

Constitution of the British Columbia Science Teachers' Association

NAME

The name of this association shall be the British Columbia Science Teachers' Association of the British Columbia Teachers' Federation, and shall hereinafter be referred to as the Association. The British Columbia Teachers' Federation shall hereinafter be referred to as the BCTF. The recognized abbreviation for the Association shall be the BCScTA.

PURPOSE

The purpose of the Association, in accordance with 33.06 of the Members' Guide to the BCTF, shall be to promote and advance science education throughout the province of British Columbia by:

1. Promoting the professional development of teachers in all aspects of science education;
2. Contributing to the improvement of curriculum and instruction in science education;
3. Communicating with members and other groups and/or organizations having an interest in science education;
4. Providing recommendations and advice regarding science education to the Executive committee of the BCTF, other committees of the BCTF and other groups in the education community.

BASE OF OPERATION

The base of operation of the BCScTA shall be throughout the province of B.C., but chiefly through the BCTF office, located in Vancouver.

Article 1: BCScTA members

1. Membership in the BCScTA shall be open to person holding any form of BCTF membership (e.g. active, associate, student associate, honorary retiree) on payment of the appropriate BCScTA PSA fee.
2. The membership year shall be for 12 consecutive lists months from the date the application is processed by the BCTF.
3. Active and associate members of the BCTF will pay the "Member" fee
4. A reduced membership fee shall be offered to students in post-secondary programs leading to teacher certification in BC (student associates), teachers who retired from active membership in the BCTF (honorary retirees) and teachers teaching on call (TTOCs).
5. All BCScTA members are eligible to vote and hold office in the BCScTA. Only BCTF active members can serve as president or vice-president or represent the BCScTA.

Article 2: BCScTA subscribers

1. An institution or person who does not hold any form of BCTF membership can become a subscriber to the BCScTA on payment of the “Subscriber” fee.
2. The subscription year shall be for 12 consecutive lists months from the date the application is processed by the BCTF.
3. Subscribers are not eligible to vote, hold office, or represent the BCScTA.

Article 3: Honorary life members

1. Honorary life membership in the BCScTA may be conferred by the Annual General Meeting of the BCScTA.
2. An honorary life member’s eligibility to vote and hold office will depend on the member’s current BCTF membership status.

Article 4: Removal of Membership

1. Removal from the membership roll of any member (in any category) whose actions are against the best interest of the BCScTA shall require at least two-thirds (2/3) affirmative vote by the executive. Prior to action concerning removal, the member must be given an opportunity for a hearing before the executive.
2. Any member who is removed from the membership may appeal to an Annual General Meeting of members. The decision at any such Annual General Meeting shall be binding.

Article 5 – Fees

Changes to all annual/membership fees shall be established by resolution at an annual general meeting. The current fees of the Association are: BCTF member - \$35; Student/Retired/TTOC - \$10; Subscription - \$57.25

Article 6 – Officers and Executive

1. The officers of the BCScTA shall constitute the Executive committee, hereinafter referred to as the Executive.
2. Officers of the Executive shall be members of the Association.
3. The Executive of the Association shall include the president, the past-president, the first vice-president, the second vice-president, the secretary, the treasurer, the communications manager and up to seven members-at-large.
4. The Table Officers, of the Association shall include the president, the past-president, the first vice-president, the second vice-president, the secretary, the treasurer, and the communications manager
5. The Table Officers of the Association shall be active members of the BCTF.
6. For the offices of president, first vice-president, second vice-president, secretary, treasurer, and communications manager, the member must have been a Member At Large for 1 term except for under Article 7.2.

Article 7 – Term of Office

1. The Term of office for all Executive officers shall be two years and shall begin on November 1st, following the AGM
2. In the event of a vacancy in the Executive, the Executive may appoint a member to fill the vacancy for one year or until the next election.

Article 8 – Committees

1. Committees may be appointed by the executive, from among the members of the Association, who shall be responsible to the Executive.
2. The structure, membership and function of each committee shall be defined by the committee chairperson in consultation with the Executive.

Article 9 – Duties

1. The President shall:
 - a. Be the presiding officer of the Association and shall also be a member, ex-officio, of all committees of the association;
 - b. Have general supervision of all matters and affairs of the Association;
 - c. Vote or abstain as he/she sees fit at any meeting of the Association but his/her vote shall not be construed as a “tie-breaking” vote;
 - d. Ensure that each committee has a chairperson.
 - e. Represent the Association at PSA Council or appoint, from the executive, a BCTF approved substitute.
 - f. Maintain knowledge of the Association finances.
 - g. Be one of the signing officers for the Association account at the BCTF.
 - h. Call, prepare agendas for and chair executive meetings or appoint a representative from the executive to act on his/her behalf.
 - i. Prepare materials and the agenda for the Annual General Meeting
 - j. Prepare and submit to the BCTF, by the deadline, the annual PSA Per Capita Grant application.
2. The Past President shall:
 - a. Chair the Annual General Meeting
 - b. Provide advice to the President and Executive Committee
 - c. Assist other committees, officers and members of the Association as the need arises.
3. The First Vice-President and Second Vice-President shall:
 - a. Perform the duties of the president in the case of his/her absence or disability;
 - b. Share some of the duties and responsibilities of the president under his/her direction;
 - c. Assist other committees, officers and members of the Association as the need arises.

4. The Secretary shall:
 - a. Prepare and preserve an accurate record of all executive meetings, general meetings and the Annual General Meeting of the Association;
 - b. Receive, file and prepare correspondence of the executive.
 - c. Coordinate annual awards in consultation with executive.
 - d. Maintain a collection of Association archival documents.

5. The Treasurer shall:
 - a. Keep a record of all properties of the Association;
 - b. Have the care and custody of all monies of the Association; shall deposit same and disburse and dispose of same at the order of the executive;
 - c. Monitor and verify the monthly account statements from the BCTF and submit to executive during meetings;
 - d. Keep a proper set of books and exhibit same to the executive or to a General Meeting of the Association when so required;
 - e. In consultation with the executive, prepare and present a budget of anticipated revenues and expenses to the first executive meeting of the school year;
 - f. Submit to the Annual General Meeting and to the BCTF, a report of the accounts and financial condition of the Association, including a detailed statement or receipts and expenditures.
 - g. Be prepared to submit an interim financial report at each regular meeting of the Executive, including for approval, a list of projected major expenditures.
 - h. Maintain archival financial documents for the legally required time and properly dispose of same after said time.
 - i. Work in close consultation with the conference registrar to ensure compliance with BCTF policy.

6. The Communications Manager shall:
 - a. Facilitate and edit any association journal or publication.
 - b. Report to each regular meeting of the Executive.
 - c. In consultation with the executive, maintain a statement of editorial policy for the Association's publications.
 - d. Consult with the web master regarding content of the website.

7. A Member-at-Large:
 - a. May be appointed by the executive to serve as chairperson of a committee.
 - b. Shall assist other officers and members by carrying out the activities of the Association.
 - c. Shall submit a report on his/her committee and/or Association activities to each regular meeting of the executive.

Article 10 – Meetings

1. The Annual General Meeting of the Association shall be held at a time and place designated by the Executive. All Association members shall be notified at least three weeks in advance of the Annual General Meeting.
2. Other general meetings of the Association shall be held from time to time as determined by the executive.
3. The Executive shall meet at least 5 times per year as determined by the president in consultation with the executive officers. Notice of such meetings shall be circulated via email at least two weeks prior to the meeting. These meetings may be held either face to face or electronically.
4. Committee meetings shall be held as the need arises.

Article 11 – Quorum

1. Fifteen BCScTA members shall constitute a quorum for any general meeting.
2. Six members shall constitute a quorum of any Executive meeting.

Article 12 – Voting

1. Voting at all meetings shall be by current members of the Association.
2. Voting shall be by a show of hands or at conference call meetings by yea or nay, except when a ballot is demanded by one third of the members present.
3. Requests for nominations shall be accepted, from the floor, at the AGM.
4. Elections for all contested Executive positions shall be conducted by secret ballot at the Annual General Meeting

Article 13 – Regional And Local Chapters

1. The executive shall establish regulations governing the formation of local and regional chapters of the Association in accordance with BCTF Policy
2. The executive shall grant official recognition of duly constituted local or regional chapters of the Association.

Article 14 – Finance

1. All monies received by the treasurer must be deposited, with the exception of monies related to the conference, to the credit of the Association, with the BCTF Accounting Office.
2. The signing Officers on the Association's BCTF account shall be the President and the Treasurer.
3. All monies received by the treasurer, related to the conference, must be deposited, to the credit of the Association, with a financial institution approved by both the Association Executive committee and the BCTF.
4. All cheques drawn on the Association Conference account must be signed by the treasurer and by the president or one of the Table officers designated by the Executive.
5. All major expenditures over \$700 (not previously budgeted) must be approved in advance by the executive of the Association.

Article 15 – Constitution

1. A copy of the constitution of the Association shall be filed in the BCTF office.
2. This constitution may be amended only at an Annual General Meeting or a special general meeting by special resolution passed by a three-quarters majority.
3. Written notice (mail or email) of such amendments is required one month in advance of the meeting.

Date of last amendment: October 2011

Date of current document: October 2012

Approved at 2012 BCScTA AGM – 19th October 2012 – Telus World of Science

Approved by BCTF Executive Committee – June 2013.