



Delta Teachers' Association

CONSTITUTION

AND

BY-LAWS

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May 10, 2016

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CONSTITUTION

Article 1

The name of the teachers' local association in School District #37 (Delta) shall be the Delta Teachers' Association (DTA) branch of the British Columbia Teachers' Federation (BCTF).

Article 2

The objectives of the Delta Teachers' Association shall be:

- 2.01** To promote quality public education
- 2.02** To foster common purposes and interests among teachers.
- 2.03** To represent its members and to regulate relations with their employer through administration and enforcement of the collective agreement, and by other means when possible.
- 2.04** To maintain and to improve the status and welfare of the teaching profession and teachers.
- 2.05** To promote continuity in understanding and cooperation between teachers and the school board for a respectful working relationship.
- 2.06** To be non-sectarian and to remain unaffiliated with any political party or similar organization with the exception of endorsing and providing support to candidates in trustee elections who are in support of a viable, thriving, quality public education system.
(2003 AGM)
- 2.07** To cooperate as fully as possible with the BCTF.

Article 3

The Delta Teachers' Association shall operate in the geographical area defined as School District #37 (Delta) with offices located at premises rented or owned by the Association and communicated to all members, the School Board and the BCTF.

Current Premises: #110 – 4977 Trenant Street, Delta, BC V4K 2K5

BY-LAWS

Article 1

Members of the Delta Teachers' Association shall be of three classes - active, associate, honorary.

1.01 Active Member

- a. Hold a valid and subsisting certificate of qualification to teach in the public schools of British Columbia.
- b. Are employed as teachers by School District #37 (Delta).
- c. Upon application and payment of any required initiation fees, are accepted into active membership in the BCTF.
- d. Pay the membership fees and levies established from time to time by general meetings of the BCTF and the DTA.
- e. Shall be in accordance with the terms of the Constitution and By-laws of the BCTF.

1.02 Associate Members

- a. Are not eligible for active membership in the BCTF and the DTA.
- b. Upon application, are accepted into affiliate, or affiliate administrative membership in the BCTF.
- c. Pay the membership fees and levies established from time to time by general meetings of the BCTF and the DTA.
- d. Associate members shall be kept informed of DTA activities.

1.03 Honorary Members

- a. A DTA general meeting may bestow an honorary membership by a majority vote.
- b. Honorary members shall have rights and privileges according to their membership in the BCTF.

Article 2

There shall be an **Executive Committee** of the Delta Teachers' Association.

2.01 Membership

The Executive Committee shall be comprised of:

- a. A President/Local Representative;
- b. A 1st Vice-president/Bargaining Chairperson;
- c. A 2nd Vice-president
- d. The immediate past President;
- e. A Treasurer;
- f. An Executive Secretary;
- g. Chairpersons of:
 - i) Professional Development Committee
 - ii) Social Justice Committee
 - iii) Public Education Advocacy Committee
 - iv) Health & Safety Committee
 - v) Teachers-Teaching-on-Call Advisory Committee
 - vi) Aboriginal Education Committee

- h. Adult Educators, Itinerant, Non-Enrolling Teachers;
- i. Two Members-at-Large;
- j. Two Local Representatives (LRs)
- k. In the event that the President cannot serve as LR, an additional LR shall be elected.

(2015 AGM)

- 2.02**
- a. The position of past President shall be limited to a one-year term immediately following the person's term as President.
 - b. When a President runs for and is elected to additional terms, an additional Member-at-Large of the Executive Committee shall be elected.

- 2.03** The past President or a member elected by a general meeting/Staff Representative Assembly shall be the Nominating and Balloting Chairperson for the year.

Article 3

The **Table Officers** of the Delta Teachers' Association shall be:

- 3.01**
- a. The President;
 - b. The 1st Vice-president;
 - c. The 2nd Vice-president;
 - d. The Executive Secretary;
 - e. The Treasurer;
 - f. The immediate past President or a designated Member-at-Large.

Article 4

Representative Assembly

4.01 Membership

- a. The Representative Assembly shall consist of the Staff Representative/s from each school, worksite and all members of the Executive Committee.
- b. Any member of the Association is entitled to be present at, and may speak at, any meeting of the Representative Assembly, but any decision at a meeting of the Representative Assembly shall be by vote of the members of the Representative Assembly only.
- c. Staff Representatives shall be elected by DTA members at each school/adult education/or other work site in the district, from the active members on staff, on the basis of one Staff Representative for each 15 active members or part thereof. Itinerant teachers shall be deemed to be members of the school of their choice. Teachers-on-Call shall have representation at a ratio of 1:100, but shall have not less than one representative.

(2015 AGM)

4.02 Meetings

- a. The Representative Assembly shall meet regularly at the call of the President with a minimum of six meetings per year.
- b. Quorum shall be 50% of the members of the Representative Assembly.
- c. An emergency meeting of the Representative Assembly shall be called by the President or upon the demand, in writing, of at least 10 Staff Representatives.

4.03 Duties and Responsibilities

- a. The Representative Assembly shall undertake such duties as may from time to time be assigned to it by a general meeting of the Association.
- b. The Representative Assembly may, either at its own discretion or at the request of the Executive Committee, advise or direct the Executive Committee on any question affecting Association policy.
- c. The Representative Assembly shall receive all reports, submissions, and recommendations to the annual general meeting of the Association and the BCTF.
- d. The Representative Assembly shall receive and review full reports of all actions taken by the Executive Committee, its appointees, and Association committees.
- e. The Representative Assembly shall elect members to fill vacancies on standing committees, when vacancies exist or occur following the Annual General Meeting.
- f. Any budget revision in excess of \$1,000.00 made by the Executive shall be approved by the Representative Assembly.
- g. That in the exercise of all powers assigned to it by these By-laws, the Representative Assembly shall be subject to a review, if demanded, by a general meeting of the Association which shall have the authority to modify, vary, rescind, or reverse, any decision.

Article 5

Voting Procedures

- 5.01** In all meetings of the Association or its committees, voting may be done by:
- a. Show of hands;
 - b. Ballot, if requested by one-third of the members present, or when so ruled by the Chairperson.
- 5.02** All elections shall be conducted by ballot.
- 5.03** The vote count for elected positions shall be accessible to candidates on request.
- 5.04** Names of elected members shall be published in the President's bulletin immediately following the election.

Article 6

There shall be provision for a **referendum vote**:

- 6.01** A referendum vote may be requested of the President in writing, by ten percent of the active membership on all matters except those decided by the annual general meeting, and all elections.
- 6.02** A referendum vote shall be conducted as follows:
- a. The subject shall be placed before the members by bulletin at least five days prior to the voting date.
 - b. Information to members in the bulletin shall consist of:
 - i) the subject in the form of a motion or the referendum question;

- ii) a 200-word statement by the President or his/her designate, and a 200-word statement by a member who signed the petition requesting that a referendum vote be held;
- iii) the names of the Nominating and Balloting Chairperson and Committee;
- iv) the process and time lines to be followed in conducting the referendum vote.
- c. The Executive Committee shall strike a committee of approximately five people to assist the Nominating and Balloting Chairperson.
- d. The Nominating and Balloting Chairperson shall make ballots available to each Staff Representative.
- e. The Staff Representative shall distribute and collect the ballots in each school, place them in an envelope and submit them to the Chairperson of the Nominating and Balloting Committee.
- f. A register of voters shall be signed by all teachers participating in a referendum vote.
- g. The Nominating and Balloting Committee members shall count the ballots and report the result to the membership.
- h. Vote counts shall not be identified by school.
- i. Ballots shall be kept for a period of three months after each referendum.
- j. Normally, the referendum vote shall occur within three weeks of the request being made.

Article 7

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

- 7.01** The Association may, in a general meeting, amend the articles of the Constitution and the By-laws provided that notification has been published on two previous occasions at least twenty-eight days apart. Such amendment must be passed by a three-quarters majority.

Article 8

Conduct of meetings

- 8.01** The most recent edition of the Simplified Rules of Order (BCTF) shall guide procedures at all meetings unless inconsistent with this Constitution.
- 8.02** On voting at Executive Committee meetings, BCTF Executive Committee rules shall apply (Members' Guide).
- 8.03** The most recent edition of Robert's Rules of Order Newly Revised shall be the final reference for the arbitration of any questions on procedures unless inconsistent with this Constitution.

Article 9

The **Executive Committee** shall be responsible for conducting the business of the Delta Teachers' Association.

9.01 Duties

The Executive Committee shall:

- a. Meet as often as necessary and a minimum of once a month;
- b. Exercise all powers of the Association subject to its Constitution and By-Laws;

- c. Direct and supervise the business and conduct of the DTA;
- d. Coordinate objectives and assignments for all committees;
- e. Nominate an accountant to be ratified by the AGM;
- f. Appoint representatives to district standing committees, joint committees arising from the collective agreement, and district selection committees.

9.02 Terms of Office

- a. Terms of office for all positions shall coincide with the DTA business year.
- b. The Local Representatives (LRs) shall serve for a two-year term.
- c. If any member of the Executive Committee shall resign from office or without reasonable excuse be absent from three consecutive meetings of the Executive Committee, or be suspended or expelled from the local, the Executive Committee shall declare the office vacated.
- d. Whenever a vacancy shall occur in the Executive, the vacancy shall be filled by election by the Representative Assembly.

9.03 Quorum

- a. The Executive Committee quorum shall be: two (2) table officers and four (4) other Executive members.

Article 10

Duties of the Table Officers

10.01 Duties of the President

The President shall:

- a. Be the spokesperson of the Association;
- b. Be the presiding officer at all Association meetings and Executive Committee meetings;
- c. Be a member, ex officio, of all standing committees;
- d. Ensure that each officer, Chairperson, and Staff Representative knows his/her role in the DTA;
- e. With the advice of the Executive Committee, be empowered to appoint ad hoc committees;
- f. Be a BCTF AGM delegate;
- g. Be a Local Representative (LR);
- h. Be the Grievance Officer.

10.02 Duties of the 1st Vice-president

The 1st Vice-president shall:

- a. In the absence or disability of the President, perform the duties of the President and any other assigned duties;
- b. Be responsible for organizing school union representative training and all Representative Assembly meetings;
- c. Be responsible for the online *Staff Representative Resource Guide*;
- d. Review the Constitution and By-laws of the DTA when directed to do so by the Executive Committee;
- e. Be the Bargaining Chairperson;
- f. Provide liaison with Teachers-on-Call, Adult Educators and new teachers;
- g. Assist with grievances and personnel matters;
- h. Provide support to PD;

- i. Be responsible for chairing or appointing a chairperson for all DTA meetings;
- j. Maintain regular communication with members via electronic and/or print publications.

(2015 AGM)

10.03 Duties of the 2nd Vice-president

The 2nd Vice-president shall:

- a. In the absence or disability of the 1st Vice-president perform the duties of the 1st Vice-president and any other assigned duties;
- b. In the absence or disability of the President and 1st Vice-president perform the duties of the President and 1st Vice-president and any other assigned duties;
- c. Assist with grievances on request by President/1st Vice-president;
- d. Be a member of the Bargaining Committee;
- e. Assist in the collection of working/learning conditions data;
- f. Coordinate/organize social functions of the Association;
- g. Be responsible for coordinating the Scholarship Advisory Committee of the Delta Teachers' Association;
- h. Perform other duties as assigned by the President.

10.04 Duties of the Treasurer

The Treasurer shall:

- a. Assist the President and Office Manager with all budgetary matters;
- b. Be a signing officer for cheque disbursement;
- c. Attend Employee and Family Assistance Plan meetings;
- d. Participate in budget preparation;
- e. Perform other duties as assigned by the President.

10.05 Duties of the Executive Secretary

The Executive Secretary shall:

- a. Prepare and record minutes of all general meetings, Staff Representative Assembly meetings, and Executive Committee meetings of the Association;
- b. Perform other duties as assigned by the President.

Article 11

The **Bargaining/Working Learning Conditions Committee** shall be a standing committee of the Delta Teachers' Association.

11.01 Membership

The Bargaining /Working Learning Conditions Committee shall consist of:

- a. The 1st Vice-president who is Chairperson of the committee;
- b. The President;
- c. The past chair of the Bargaining Committee, if available;
- d. The 2nd Vice-president;
- e. Two members elected at large, one elementary and one secondary;
- f. The Professional Development Committee Chairperson or his/her designate;
- g. The Social Justice Committee Chairperson or his/her designate;
- h. The Health & Safety Committee Chairperson or his/her designate;
- i. An Adult Educator.

11.02 Duties

The Bargaining/Working Learning Conditions Committee shall:

- a. Have the Chairperson select a Negotiating Team to achieve a local matters agreement;
- b. Have the Negotiating Committee act as the representative for contractual matters;
- c. Have the Negotiating Team recommend action to a general meeting;
- d. Collect data on working/learning conditions from the membership upon the direction of the Executive;
- e. Maintain data related to working/learning conditions and provide to the Negotiating Team and Executive;
- f. Receive bargaining objectives and contractual briefs from teachers prior to opening both local and provincial negotiations;
- g. Receive and endorse both local and provincial objectives at a general meeting;
- h. Provide leadership in coordinating efforts to obtain a provincial agreement;
- i. Shall keep a record of all meetings and report to the general meeting.

Article 12

The **Professional Development Committee** shall be a standing committee of the Delta Teachers' Association.

12.01 Membership

The Professional Development Committee shall consist of:

- a. A Chairperson, or Co-chairpersons, who have been past members of the committee;
- b. Two elementary teachers;
- c. Two secondary teachers;
- d. One Adult Educator;
- e. The past chairperson of the committee or an additional Member-at-Large elected in his/her stead;
- f. Two Members-at-Large;
- g. First Vice-President.

(2009 AGM)

12.02 Duties of the Chairperson

The Chairperson of the Professional Development Committee shall:

- a. Plan the professional development activities of the Association subject to the direction of the Executive Committee;
- b. Facilitate other training for school PD contacts, (assist with SURT);
- c. Be the Co-chairperson of the District Day Committee;
- d. Be a member of the Ed Change Committee;
- e. Maintain close liaison with Local Specialist Associations (LSAs);
- f. Be responsible for reviewing the PD policies and procedures;
- g. Be accountable for disbursement of funds by reviewing and approving Professional Development applications.

(2009 AGM)

(2015 AGM)

12.03 Duties

The Professional Development Committee shall:

- a. Develop annually a plan for providing professional support and development to teachers;
- b. Provide advice to the Executive Committee and Staff Representative Assembly on all matters related to professional development;

- c. Assist the Association to maintain teacher control of teacher professional development;
- d. Initiate and organize professional and curriculum development activities, and in-service as deemed necessary;
- e. Keep a record of all meetings and report to the annual general meeting;
- f. Establish annual budget and review regular budget reports;
- g. Review member appeals.

(2009 AGM)

(2015 AGM)

12.04 Appeal Process

Step 1: Appeal in writing to the DTA PD Committee stating grounds for the appeal, within 30 days of denial.

Step 2: If dissatisfied with the committee ruling, the colleague is entitled to a final and binding ruling by a special panel composed of the DTA President, plus two members of the Executive Committee who have not heard the original appeal, such appeal to be made within 30 days of the step one denial letter.

(2009 AGM)

(2016 AGM)

Article 13

The **Nominating and Balloting Committee** shall be a standing committee of the Delta Teachers' Association.

13.01 Membership

The Nominating and Balloting Committee shall consist of:

- a. A chairperson who shall be the past President or a member elected by a general meeting/Staff Representative Assembly for the year.
- b. Ad hoc members as required.

13.02 Duties

- a. The Chairperson shall conduct a referendum vote when so directed by the Executive Committee.
- b. The Chairperson shall conduct all ballot votes and elections.
- c. The committee shall act as tellers and scrutineers at all association meetings.

Article 14

The **Scholarship Committee** shall be an ad hoc Advisory Committee of the Delta Teachers' Association to call on as needed.

14.01 Membership

The Scholarship Advisory Committee shall consist of:

- a. The 2nd Vice-president;
- b. Ad hoc members as needed.

14.02 Duties

The Scholarship Advisory Committee shall:

- a. develop criteria for the Tad Boyes Scholarship;
- b. develop criteria for all other scholarships.

Article 15

The **Social Justice Committee** shall be a standing committee of the Delta Teachers' Association.

15.01 Membership

The Social Justice Committee shall consist of:

- a. A Chairperson who shall, if possible, be an immediate past member of the committee.
- b. The immediate past Chairperson of the committee.
- c. Up to five Members-at-Large.

15.02 Duties

- a. The Social Justice Committee shall be concerned with all matters pertaining to discrimination and role stereotyping in the education system.

Article 16

The **Public Education Advocacy Committee** shall be a standing committee of the Delta Teachers' Association.

16.01 Membership

The Public Education Advocacy Committee shall consist of:

- a. an elected chairperson;
- b. three members of the DTA executive;
- c. three staff representatives;
- d. three elected members at large.

16.02 Duties

The Public Education Advocacy Committee shall:

- a. promote the cause of public education in Delta;
- b. advocate for quality public education in Delta;
- c. develop community support for public education in Delta;
- d. encourage the involvement of teachers in DTA activities that promote quality public education.

Article 17

The **Teacher-on-Call Advisory Committee** shall be an advisory committee of the Delta Teachers' Association.

17.01 Membership

The Teacher-on-Call Advisory Committee shall consist of:

- a. a Chairperson or Co-chairpersons;
- b. ad hoc members as required.

17.02 Duties

The Teacher-on-call Advisory Committee shall:

- a. provide a representative to the Executive Committee and Staff Representative Assembly;
- b. advise the Executive Committee of issues of particular concern to Teachers-on-Call.

Article 18

The **Aboriginal Education Committee** shall be a standing committee of the Delta Teachers' Association.

18.01 Membership

The Aboriginal Education Committee shall consist of:

- a. An elected chairperson;
- b. Three members of the DTA Executive Committee;
- c. Three staff representatives;
- d. Three elected members at large.

18.02 Duties

- a. To promote the development and status of Aboriginal Education in the Delta School District;
- b. Be responsible for matters pertaining to the establishment, promotion, and maintenance of DTA/BCTF initiatives and activities related to aboriginal education;
- c. To be members of the Delta School District Aboriginal Advisory Committee;
- d. To liaise with local First Nations organizations;
- e. Provide DTA input into the Aboriginal Enhancement Agreement.

(2015 AGM)

Article 19

The **Health & Safety Committee** shall be a standing committee of the Delta Teachers' Association.

19.01 Membership

The Health & Safety Committee shall consist of;

- a. a Chairperson;
- b. up to four members at large.

19.02 Duties

The Health & Safety Committee shall;

- a. examine all issues relating to health and safety matters;
- b. make recommendations to the Bargaining/Working Learning Conditions and Executive Committees;
- c. act as liaison to district Health & Safety Committees.

Article 20

The **Members-at-Large** shall be members of the Executive Committee of the Delta Teachers' Association.

20.01 Duties

The Members-at-Large shall:

- a. perform duties as directed by the Executive Committee.

Article 21

The **Local Representatives** (LRs) shall be members of the Executive Committee.

21.01 Duties

The Local Representatives (LRs) shall:

- a. represent the DTA at the BCTF Representative Assembly;
- b. report to the membership after each BCT Representative Assembly;
- c. serve on committees as directed by the Executive Committee;
- d. keep a record of the BCTF Representative Assembly meetings and shall report to the annual general meeting.

Article 22

The **Local Resolutions Committee** shall be a standing committee of the Delta Teachers' Association.

22.01 Membership

- a. A Chairperson who shall be the 1st or 2nd Vice-president;
- b. Two Local Representatives;
- c. Two Staff Representatives;
- d. Three elected members at large.

22.02 Duties

- a. To draft local resolutions to the BCTF AGM to bring to the Staff Rep Assembly for debate.
- b. To survey members about issues to bring forward as local resolutions to the BCTF AGM.

(2015 AGM)

Article 23

The **financial affairs** of the Delta Teachers' Association shall be conducted over a financial year.

23.01 The financial year of the Association shall be from July 1 to June 30 inclusive.

23.02 Annual fees:

- a. shall be determined by the Annual General Meeting;
- b. shall be due and payable by monthly salary deductions.

23.03 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.

23.04 All withdrawals shall be done by cheque jointly signed by two of three signing officers.

23.05 Unless otherwise decided by the Executive Committee, the signing officers shall be the President, 1st Vice-president and Treasurer.

23.06 The Executive Committee shall have the power to approve payments for operating expenses.

- 23.07** There shall be an allowance in the budget toward expenses incurred by members of the Executive Committee, committee Chairpersons and committee members, in the fulfillment of their responsibilities.
- 23.08** Any member shall, by giving notice in writing, have the right to inspect the books of account and records of the Association.
- 23.09** An outside examination of the books and financial statements shall be completed each year. The selection of the accountant shall be confirmed by the annual general meeting.
- 23.10** The yearly financial statement shall be presented to the first general meeting held after September 1 of each year.
- 23.11** A committee must obtain Executive approval before encumbering expenses in excess of its budget.

Article 24

The **Finance Committee** shall be a standing committee of the Delta Teachers' Association.

24.01 Membership

The finance committee shall consist of:

- a. A Chairperson who shall be the treasurer;
- b. The 1st Vice-president;
- c. Two members of the DTA Executive Committee.

24.02 Duties

- a. The Finance Committee shall carry on a review of the financial affairs of the Association.
- b. The Finance Committee shall make such recommendations as it deems desirable to the Executive Committee.

(2015 AGM)

Article 25

Donation Policy

- 25.01** That an amount equal to one-half of one percent of the annual DTA budget be allocated for donation to non-profit groups.
- 25.02** That non-profit organizations and groups be eligible for a once-yearly donation of not more than \$800.
- 25.03** That the following criteria and procedures be followed when responding to requests for donations from non-DTA organizations and groups:
- a. The organization or group provides services which are consistent with the goals of the DTA/BCTF.
 - b. The organization or group directly benefits students and/or teachers in the Delta School District.
 - c. The organization or group has a local, provincial or national profile.
 - d. That the DTA be acknowledged as a donor or sponsor.

25.04 That all requests for donations above \$250 are subject to consideration and approval of the Executive Committee of the DTA.

25.05 Donations up to \$250 and meet the above criteria may be approved by the full-time table officers of the DTA.

(2015 AGM)

Article 26

There shall be an **Annual General Meeting** (AGM) of the Delta Teachers' Association.

26.01 Membership

- a. The Annual General Meeting shall consist of all members of the DTA.
- b. A quorum for the Annual General Meeting shall not be less than ten percent (10%) of the total membership, as of the first day of the current school year.

26.02 Duties

The Annual General Meeting shall:

- a. meet in May or June;
- b. receive reports;
- c. consider resolutions and recommendations;
- d. conduct general business;
- e. ratify the budget and set the annual fee;
- f. name the accountant;
- g. elect table officers and Local Representatives (LRs) and alternates;
- h. elect all Chairpersons and the members of standing committees.

26.03 Voting procedures

- a. Each active DTA member in attendance shall have one vote, either by:
 - show of hand;
 - or a ballot, when favoured by one-third of the members in attendance, or when so ruled by the Chairperson.
- b. All elections shall be conducted by secret ballot.

26.04 Notice of Meetings

Notice of the Annual General Meeting shall be sent to each member at the member's school at least one month prior to the meeting date.

Article 27

All **officers, Local Representatives, including Alternate (LR's), Members-at-Large and Committee Chairpersons** of the Delta Teachers' Association shall be duly nominated and elected.

27.01 Nominations and elections of Table Officers, Local Representatives and Alternate (LRs), Members-at-Large and Committee Chairpersons.

- a. A call for nominations including a list of positions available shall be published in the DTA Newsletter on two (2) separate occasions, at least one (1) week apart and four (4) weeks prior to the AGM.

- b. The names of all declared candidates for office shall be published in the DTA Newsletter and distributed to all members as soon as practicable following the second call for nominations.
- c. Candidates may submit a brief (100 words) election statement to be included in a DTA Newsletter to be published at least one (1) week prior to the election.
- d. The names of all declared candidates nominated for office and any statements submitted shall be published in the DTA Newsletter at least one (1) week before the AGM.
- e. Nominations for all offices shall be accepted from the floor prior to each election.
- f. All candidates for an office shall be introduced as a group immediately preceding the balloting for that office.
- g. The number of votes required to elect a candidate shall be 50% plus one, of the countable ballots cast.
- h. The positional standing of each candidate shall be read upon completion of each stage of balloting. The name of the candidate receiving the least number of votes shall be dropped from the slate of candidates for that office.
- i. Unless an individual chooses to withdraw, the names of unsuccessful candidates for an office shall be added to the slate of candidates for the next office in line. However, such a candidate may opt to run for only one of any subsequent offices to be filled.
- j. The order of election of table officers shall be: President; 1st Vice-president; 2nd Vice-president; Treasurer; Executive Secretary.
- k. All table officers shall be elected at the Annual General Meeting, unless a vacancy occurs or a position is not filled, in which case the next subsequent Staff Representative Assembly shall elect.
- l. The Executive Committee shall ensure that vacancies shall be filled by election by the Representative Assembly.

27.02 Nominations and elections of committee members.

- a. The names of all candidates nominated for the office of committees may be published in a DTA Newsletter and distributed to school staffs one week in advance of the election. Candidates may publish an election statement in the DTA Newsletter.
- b. Elections shall be conducted according to the Constitution and By-laws.

Article 28

The Delta Teachers' Association shall present **reports and resolutions** to the Delta Teachers' Association Annual General Meeting.

- 28.01**
- a. At least one week prior to the Annual General Meeting a booklet shall be distributed containing all committee reports, all resolutions, recommendations and supporting statements for consideration at the Annual General Meeting.
 - b. Booklets will be distributed to staffs on the basis of one booklet to ten members.
 - c. Each member attending the Annual General Meeting shall receive a copy of the booklet.

28.02 The agenda of the Annual General Meeting shall provide opportunity for members to ask questions concerning committee reports.

Article 29

There shall be at least one (1) **General Meeting** per year exclusive of the Annual General Meeting. Other General Meetings may be called at the discretion of the Executive Committee or by petition of 10% of the membership.

29.01 Membership

- a. A general meeting shall consist of all members of the DTA.
- b. The quorum for a general meeting shall be not less than ten percent (10%) of the total membership as of September 30th of the current school year.
- c. In the event that a general meeting fails, through lack of quorum, to accomplish the business on the agenda, a notice shall be mailed forthwith to the school address of all members entitled to vote stating that the meeting shall be reconvened, at the same place and time, on the fifth prescribe school day following the date of the meeting which failed through lack of quorum. Members at the reconvened meeting shall constitute a quorum for the purpose of dealing with the business remaining on the agenda and no other business.

29.02 Duties

A General Meeting shall:

- a. ratify contract proposals;
- b. transact business deemed necessary to ensure the operation of the Association;
- c. provide direction to the Executive Committee and evaluate its work;
- d. elect and provide direction to delegates to the BCTF/AGM meeting at least one month prior to the Annual General Meeting;
- e. hear and debate and rule on all matters of policy;
- f. act on interim fiscal matters when necessary.

Article 30

There shall be **delegates** to the **BCTF AGM** to be elected at a general meeting at least one month prior to the BCTF AGM.

30.01 Membership

- a. The DTA President (or his/her designate) shall be a delegate.

30.02 Election

- a. All candidates shall have the opportunity to address the meeting at which the election takes place.
- b. In the event that the number of delegates required has not been confirmed by BCTF, the last delegate elected shall be deemed an alternate until the number required has been confirmed.
- c. Two alternate delegates including (b) above shall be elected but only attend the BCTF AGM if so directed by the meeting or the President at a later date.
- d. The election of delegates shall be reported to the meeting and in the Newsletter in the order in which they were elected.
- e. If any elected delegate resigns from the position, or without reasonable excuse is absent from the preparatory meetings, the DTA Executive Committee will appoint the first alternate delegate to attend the BCTF AGM.

30.03 Duties

- a. To represent the DTA at the BCTF AGM.
- b. To attend all sessions of the BCTF AGM where possible.
- c. To report to the DTA concerning business conducted at the BCTF AGM.
- d. To attend all DTA preparatory meetings.

30.04 Voting procedures at BCTF AGM

- a. As decided by the delegates in any one year.

30.05 Delegates expenses

- a. The budget for the BCTF AGM will be set by the DTA Annual General Meeting.
- b. The allocation of these funds will be decided by the Executive Committee in consultation with the delegates.