

May 2006

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 in accordance with 33.06, of the Members' Guide to the BCTF, of the Association 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.

POLICY

ARTICLE 1 – MEMBERSHIP

The membership year shall be for 12 consecutive months from the date the application is processed by the BCTF.

1. Members of the Association shall be active members of the BCTF.
2. Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate BCScTA fee. An associate member shall be entitled to vote and to hold office in the BCScTA for positions other than president, vice-president, and representative to an outside agency.
3. Student associate memberships may be granted to any student enrolled in programs of study in university or college program leading to certification as teachers upon payment of the appropriate BCScTA fee for student members. A student associate member shall be entitled to vote and to hold office in the BCScTA for positions other than president, vice-president, and representative to an outside agency.
4. Retired-teacher memberships shall be open to any honorary-associate member/TOC of the BCTF, upon payment of the appropriate BCScTA fee. A retired-teacher/honorary-associate member shall be entitled to vote and to hold office in the BCScTA for positions other than president, vice-president, and representative to an outside agency.

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5. Honorary-life memberships may be conferred by the BCScTA executive. The honorary-life member's eligibility to vote or hold office depends upon her or his BCTF-member status.

6. Subscribers – Subscription is available to an institution or 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 year shall be for 12 consecutive months from the date the application is processed at the BCTF

7. Removal: 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. 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 2 – 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 Teacher - \$10; Subscription - \$57.25

ARTICLE 3 – OFFICERS AND EXECUTIVE

1. The officers of the Association shall constitute the Executive committee, hereinafter referred to as the Executive.
2. The officers of the Association shall include the president, the past-president, the first vice-president, the second vice-president, the secretary, the treasurer, the journal editor and up to seven members-at-large.
3. For the offices of president, first and second vice-presidents, treasurer, secretary, journal editor, webmaster, conference chair and conference registrar the member must have been an MAL for 1 term except for Article 4.3.
4. Members of the Executive shall be members of the Association.
5. The president, vice-presidents and outside representative of the Association shall be active members of the BCTF.

ARTICLE 4 – TERM OF OFFICE

1. The Term of office for all Executive officers shall be two years and shall begin on July 1.
2. Three members-at-large shall be elected when officers in other Executive positions are elected, and four in the following year.
3. 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 5 – COMMITTEES

1. Committees may be appointed by the executive from among the members of the Association who shall be responsible to the Executive.

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2. The structure, membership and function of each committee shall be defined by the committee chairperson in consultation with the Executive.

ARTICLE 6 – 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 a representative from the executive.
- f. Maintain knowledge of the Association finances.
- g. Be one of the signing officers for the account at the BCTF.
- h. Call, prepare agendas for and chair executive meetings and Annual General Meeting or appoint a representative from the executive to act on his/her behalf.
- i. Prepare and submit to the BCTF the annual PSA grant application.

2. The first and second vice-presidents 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.

3. 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 collection of Association archival documents.

4. 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 of 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.

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- 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.

5. The journal editor shall:

- a. Facilitate the publication of the journal of the Association 3 times each year.
- b. Report to each regular meeting of the Executive.
- c. In consultation with the executive, prepare a statement of editorial policy for the Association's publications.
- d. Consult with the web master regarding content of website.

6. The Web Master shall:

- a. Maintain the website and association listserves in consultation with the executive.
- b. Consult with the journal editor regarding content of 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 7 – 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 shall include the conference and at least one face-to-face meeting.
- 4. Committee meetings shall be held as the need arises.

ARTICLE 8 – QUORUM

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

ARTICLE 9 – VOTING

- 1. Voting at all meetings shall be by current members of the Association.
- 2. Voting at all meetings 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 circulated in the journal, by email or by mail to all members at least one month prior to the election.

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4. Elections for all contested Executive positions shall be conducted by secret ballot at the Annual General Meeting or by a mail ballot of all association members by May 31 of each year.

ARTICLE 10 – REGIONAL AND LOCAL CHAPTERS

1. The executive shall establish regulations governing the formation of local and regional chapters of the Association in accordance with Section 7 (Forming PSA Chapters) of the BCTF PSA Guidebook.
2. The executive shall grant recognition of duly constituted local or regional chapters of the Association.

ARTICLE 11 – FINANCE

1. All monies received by the treasurer must be deposited, to the credit of the Association, with the BCTF Accounting Office with a financial institution approved by the executive.
3. All cheques drawn on the Association account and the Conference account must be signed by the treasurer or by the president or one of the officers designated by the Executive.
4. The conference registrar shall be appointed by the executive and designated to sign cheques drawn on the Conference account for Conference expenses.
- 5.. The conference registrar shall work in association with the treasurer and the president.
6. All major expenditures over \$500 (not previously budgeted) must be approved in advance by the executive of the Association.

ARTICLE 11 – PUBLICATIONS

1. The official journal of the Association shall be called Momentum
2. The editor of Momentum shall be appointed by the executive.
3. Momentum shall be produced by the journal editors in consultation with the executive.
4. The president, from time to time, may distribute a “president’s newsletter” in order to inform Association members of important business.
5. The web master shall be appointed by the executive.
6. The web master shall maintain the website and association listserves in consultation with the executive.

ARTICLE 12 – 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: September 1989

Date of current document: May 2006

Approved at 2006 AGM – May 12, 2006