

# **BCTLA Constitution**

## **1. Name**

The name of this association shall be the British Columbia Teacher-Librarians' Association (BCTLA) of the British Columbia Teachers' Federation.

## **2. Purpose of the BCTLA**

The objectives of this non-profit association, to be pursued in co-operation with the BCTF, shall be to develop high standards of school library services in British Columbia by:

1. Defining and promoting the attainment of desired specialist standards of qualification for teachers in the school library field.
2. Proposing standards that will improve the learning and working conditions in school libraries.
3. Establishing recognized standards for school library problems.
4. Acting as a clearinghouse for ideas and as a study base for trends and new developments within and outside British Columbia in the library field.
5. Establishing specifications and evaluation standards for learning resources and equipment.
6. Developing professional materials and professional development programs.
7. Proposing to the BCTF, and other appropriate agencies, policy positions that will influence the development of school libraries in British Columbia.
8. Affiliating formally with other provincial, national and international school library associations and library associations and federations for the purpose of pursuance of mutual goals.
9. Maintaining an ongoing dialogue with post-secondary facilities that provide teacher education.
10. Influencing, through the BCTF, the Ministry of Education policies and practices in those areas that affect school libraries.

## **3. Base of operation**

The operations of the association are to be carried on throughout the province of British Columbia but chiefly through the BCTF office located in Vancouver.

## BCTLA By-laws

### By-law No. 1 - Membership

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

1.2.2 Associate—Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate PSA 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.

1.2.3 Student —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 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. [Master's students are ineligible, being either BCTF members or subscribers].

1.2.4 Retired—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.

1.2.5 Honorary-life—Honorary-life membership may be conferred by the PSA. The honorary-life 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.

1.2.6 Subscriber—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.

### By-law No. 3 - Fees

3.1 All annual membership/subscription fees shall be established by resolution at each Annual General Meeting.

### By-law No. 4 - Executive

4.1 The Executive shall consist of the elected officers of the association, and the Past President.

The elected officers shall be:

- President
- Secretary
- Treasurer
- Vice President, Advocacy
- Vice President, Chapter Relations
- Vice President, Resources
- Working and Learning Conditions Chairperson
- Conference Chairperson
- Education Chairperson
- Liaison Chairperson
- The Bookmark* Chairperson
- Member-at-Large
- Member-at-Large
- Member-at-Large

4.2 A vacancy in the elected membership of the Executive shall be filled by Executive appointment, the person appointed to serve until the following annual election.

4.3 In a year when there is no immediate Past President, an extra Member-at-Large may be elected. This Member-at-Large shall serve until there is an immediate Past President or for two years, whichever comes first.

4.4. The Executive shall administer established policies and programs of the association. It shall serve as the central management board and shall make recommendations with respect to matters of policy and operations.

4.5 The Executive shall report annually on the activities of the association and the Treasurer shall submit a written annual report detailing the association's current fiscal status.

4.6 Prior to each Annual General Meeting of the association, a BCTLA Nominating Committee shall be formed by the Executive to seek nominations for candidates for elective positions.

4.7 The Nominating Committee shall have charge of the conduct of the election of officers of the association, and the counting and tabulating of all votes cast.

4.8 In the case of a tie vote the successful candidate shall be determined by lot.

#### **By-law No. 5 – Officers and Committees**

5.1 The officers of the association shall be the President and the immediate Past President, President, Secretary, Treasurer, Vice President, Advocacy, Vice President, Chapter Relations, Vice President, Resources, Working and Learning Conditions Chairperson, Conference Chairperson, Education Chairperson, Liaison Chairperson, *The Bookmark* Chairperson, and three Members-at-Large.

5.2 The officers shall perform the duties pertaining to their respective offices and other such duties as may be approved by the Executive.

5.3 All officers and all elected members of the Executive shall serve a term of two years.

5.4 The Executive shall appoint all other officers and all committees of the association not otherwise provided for. Only a member of the association shall be appointed as the chairperson of committees except by special authorization of the Executive.

5.5 Ad hoc committees may be authorized by the Executive, Council or a General Meeting. The life of these committees shall be limited to one year unless otherwise specified.

5.6 The Executive may establish joint committees, either standing or special, with other organizations when the functions of the proposed committee cannot be properly delegated to a single BCTLA committee.

5.7 Membership of committees may consist of both councillors and non-councillors. Subcommittees of the committees shall exist at the will of the Executive.

5.8 The committee membership year shall be the same as the fiscal year.

5.9 Any vacancy occurring on a committee shall be filled by appointment by the Executive.

5.10 Membership on a committee exists at the pleasure of the Executive.

5.11 Sections may be authorized by the Executive.

5.12 Sections may be dissolved at any time by the Executive.

5.13 Membership of sections may consist of subscribers. Subsections of the sections shall exist at the will of the Executive.

5.14 The section membership year shall be the same as the year of valid BCTLA subscription.

### **By-law No. 6 Chapters**

6.1 The purpose of a chapter is to promote healthy school library programs and services within the school district(s) included in the chapter and to co-operate in general and joint enterprises with the BCTLA as a whole, with other chapters and with the BCTF and other local bodies.

6.2 Teacher-librarians within any school district or any group of neighbouring school districts may apply to the Council for recognition as a chapter of the BCTLA.

6.3 A chapter shall have a minimum of five BCTLA members.

6.4 No more than one chapter of the BCTLA shall exist in any school district.

6.5 Copies of the chapter constitution and by-laws, and subsequent amendments to them, shall be filed with the BCTLA and must be approved by the Executive.

6.6 A chapter may admit members who are not members of the BCTLA but only BCTLA members shall have the right to vote or hold office and:

- The President and Vice President shall be active BCTF members.
- The majority of the chapter's executive shall be active BCTF members.
- Representation of the chapter to outside authorities and agencies shall be by active BCTF members.

6.7 No chapter shall incur expense on behalf of the BCTLA nor shall any chapter commit the BCTLA by any declaration except as authorized.

6.8 Any chapter may withdraw from chapter status provided the issue has been submitted to a vote of the chapter membership and is favoured by a majority of the members voting; and providing further that notice of withdrawal be sent to the president of the BCTLA.

6.9 A chapter may be dissolved by the Council and shall be dissolved if it becomes inactive or fails to comply with the provisions of the BCTLA by-laws, after due notice has been given.

### **By-law No. 7 - Chapter Council**

7.1 No person may serve on the Council unless he/she is a member of the BCTLA.

7.2 Each chapter shall be entitled to one councillor per 30 schools, 2 per 60, 3 per 90 and 4 per 120 to be elected for a term of one year by the BCTLA members of the chapter.

7.3. All members of the BCTLA Executive shall automatically be members of the Council but shall not serve as a chapter councillor for a local chapter.

7.4 Each chapter shall notify the BCTLA Executive, by October 15, of the name of its elected councillor(s) and its elected officers and advise them of any changes in these officers that occur during the school year.

7.5 The Council shall hold at least one meeting each year. Meetings shall be held at a time and place and in a format designated by the BCTLA Executive.

### **By-law No. 8 - Meetings**

8.1 Meetings of the association and of the Executive are called by the President at the convenience of the majority.

#### 8.2 General Meetings

8.2.1 Twenty-five members shall constitute a quorum at general meetings.

8.2.2 There shall be an Annual General Meeting in the spring to elect officers, to set membership fees for the ensuing year, to hear reports and evaluate the year, to revise the constitution and by-laws, and to set goals for the ensuing year.

8.3 Special meetings of the association may be called on request of not less than three per cent of the voting members of the association as of the previous June 30. At least one month's notice shall be given, and only the business specified in the call shall be transacted.

#### 8.4 Council Meetings

8.4.1 Seventeen voting members of the Council shall constitute a quorum at Council meetings.

#### 8.5 Executive Meetings

8.5.1 Four voting members of the Executive shall constitute a quorum at an Executive meeting.

8.6 Any person may be invited to any association meeting within the limits of BCTF policy.

### **By-law No.9 - Rules of order**

9.1 All meetings of the BCTLA shall be governed by the "Simplified Rules of Order" generally in use by the BCTF (BCTF Members' Guide).

9.2 Reference will be made to the latest version available of "Robert's Rules of Order" in the event that the "Simplified Rules of Order" fail to offer a solution.

### **By-law No. 10 - Voting**

10.1 Only members of the association shall have the right to vote.

10.2 Voting on motions at all meetings shall be by a show of hands, except when a ballot is demanded by at least one third of the members present.

10.3 Voting on motions may be carried out electronically or by phone.

### **By-law No. 11 - Representations Outside the BCTF**

11.1 As a recognized provincial specialist association, this association shall conform to the constitution and by-laws and to the policies of the BCTF.

11.2 Representations 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.

**By-law No. 12 - Examination of records**

12.1 Upon written request to the President of the BCTLA, any member may examine the records of the BCTLA.

12.2 Regular inspection and auditing of the financial records of the BCTLA will be done as a regular part of the annual audit of the BCTF.

**By-law No.13 - Procedures for amending the constitution and by-laws**

13.1 This constitution and by-laws may be amended only at an annual general meeting by resolution passed by a three-quarters majority.

13.2 At least two weeks' notice of motions to change the constitution or by-laws shall be given to members.

**By-law No. 14 - Filing**

14.1 A copy of the constitution and by-laws of the association shall be filed with the BCTF.

**Revisions**

~ June 1986

Revised June 1990 by Barb Hall, Past President.

Revised June 1991 by Diana Poole, Past President

Revised October 1998 by Judith Kootte, Past President

Revised June 2001 by Mark Roberts, Past President

Revised October 2003 by Joan Eaton and Kay Treadgold, Past Presidents

Revised April 2009 by Heather Daly, President and Val Hamilton, Retired