before the meeting
7. Extraordinary general meetings may be called upon a written request, signed by 20 members in good standing, being directed to the executive.
8. A quorum of a general meeting shall be the number of members in good standing present plus four executive members.

**Article 9 - Voting Requirements and Procedures:**

1. Voting at all meetings shall be by show of hands except for the election of the executive which shall be done by ballot.
2. Voting rights shall be restricted to active, associate, and honorary life members of the association.
3. A ballot vote may be demanded by one third of the members present at any meeting.

**Article 10 - Chapters:**

1. The executive of the association shall have the authority to grant recognition to chapters of the association, which may be "district" or "regional," and to establish regulations governing the organization of the chapters.
2. It shall be the function of the association to assist chapters to organize and carry on their activities.
3. The Annual General Meeting will, from time to time, define the number and

- boundaries of groups of chapters.
4. Each chapter is to elect its own table officers and is to notify the BCTELA chapter coordinator of their names and addresses not later than October 15 annually. Should a district not have a BCTELA chapter by October 15, the BCTELA executive shall have the power to appoint a regional coordinator for that district or group of districts.
  5. Each chapter shall adopt a constitution and by-laws to govern its operation. No clause in the constitution and by-laws of any chapter shall be inconsistent with the constitution and by-laws of the association or the BCTF. The constitution and by-laws of each chapter shall contain provision for election of a person or persons to represent the chapter at the general meetings of the association.
  6. Pending the submission of a chapter's constitution and by-laws, any chapter shall adhere to the constitution and by-laws of this association and to the constitution, policies, and procedures of the BCTF.

**Article 11 - Responsibility to the BCTF:**

1. The officers shall provide prompt and accurate information as required by the BCTF.
2. No representation shall be made to any authority or agency outside the BCTF on any matter that is properly the concern of the BCTF except through BCTF officers. Such agencies include the Ministry of Education, the BC School Trustees Association, local school boards, universities and colleges.

**Article 12 - Constitution and Amendments:**

1. A copy of this constitution together with its by-laws shall be filed in the BCTF office.
2. Copies of this constitution together with its by-laws shall be made available to all executive members, and to members in good standing of this association upon request.
3. This constitution and by-laws may be amended only at an annual general meeting or a special general meeting by special resolution passed by a three-quarters majority.
4. Amendments to or revisions of this constitution and its by-laws become effective only after approval has been received from the BCTF Executive Committee.
5. At least two weeks' notice of motions to change the constitution shall be given to members.

**Article 13 - Examination of Records**

Upon written request to the president of the PSA, any member may examine the records of BCTELA. Regular inspection and auditing of the financial records of BCTLA will be done as a regular part of the annual audit of the BCTF.

Date of last amendment: October, 2010

This constitution was ratified by the Annual General Meeting of

Month 10 Day 22 Year 2010

