

Constitution, By-Laws and Policies

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 April 2004 by Joan Eaton and Kay Treadgold, Past Presidents

BRITISH COLUMBIA TEACHER-LIBRARIANS' ASSOCIATION

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

OBJECTIVES

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 resource centre services in British Columbia by:

1. Defining and promoting the attainment of desired specialist standards of qualification for teachers in the school library resource centre field.
2. Proposing standards that will improve the learning and working conditions in school library resource centres.
3. Establishing recognized standards for school library resource centre 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 library resource centres in British Columbia.
8. Affiliating formally with national and international school library resource centres and library professional groups for the purpose of pursuance of mutual goals.
9. Establishing formal liaison with post-secondary institutions to ensure the adequacy of training in the field of teacher-Teacher-librarian.
10. Influencing, through the BCTF, the Ministry of Education policies and practices in those areas that affect school library resource centres.

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.

BY-LAW 1: MEMBERSHIP

1. Any person who is a BCTF member may become a member upon payment of dues.
2. Only members of the association shall have the right to vote
3. Any member of the association shall have the right to hold executive office, subject to the following:
 - President/Vice President shall be active BCTF members.
 - The majority of the Executive Board shall be active BCTF members.
 - PSA Council delegates shall be active BCTF members.
 - Representation of PSA's within the BCTF and outside authorities and agencies shall be by active BCTF members.
4. The dues shall consist of an amount set by the Annual General Meeting of the association, payable to the BCTF.
5. The membership year for the association shall be for the 12-month period following receipt of the membership fee by the BCTF.
6. All members of the association are entitled to receive a copy of all publications for the 12 month period of their membership.

BY-LAW 2: COUNCIL

1. The Council of the BCTLA shall be the governing body of the association. The Council shall delegate to members and committees authority to plan and carry out programs and activities within assigned fields of responsibility and in accord with general Council policy.
2. The Council shall determine all policies of the association, and its decisions shall be binding upon the association, except as provided in article 6.4.
3. No person may serve on the Council unless he/she is a member of the BCTLA.
4. Each chapter shall be entitled to one councilor to be elected for a term of one year by the BCTLA members of the chapter.
5. Each chapter shall have the right to representation at meetings of the Council in the proportion of one vote for each four percent, or fraction thereof, of the total voting membership of the BCTLA who are voting members of the chapter. The total voting membership of the BCTLA shall be determined on May 15 of the preceding fiscal.
6. All members of the Executive Board shall automatically be members of the Council.
7. No person shall serve simultaneously as a member of the Council elected by a chapter and as a member of the Council as outlined in article 6. above.
8. Each chapter shall notify the Communications Officer, by September 15, of the name of its elected councilor and its elected officers. The Communications Officer shall be advised of any changes in these officers that occur during the school year.
9. Should no councilor be elected by a chapter prior to the first meeting of the Council in each fiscal year or October 15, whichever comes first, the chapter will be considered inactive and may be dissolved as specified in article 5.11.
10. The Council shall hold at least two meetings each year. Such meetings shall be held, one at a time and place of the Annual General Meeting of the association and one at a time designated by the Executive Board. Other meetings may be called by the President and shall be called upon request of 10 members.
11. The elected officers of the Executive Board shall serve as officers of the Council. The presiding officer may vote only in case of a tie.

BY-LAW 3: EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers of the association, the immediate Past President and the appointed officers of the association.
2. A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment, the person appointed to serve until the following annual election.
3. The Executive Board shall report on its activities not later than the next meeting of the Council. The Executive Board shall act for the Council in the administration of established policies and programs. It shall serve as the central management board of the BCTLA, subject to review by the Council, and shall make recommendations with respect to matters of policy and operations.
4. On behalf of the Council, the Executive Board shall report annually on the activities of the association by submitting a written report to each member and to the BCTF by June 30.
5. On behalf of the Council, the Executive Board shall report annually on the program of association activities proposed for the current year by submitting a written report to the BCTF by November 30, or as the BCTF requires.

BY-LAW 4 -- OFFICERS AND COMMITTEES

1. The officers of the association shall be a President, immediate Past President, Vice President (Chapter Relations), Vice President (Advocacy), Recording Secretary, Communications Officer, Treasurer, Working and Learning Conditions Chairperson, Conference Chairperson, Publications Coordinator, The Bookmark Senior Editor, Liaison Chairperson, the Continuing Education Chairperson, and the Web Steward. All officers except the immediate Past President, Conference Chairperson, Publications Coordinator, The Bookmark Senior Editor, Liaison Chairperson, the Continuing Education Chairperson, and the Web Steward shall be elected as provided for in by-law 9. The Conference Chairperson, Publications Coordinator, The Bookmark Senior Editor, Liaison Chairperson, the Continuing Education Chairperson and the Web Steward shall be appointed by the Executive Board and shall hold office at its pleasure.
2. The officers shall perform the duties pertaining to their respective offices and other such duties as may be approved by the Executive Board. The President shall report annually to the Council on behalf of the Executive Board.
3. The Executive Board shall appoint all other officers and all committees of the association not otherwise provided for. Only members of the association shall be appointed to chair committees except by authorization of the Council.
4. All officers and all elected members of the Executive Board shall serve from July 1 to June 30, inclusive.
5. Elected officers shall be eligible for election to one additional consecutive term but later may be elected to any other position.
6. Appointed officers continuing in office shall have their appointments reconfirmed by the Executive Board at the last meeting in each fiscal year.
7. The Council may establish standing committees to consider matters of the association that require continuity of attention by the members.
8. The standing committees shall be:
 - Advertising Committee
 - Chapter Relations Committee
 - Constitution and By-laws Committee
 - Education for Teacher-Librarianship Committee
 - Continuing Education Committee

- The Bookmark Editorial Board Committee
 - Reviewing Service Committee
 - Advocacy Committee
 - Liaison Committee
 - Archives Committee
9. All other committees authorized by the Council, and interim committees authorized by the Executive Board, shall be special committees. The life of a special committee shall be limited to one year unless the Council or the Executive Board, whichever has authorized such committee, shall otherwise provide.
 10. The special committees shall include administration and general committees with functions and size to be determined by the Council or Executive Board, such as: the Nominating Committee and the Intellectual Freedom Reference Service Committee.
 11. The Council 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.
 12. Membership of committees may consist of both councilors and non-councilors. Subcommittees of the committees shall exist at the will of each Council or Executive Board.
 13. The committee membership year shall be the same as the fiscal year.
 14. The Executive Board shall designate the chairperson of each committee
 15. Any vacancy occurring on a committee shall be filled by appointment by the Executive Board.
 16. Any member of a committee may be removed by the three quarters vote of the Executive Board upon recommendation of either the chairperson of the committee or the President of the association.
 17. No committee shall incur expense on behalf of the association except as authorized, nor shall any committee commit the association by any declaration of policy.

BY-LAW 5-- CHAPTERS

1. The purpose of a chapter is to promote general school library resource centre service and teacher-Teacher-librarian within the school district(s) included in the chapter and to co-operate in the promotion of general and joint enterprises with the BCTLA and other library groups, and with the BCTF and other local bodies.
2. The Council may establish a chapter of the BCTLA in any BC school district in which a majority of the BCTLA members employed within the area involved and voting on the issue favour such action; provided, however, that the total number of persons voting on the issue shall not be less than 50 per cent of the total number of BCTLA members employed within the area. A regional chapter may consist of any area composed of two or more contiguous school districts.
3. Any district or regional school library resource centre association may, at its request, be designated a chapter of the BCTLA provided a majority of the BCTLA members employed within the area involved voting on the issue is in favour of such action; provided, however, that the total number of persons voting on the issue shall not be less than 50 per cent of the total number of BCTLA members employed within the area involved, and provided, further, that there is no conflict in principle between the constitution and by-laws of the association involved and the constitution and by-laws of the BCTLA, and that copies of the chapter constitution and by-laws, and subsequent amendments to them, are filed with the BCTLA and approved by the Executive Board.

4. The constitution and by-laws shall provide appropriate rules governing the holding of meetings, the constitution of a quorum, the conduct of nominations and elections, the establishment and appointment of committees, the setting of fees, and the procedure for their own amendment. Such documents shall also define the membership of the chapter, its name and objectives, and its elected and appointed offices.
5. No more than one chapter of the BCTLA shall exist in any school district.
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.
7. Only members of the BCTLA have the right to hold executive office in a chapter subject to the following:
 - President/Vice President: shall be active BCTF members.
 - The majority of the Chapter Executive shall be active BCTF members.
 - Representation of the chapter to outside authorities and agencies shall be by active BCTF members.
8. Each district or regional chapter shall be the final authority within the BCTLA in respect to all programs and policies that concern only the area for which the chapter is responsible provided they are not inconsistent with any programs and policies established by the BCTLA Council, or by the BCTF. Any chapter may establish committees that parallel provincial committees to carry out overall programs within its own area and to maintain liaison between its members and the provincial committee.
9. No chapter shall incur expense on behalf of the association except as authorized, nor shall any chapter commit the association by any declaration of policy.
10. 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 provided further that notice of withdrawal is sent to the president of the BCTLA.
11. A chapter may be dissolved by the Council and shall be dissolved if it becomes inactive or fails to comply with the provisions of this by-law, after due notice has been given by the Council.

BY-LAW 6 -- MEETINGS

1. A general meeting consists of the voting members of the association with authority to act; set out in article 6.2 and 6.4. A general meeting shall be held annually and at such other times as may be set by the Executive Board, Council or by membership petition as provided for in article 6.5. For all persons attending any meeting or conference there may be a registration fee as fixed by the Executive Board.
2. The association by a vote at a general meeting may refer any matter to the Council with recommendations and may require the Council to report on such matter at any specified session of the association.
3. Any question of policy may, by a majority vote of the Council, be submitted to the association to be voted upon either at a general meeting or by mail as the Council may determine.
4. Any action of the Council may be set aside by a three-quarter vote at any general meeting of the association.
5. Special meetings of the association may be called by the Executive Board, and shall be called by the President on request of not less than three per cent of the voting members of the association as of the previous June 30, such request to be filed with the President at least 90 days before the proposed meeting. At least

- one month's notice shall be given, and only the business specified in the call shall be transacted.
6. Any person may be invited to any association meeting within the limits of BCTF policy.

BY-LAW 7 -- VOTING

1. 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.
2. Votes by mail, both of the association and of the Council, may be authorized by the Executive Board between meetings. For votes by Council, 50 percent of the voting membership shall constitute a quorum and a three quarters majority of those voting shall be required to carry. For votes by the association, 25 per cent of the voting membership shall constitute a quorum and a majority of those voting shall be required to carry.
3. The Executive Board shall have authority to set the time limit during which votes will be recorded, but if no such time limit is set, no vote shall be counted unless received within 30 days from the day the text of the ballot or question voted upon was mailed properly addressed to those entitled to vote on the matter involved. In the case of a vote by mail of the association, the Executive Board may designate publication of the ballot or question submitted in The Bookmark as the appropriate method of submitting the matter to the members for their determination.

BY-LAW 8 -- QUORUM

1. Twenty-five members shall constitute a quorum at general meetings.
2. Seventeen voting members of the Council shall constitute a quorum at its meetings.
3. Four voting members shall constitute a quorum of the Executive Board.

BY-LAW 9 -- NOMINATIONS AND ELECTIONS

1. Prior to each Annual General Meeting of the association, the Past President shall seek nominations or appoint a BCTLA Nominating Committee to seek nominations for candidates for elective positions.
2. The Past President or Nominating Committee shall nominate at least one member of the association for each of the elected offices of the Executive Board.
3. The Past President or Nominating Committee shall call for other nominations, and they shall be accepted if in each case the official nomination form bears the signature of a minimum of five members of the association, and is received by the Past President or Nominating Committee prior to the official closing date for nominations as determined by the Executive Board, and published in *The Bookmark*.
4. Nominations shall be placed before members of the association on a printed ballot, accompanied by a biography and a statement of aims and objectives for each nominee, under the direction of the Past President and Nominating Committee.
5. The Past President and 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.
6. Not more than six weeks following the close of nominations, the Communications Officer shall mail a copy of the ballot to each member of the association in good standing.

7. For each office, the candidate receiving the largest number of votes shall be elected and shall be so reported to the association by the Past President or the Nominating Committee in The Bookmark. In the case of a tie vote the successful candidate shall be determined by lot conducted by the Past President or the Nominating Committee. In the event that a candidate for election to the Executive Board withdraws from candidacy in the period between the mailing of ballots and the beginning of the new term of office, and the candidate is successful in the election, the candidate receiving the second largest number of votes shall be elected.

BY-LAW 10 -- FISCAL YEAR

1. The fiscal year of the association shall end June 30. The fiscal year shall govern all business and activities of the association except as otherwise provided in the constitution and by-laws.

BY-LAW 11 -- FINANCES

1. Annual estimates of income shall be based upon the actual income of the preceding year plus any unexpended balance remaining from the preceding year. In no case may expenditures be budgeted in excess of the established income arrived at in this manner.
2. Financial records of the association shall be maintained by the BCTF.
3. A written report shall be made annually to the membership, by the Treasurer, detailing receipts and expenditures, and explaining the association's fiscal status.

BY-LAW 12 -- NOTICES BY MAIL

1. Publications of notices in The Bookmark shall be sufficient to fulfill the requirement of notice by mail.

BY-LAW 13 -- PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order (revised), in the latest edition, shall govern the association in all cases to which it can be applied and in which it is not inconsistent with the constitution, the by-laws, or special rules of order of the association.

BY-LAW 14 -- REPRESENTATIONS OUTSIDE THE BCTF

1. As a recognized provincial specialist association, this association shall conform to the constitution and by-laws and to the policies of the BCTF, as well as to the expressed wishes of the BCTF Executive Board. Representations may 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.

BY-LAW 15 -- AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. All proposals for amending the by-laws shall originate in the Executive Board. A proposed amendment or new by-law shall become effective when it shall have been approved by a majority of the members of the Executive Board present and voting at a meeting of the Executive Board, followed by ratification by a three quarters vote of the members present and voting at a general meeting of the association, provided at least one month's written notice has been given to the association of the text of the proposed amendment or new bylaw.

2. All proposals for amending the constitution shall originate in the Council. A proposed amendment shall become effective when it shall have been approved by a majority of the members of the Council present and voting at a meeting of the Council, followed by a ratification by a three quarters vote of the members of the association present and voting at a general meeting, provided at least one month's written notice shall be given to the association of the text of the proposed amendment.

BY-LAW 16 -- FILING

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

~ 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

POLICIES

POLICY 1. ADVERTISING

1. All advertising in The Bookmark will be subject to Editorial Board approval.
2. Inclusion of advertising and publicity materials within The Bookmark does not mean that these items have received BCTLA approval.

POLICY 2. CHAPTER RELATIONS

1. The BCTLA will accept the constitution of a new chapter if it does not conflict with the constitution of an existing chapter, the BCTLA constitution or BCTF policies.
2. Chapter councilors are encouraged to recruit new and renewal memberships.
3. Chapters are required to submit a written report of the year's activities and concerns to the Vice President and to the Senior Editor of The Bookmark at the BCTLA AGM or by June 15 at the latest.
4. A local chapter of the BCTLA must have five or more members to be considered eligible to receive funding to send a chapter councilor to the council meetings. Chapters with fewer than 5 members may apply to the Executive Board for funding. (Fall Council, 1993)
5. The BCTLA membership list will be available for professional purposes only at the discretion of the Executive Board.

POLICY 3. TEACHER-LIBRARIANSHIP/TEACHER EDUCATION

1. Faculties of Education should provide pre-service teachers with information about the role of the school library resource centre and ensure that pre-service teachers have practical experience in co-operative program planning and teaching. (Spring Council, 1994)
2. The BCTLA endorses the Students' Information Literacy Needs in the 21st Century. The competencies for teacher-librarians and guiding principles for education for teacher-librarianship. (Spring Council, 1998)
3. The BCTLA endorses Achieving Information Literacy Through Quality School Library Programs: Standards for School Library Programs in Canada (The Canadian School Library Association and The Association for Teacher-Librarianship in Canada). (October 2003)
4. The BCTLA Executive Board, in consultation with the Continuing Education Committee Chair, will be the reaction group to proposals for improved education for teacher-Teacher-librarian at the universities.
5. The BCTLA should examine existing opportunities for continuing education for teacher-librarians and work with the College of Teachers, universities and related associations to recommend a comprehensive and unified approach.
6. The BCTLA should request that each university make available to the BCTLA, to course instructors and to candidates, its written philosophy of teacher-Teacher-librarian and the role of the teacher-librarian. Further, these same groups and individuals should receive an outline of course offerings, a statement of intended learning outcomes for each course, and a description of how these fit within the university's written philosophy, role description and priorities of teacher-librarians.
7. The BCTLA encourages the development of Faculty of Education programs which focus on resource-based learning and teaching and which are based on the philosophy of school library resource centre programs as outlined in Developing Independent Learners. (Spring Council, 1994)

8. The basic UBC courses in administration (LIBE 381) and programs (LIBE 382/404) should be offered at different times so that they can both be completed in one summer.
9. UBC should continue its commitment to offer fall and winter courses off-campus in the Lower Mainland and elsewhere in the province.
10. Instructors in teacher-librarianship should (a) reflect the philosophy outlined in the recommended curriculum for education for teacher-librarians, and (b) have successful experience as a teacher-librarian and a Master's Degree.
11. Instructor positions for extra-sessional and summer school courses should be posted in The Bookmark.

POLICY 4. CONTINUING EDUCATION

1. A BCTLA conference will be held in conjunction with the Provincial PSA Day in the fall. (Fall Council, 1993)
2. The BCTLA will give assistance to chapters that host provincial workshops or conferences.
3. If a profit results, 60% of the amount shall be retained by the local chapter and 40% returned to the BCTLA. The BCTLA will be responsible for any deficit arising from a cosponsored conference. (Fall Council, 1993)
4. BCTLA members who give workshops at the BCTLA provincial conference will have their conference fees waived and will be eligible for honoraria. (Fall Council, 1986)
5. BCTLA representation to out-of-province conferences will be at the discretion of the Executive Board.
6. The Executive Board is empowered to determine the basis upon which grants are given for out-of-province conferences.
7. Out-of-province conference guidelines:
 - the conference delegate must be a member of BCTLA.
 - one conference per member per year.
 - the potential delegate must apply to the Communications Officer at least two months in advance of the conference.
 - the Executive Board will determine the potential value to the BCTLA of the conference for which application is made.
 - a written report to *The Bookmark* is required.
 - maximum grant per conference is \$100.00.
8. The BCTLA favours using release time from regular duties for professional development activities and workshops within individual districts or at the provincial level.

POLICY 5. CURRICULUM DEVELOPMENT

1. Teacher-librarians should be included on any Ministry, BCTF, or local district curriculum committees and learning resource evaluation committees. (Fall Council, 1989, 1993)

POLICY 6. BCTLA PUBLICATIONS

1. The BCTLA will publish a journal (Fall Council, 1987) titled The Bookmark.
2. The BCTLA will publish stand-alone publications in addition to The Bookmark. Stand-alone publications address a particular area or topic in depth, e.g. Fuel for Change. or can be used as a tool by a teacher-librarian in a practical application apart from a theoretical approach. (Spring Council, 1987)

3. Current BCTLA members will receive all BCTLA publications. Subscriptions to BCTLA publications will be offered for sale to non-members. (Fall Council, 1988, 1993)
4. Stand-alone publications to be offered for sale will be determined by the Executive Board (Fall Council, 1989) and sold and distributed by BCTF Lesson Aids. (Fall Council, 1993)

POLICY 7. ADVOCACY

1. The BCTLA will design and complete projects which demonstrate that teacher-librarians and school library resource centres are integral to educational programs. These projects will be focused on communication to colleagues, administrators, parents and the community at large. (Spring Council, 1994)
2. The BCTLA will compile and make available a bibliography of articles and research that support the role of the teacher-librarian and the school library resource centre program. (Spring Council, 1994)

POLICY 8. INTELLECTUAL FREEDOM

1. The BCTLA affirms that all school library resource centres (Fall Council, 1989) are forums for information and ideas.
2. School library resource centres (Fall Council, 1989) should:
 - provide books and other library resources for the interest, information and enlightenment of all individuals served. Materials should not be excluded solely because of their origin or background, or because of the views of those contributing to their creation.
 - provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Teacher-librarians should:
 - be aware of the Ministry of Education's document [Evaluating, Selecting And Managing Learning Resources: A Guide For Teachers \(2002 Edition\), \(RB0142\)](#) (April 2004)
 - be aware of their district's policies on the selection and reconsideration of learning resources which were established according to Ministry of Education documents.
 - challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 - co-operate with all persons and groups concerned with supporting free expression and free access to ideas.
 - inform the local BCTLA Chapter Councilor when learning resources are challenged and formal reconsideration processes are being followed. The BCTLA Chapter Councilor should contact the BCTLA President who will initiate the compilation of relevant reviews and literary criticism and pursue the matter through appropriate BCTF channels. (Fall Council, 1986)

POLICY 9. WORKING AND LEARNING CONDITIONS

1. The BCTLA will work to incorporate teacher-librarians' concerns about working and learning conditions into BCTF working and learning condition actions and BCTF policies and procedures. Teacher-librarians should consult the Member's Guide to the BCTF for these statements.
2. Each fall the BCTLA will conduct an assessment of working and learning conditions in school library resource centres throughout BC, and publish the findings in [The Bookmark](#).

3. Resource Centre Staffing

- The BCTLA endorses the Canadian School Library Association's and the Association for Teacher-Librarianship in Canada's statement on teacher-librarian qualifications.
- A primary responsibility of teacher-librarians is to work with teachers to provide curricular support and information skills instruction to students in the school library resource centre (Fall Council, 1989) during regular school hours.
- To fulfill this responsibility, a school library resource centre (Fall Council, 1989) should be staffed throughout the school day by a qualified teacher-librarian.
- The BCTLA opposes the appointment of teachers without the recommended professional training to teacher-librarian positions.
- Auxiliary personnel, performing clerical and technical tasks, are required in school library resource centres (Fall Council, 1989) so teacher-librarians can perform their professional duties.

4. Resource Centre Facilities

- The space, equipment and design of the facility should support the role of the school library resource centre. (Fall Council, 1993)
- Teacher-librarians should be involved in the design and equipping of school library resource centre facilities. (Fall Council, 1993)

5. Resource Centre Collection

- The capital equipment basic grant for new schools should include monies to establish a basic learning resources collection.
- When new programs, courses or additional grade levels are introduced into the school, a capital grant should be given to provide the necessary basic collection. New learning material formats should be added to the school library resource centre (Fall Council, 1989) collection as they become significant to the educational program.
- The selection of school learning resources should be the joint responsibility of the professional staff in the school. (Fall Council, 1993)

POLICY 10. PROFESSIONAL AFFILIATIONS

1. International, National and Provincial Teacher-Librarian Associations: The BCTLA will work closely with other teacher-librarian associations to promote teacher-librarian. (Fall Council, 1993)
2. British Columbia Library Association: The BCTLA will work closely with the BCLA on the subject of school library resource centre development and school/public library relations.
3. Colleges and Universities: Teacher-training institutions will be asked to work closely with the association and send a representative to the annual general meeting. (Fall Council, 1989)
4. Library Technician educational institutions and associations will be asked to work closely with the association. (Fall Council, 1989, 1993)
5. Educational Organizations: The BCTLA will communicate and work with other PSAs to promote teacher-librarians. (Fall Council, 1993)

POLICY 11. MINISTRY OF EDUCATION

1. Provincial Consultant: The BCTLA should work with the Ministry of Education to explore the need for a school library resource centre consultant. (Fall Council, 1993)
2. School Library Resource Centre (Fall Council, 1989) Policy
 - The BCTLA supports the policies outlined in the Ministry of Education's publication, Developing Independent Learners. (Fall Council, 1993)
 - The BCTLA supports the inclusion of statements regarding the school library resource centres in the Ministry's booklet on accreditation and assessment. (Fall Council, 1993)
3. Curriculum Documents: The Learning Resources Branch should supply to school library resource centres (Fall Council, 1989), copies of all curriculum and resource guides.
4. Ministry Committees: The BCTLA shall work with the BCTF to ensure that members of the BCTLA are included on all Ministry Committees. (Fall Council, 1989)

POLICY 12. AWARDS

1. THE DIANA POOLE MEMORIAL AWARD:

The British Columbia Teacher-Librarians' Association honours practising teacher-librarians who are making an outstanding contribution to teacher-librarianship at and beyond the school level in British Columbia. (Fall Council, 1989, 1993, 1996)

CRITERIA:

Individuals nominated for the award should be demonstrating the planning and implementation of a school library resource centre program of such exemplary quality that it is serving as a model for others. They must also be involved in one or more of the following areas:

- Service to the profession through the BCTLA and related organizations.
- Commitment to professional growth through continuing education, research, or participation in national organizations.
- Sharing of ideas and resources through such means as workshops and publications.

RULES:

- This award may be given annually by the BCTLA Executive Board and, if given, is to be presented at the Fall Conference. (April 2004)
- Nominees must be practicing school-level teacher-librarians and members of the BCTLA.
- Nominations, following the approved format, may be forwarded to the BCTLA Executive Board by local chapters or by individual members of the BCTLA.
- Nominations should be sent to the Communications Officer by April 1st. (April 2004)
- Nominations shall be considered for only the year in which they are received.

• **2. THE BCTLA DISTINGUISHED SERVICE AWARD:**

The British Columbia Teacher-Librarians' Association recognizes the efforts of individuals who have made an outstanding contribution in support of effective school library resource centre programs in British Columbia. (April 2004)

CRITERIA:

- The award may be presented annually by the BCTLA for outstanding service in support of Teacher-librarians. (Fall Council, 1989). The contribution made by the recipient of the award should be: (a) outstanding in its own field, (b) altruistic, and (c) significant in terms of the continuing history of school library service.
- Consideration will be given to projects which have been completed in the previous year; or to a continuum of activities extending over a longer period of time and which have, currently, a positive impact on school library services at a local, provincial, national level.

RULES:

- This award may be given annually by the BCTLA and, if given, is to be presented at the AGM
- Nominees must not be teacher-librarians.
- Nominations should be forwarded to the BCTLA Communications Officer by local chapters or by individual members of the BCTLA by April 1. (April 2004)
- Nominations shall be considered for only the year in which they are received.
- The BCTLA Executive Board shall establish an independent jury of three BCTLA members to adjudicate the award. (Fall Council, 1988)

3. THE KEN HAYCOCK PROFESSIONAL DEVELOPMENT AWARD:

The British Columbia Teacher-Librarians' Association recognizes the need to further the professional development of a member of the BCTLA by giving an award to be used for any credit or non-credit course, workshop, conference or program in the field of teacher-librarianship. This award is not to exceed \$350.00. (April 2004)

ELIGIBILITY:

To be eligible for the Ken Haycock Award an applicant must be:

- A Canadian citizen
- A resident of British Columbia
- A member of the BCTLA
- A holder of a valid BC Teaching Certificate

TERMS OF THE AWARD:

The recipient shall:

- Use the award monies within 12 months of presentation
- Submit an article to [The Bookmark](#)
- Receive payment of the award monies upon proof of completion of the course, workshop, conference, or program, and submission of the article to [The Bookmark](#)

APPLICATIONS:

A complete application shall consist of:

- An application form.
- A statement of purpose for taking the course, workshop, conference or program.

- Two letters of reference.
- An outline of the course, workshop, conference or program.

Application forms are available from the Communications Officer of the BCTLA. Prospective applicants who are not BCTLA members may obtain membership by contacting the BCTF.

SELECTION PROCESS:

- The recipient of the award shall be selected by a special committee appointed by the Executive Board.
- The Selection Committee shall consist of one member of the Executive Board and two chapter councilors.
- The Selection Committee shall meet in conjunction with a BCTLA Council meeting for consideration of applications. If an award is given the decision will be made by April 15th, and all applicants will be notified. (Fall Council, 1988; April 2004)

4. THE ALAN KNIGHT MEMORIAL AWARD:

The British Columbia Teacher-Librarians' Association and the editorial board of The Bookmark recognize the contribution to communication in teacher-librarianship made by the submission of outstanding articles to The Bookmark.

CRITERIA:

- This award will be presented annually by the BCTLA for the most outstanding original article submitted to The Bookmark during the past year.
- They may be either practical or theoretical in nature but must be significant in terms of the contribution to the professional growth of teacher-librarians and reflect the generosity of sharing ideas with others.

RULES:

- This award may be given annually by the BCTLA and, if given, will be presented at the AGM.
- The senior editor of The Bookmark shall make the presentation at the AGM
- The recipient of the award shall be a BCTLA member and shall be selected by members of a local chapter of the BCTLA, in consultation with the editorial board
- The Communications Secretary shall notify the appropriate individuals and organizations (school boards etc.) (April 2004)

5. THE WILLIAM H. SCOTT MEMORIAL AWARD

The British Columbia Teacher-Librarians' Association recognizes the need to encourage professional development within chapters of the BCTLA. Each year the William H. Scott Memorial Award will provide \$500.00 to a local chapter for inservice, workshops or guest speakers in the field of teacher-librarianship.

ELIGIBILITY

To be eligible for an award, a chapter must be:

- An active, registered chapter within the BCTLA.
- An active participant in the Council meetings.
- Up-to-date with chapter reports and all required documentation for the BCTLA

TERMS OF THE AWARD

The recipient chapter shall:

- Use the \$500.00 award money for the upcoming school year
- Ensure that the suggested program is of maximum benefit to all its members
- Provide copies of receipts to the Treasurer of the BCTLA as proof of appropriate use of the award
- Provide a written report of the professional development that may be reproduced in The Bookmark.

APPLICATIONS

A complete application shall consist of:

- An application form which is available in the Chapter Councilors' Handbook or from the BCTLA Communications Officer, completed and signed by the Chapter President and Chapter Councilor.
- A statement of purpose.
- The proposed professional development plan for the year.
- Applications must be received by April 1st (April 2004)

SELECTION PROCESS

- The recipient chapter shall be selected by a special committee within the BCTLA Executive Board.
- The committee shall consist of the Vice President and two other members of the Executive.
- The selection committee shall meet to consider the applications. The decision shall be announced at the BCTLA Spring Council Meeting at which time the Award will be presented.

GUIDELINES

GUIDELINE 1. EXECUTIVE BOARD

EXPENSES

- Travel allowances and accommodation at current BCTF rates (Fall Council, 1989)
Executive Board meetings will be established each fall during the budget process.
- Expenses incurred communicating with members will be paid in full.

TERMS OF REFERENCE: PRESIDENT

The President shall:

- Prepare agendas and preside at the AGM and meetings of the Executive Board and Council.
- Be ex officio, a member of all committees.
- Report annually to the Council on behalf of the Executive Board.
- Submit an annual President's report to the AGM (Fall Council. 1988)
- Represent the BCTLA on PSA Council (Fall Council, 1989)
- Be a spokesperson for the BCTLA when required (i.e., media interviews,)
- Notify all Executive Board members, committee chairpersons, and liaison persons of all Executive Board meetings.
- Write the 'In Circulation' article for each issue of The Bookmark. (April 2004)

TERMS OF REFERENCE: VICE PRESIDENT (CHAPTER RELATIONS)

The Vice President shall:

- In the absence of the President, preside and perform the duties of the President.
- Provide liaison between the executive board and the chapters.
- Be chairperson of the Chapter Relations Committee.
- Revise the BCTLA Councilor's Handbook each fall.
- Present a workshop on the BCTLA Councilor's Handbook at the fall Council meeting.
- Maintain files of local chapter constitutions, district library policies, and chapter reports.
- Maintain database of chapter executives. (Fall Council, 1992)
- Submit, to the treasurer, a list of Chapters who have completed Chapter Reports so that Chapter Council travel expenses can be released. (April 2004)

TERMS OF REFERENCE: SECOND VICE PRESIDENT (ADVOCACY)

The Second Vice President shall:

- In the absence of the President and Vice President, preside and perform the duties of the President
- Provide liaison between the executive board and the Advocacy Committee
- Be the chairperson of the Advocacy Committee
- Maintain a file of promotional materials

TERMS OF REFERENCE: TREASURER

The Treasurer shall:

- Receive and bank all monies due the BCTLA either directly or through the BCTF.
- Keep bookkeeping records of such funds, based on the data supplied by the BCTF.
- Pay bills from officers and committee members only when authorized and when receipts from expenditures are attached.
- Disburse all monies as the BCTLA may direct.
- Give a complete financial report at the AGM.
- Prepare a draft budget to be passed by the Executive Board and be presented at the Council in the fall.
- Submit a budget to the BCTF for approval.
- Submit a report to the BCTF on each project for which the BCTF has provided Social Grant monies.
- Prepare a recommendation on fees for presentation at the AGM.

TERMS OF REFERENCE: RECORDING SECRETARY

The Recording Secretary shall:

- Keep minutes of the meetings.
- Prepare and distribute to all members of the Executive Board and Council minutes of the meetings of these bodies and those of general meetings.
- Take charge of all documents belonging to the BCTLA, not especially under the charge of any other officer.
- Call a meeting to order, in the absence of the President and the Vice President, and preside until the election of a chairperson pro term.
- Notify all members of the Council of meetings.
- Notify or cause to have notified all members of the date, time and location of the AGM.

TERMS OF REFERENCE: COMMUNICATIONS OFFICER

The Communications Officer shall:

- Conduct correspondence as directed.
- Receive and maintain files of all significant correspondence. Earlier files are to be discarded after discussion between the Communications Officer and the Executive Board. Letters of permanent or continuing interest to the policies and business of the association should be forwarded to the archives committee. (Fall Council, 1988)
- Invite honorary life members to attend the AGM in an advisory capacity so that the association can benefit from their experience.
- Submit a copy of the AGM minutes, the President's annual report and annual committee reports to the BCTF. (Fall Council, 1988)
- Notify the appropriate individuals and organizations of the winner of the Alan Knight Memorial Award (April 2004)
- Solicit and accept nominations for BCTLA awards

TERMS OF REFERENCE: WORKING AND LEARNING CONDITIONS CHAIRPERSON

The Working and Learning Conditions Chairperson shall:

- Chair the Working and Learning Conditions Committee and conduct and report on related surveys as may be determined by the Executive Board or Council,
- Act as a liaison with the BCTF Bargaining division and represent the rights and needs of the province's teacher-librarians with the BCTF and encourage local chapters to work with their district bargaining committees.
- Maintain a file of district contracts containing items relating to teacher- librarians working and learning conditions.

TERMS OF REFERENCE: CONFERENCE CHAIRPERSON

The Conference Chairperson shall:

- Develop a long-range plan for Fall and/or Spring Conferences.
- Work with conference committees providing liaison with the executive board and the council.
- Maintain a conference planning book and conference file.

TERMS OF REFERENCE: CONTINUING EDUCATION CHAIRPERSON

The Continuing Education Chairperson shall:

- Chair the Continuing Education Committee.
- Collect and maintain an up-to-date file of resource people.
- Organize and assist with publications, videos and workshops pertaining to coursework in teacher-librarianship
- Inform BCTLA members of new trends in the field of Teacher-Librarianship.
- Submit an annual report to the AGM. (Fall Council, 1988)
- Submit a column for each issue of The Bookmark to include current courses offered. (Fall Council, 1992; April 2004)

TERMS OF REFERENCE: IMMEDIATE PAST PRESIDENT

The immediate Past President shall:

- Chair the Constitution and bylaws Committee.
- Chair the BCTLA Nominating Committee and prepare an annual report for the AGM. (Fall Council, 1989)
- Send out ballots for the executive elections to all active members of the BCTLA. (Fall Council, 1992)

TERMS OF REFERENCE: THE BOOKMARK SENIOR EDITOR

The Bookmark Senior Editor shall:

- Recommend, to the Executive Board, members to be appointed to the Editorial Board Committee
- Chair the Editorial Board Committee

- Prepare The Bookmark for publication, including the "Elections" issue containing information on candidates for Executive Board
- Solicit articles and information, and expect the co-operation of Executive Board members in soliciting and obtaining articles for publication
- Submit publications in electronic format to the BCTF ready for production and distribution (April 2004)
- Submit an annual report to the AGM (Fall Council, 1988)

TERMS OF REFERENCE: PUBLICATIONS CO-ORDINATOR

The Publications Co-ordinator shall:

- Act as liaison with the BCTLA Executive Board
- Work with the BCTLA Executive to determine a publication schedule, the design and format of The Bookmark and the number of publications (April 2004)
- Provide an annual budget estimate to the BCTLA treasurer for BCTLA publications.
- Ensure that uniformity in format and style be maintained in all publications.
- Submit all other BCTLA publications to the BCTF publication personnel.
- Be a member of The Bookmark Editorial Board Committee.
- Submit an annual report to the AGM. (Fall Council, 1988)
- Act as liaison for special publications. (Spring Council, 1993)

TERMS OF REFERENCE: LIAISON CHAIRPERSON

The Liaison Chairperson shall:

- Work with the Continuing Education Chairperson to provide liaison with the universities.
- Provide liaison with other provincial, national and international and teacher-librarian associations.
- Provide liaison with other professional educational associations
- Provide liaison with the Children's Literature Round Table and similar groups.
- Send summary reports of activity highlights to CSLA and ATLC. (Fall Council, 1992)
- Attend or appoint a designate to attend the New Teachers Conference and to set up a BCTLA information booth at that conference. (April 2004)

TERMS OF REFERENCE: WEB STEWARD

The Web Steward shall:

- Facilitate communication between the Executive Board members and teacher-librarians in B.C.
- Maintain the BCTLA web site, which will include:
 - Information on meetings and events
 - Names of the Executive Board and Chapter Councilors
 - Information provided by members of the Executive Board
 - Advocacy information
 - Links to current news stories
 - Links to sites of interest to teacher-librarians
 - Manage BCTLA Forum and other Yahoo! Groups serving members
 - Submit an annual report to the AGM (April 2004)

GUIDELINE 2. COUNCIL

EXPENSES

Travel allowances to Council meetings will be established each fall during the budget process.

TERMS OF REFERENCE

A list of active chapters and their voting representation will be distributed at the Council meeting as per By-law 2.

Duties of councilors are outlined in the councilor's handbook.

GUIDELINE 3. ANNUAL GENERAL MEETING

EXPENSES

Members will receive no financial assistance from BCTLA to attend the AGM.

TERMS OF REFERENCE

There will be an AGM as per By-law 6.1.

GUIDELINE 4. STANDING COMMITTEES

(For policy statements related to these committees see Part II)

EXPENSES

Committees may spend up to a total of \$50.00 per fiscal year without prior approval; Suggested expenses may include telephone, postage, duplicating costs, etc..

When expenses exceed \$50.00 per fiscal year, committee chairpersons must contact the treasurer for approval before expending the monies.

The Bookmark Editorial Board shall be paid a travel allowance, which will be established by the Executive Board each fall during the budget process.

ADVERTISING COMMITTEE

(The Bookmark Editorial staff)

The Advertising Committee shall:

- Solicit advertising to accompany BCTLA publications.
- Provide rate quotations and other information to prospective advertisers.
- Recommend a rate structure for advertising to the Executive Board
- Arrange with the Senior Editor for advertising to be included in or with The Bookmark.
- Invoice advertisers and mail a complimentary copy of The Bookmark issue containing the advertisement to each advertiser.
- Submit an annual report to the AGM. (Fall Council, 1988)
- Submit the advertising to the manager in electronic format.
- Have the advertiser pay Customs duty, sales tax and additional postal charges due to significant increase of mailing where applicable.

CHAPTER RELATIONS COMMITTEE

(Vice-President Chapter Relations)

The Chapter Relations Committee shall:

- Promote the development of chapters.
- Produce materials of use to chapters in carrying out their responsibilities as components of the BCTLA
- Work closely with chapters in communicating BCTLA goals and priorities to chapters, and chapter concerns and interests to BCTLA.
- Act as the liaison with chapters in all matters relating to each chapter's constitution and by-laws, submitting such documents to the Board for approval on behalf of the chapters.
- Assign one member of this committee the responsibility for BCTLA membership records and reporting the current membership standings of the association to each Executive Board and Council meeting.
- Up-date the list of accepted chapter constitutions after each meeting.
- Submit an annual report to the AGM. (Fall Council, 1988)

CONSTITUTION AND BY-LAWS COMMITTEE

(Past President)

The Constitution and By-laws Committee shall:

- Consider amendments to the constitution and by-laws of the BCTLA, and make recommendations to the association as a result of the actions of the Executive Board and Council as outlined in Article 15 of the bylaws.

CONTINUING EDUCATION COMMITTEE

(Continuing Education Chair)

The Continuing Education Committee shall:

- Assist chapters to provide joint or independently sponsored workshops, conferences, and in-service activities in the field of teacher-librarianship.
- Act as a clearing house for information on continuing education
- Explore linkages with each provincial specialist associations and encourage members to submit articles to other PSA publications promoting co-operative planning and team teaching ideas, bibliographies and other relevant topics.
- Explore means of achieving greater co-ordination among those engaged in the preparation of school library resource centre personnel (Fall Council, 1989).
- Collect and publicize information relating to the education of school library resource centre personnel. (Fall Council, 1989)
- Submit an annual report to the AGM. (Fall Council, 1988)

THE BOOKMARK EDITORIAL BOARD COMMITTEE:

(The Bookmark Editorial Board)

The Editorial Board Committee shall:

- In consultation with the BCTLA Executive board decide upon the focus for each issue of The Bookmark
- Solicit and secure articles for publication
- Edit, proof-read, and format articles for publication
- Be responsible for the writing of regular features of The Bookmark
- Help the Senior Editor prepare each issue so that the publication, in electronic format, is ready for the BCTF for production and distribution.

REVIEWING SERVICE COMMITTEE:

(The Bookmark Editorial Staff)

The Reviewing Service Committee shall:

(A member of The Bookmark Editorial Board Committee will be responsible for the reviewing service)

- Review print and non-print materials created in BC, about BC, or by BC authors.
- Publish the reviews in "BCTLA Reviews", a section of The Bookmark.
- Seek materials for review from publishers and through co-operating members or groups.
- Reviews should be submitted for publication by reviewers at least one month after receipt of the item. A reminder will be mailed after two months, and a request to return the material will be sent after three months.
- Objections to reviews will be submitted to the original reviewer, and both the objection and the reviewer's response will be published in The Bookmark.
- Materials to be reviewed should not be more than three, and preferably not more than two, years old.

ADVOCACY COMMITTEE

(Chaired by the Second Vice-President -Advocacy)

The Advocacy Committee shall:

- Develop programs to publicize the roles and contributions of teacher-librarians and library resource centres.
- Maintain contact with various communications media.
- Ensure coverage of current activities and programs of the BCTLA with all educational partners.
- Develop and compile a package of ideas and promotional materials to assist chapters and teacher-librarians in promoting school library resource centre services.
- Work to include BCTLA policies in collective agreements.
- Submit an annual report to the AGM.

LIAISON COMMITTEE

(Liaison Chair)

The Liaison Committee shall:

- Act as the formal communication link between associations
- Promote an exchange of ideas and information
- Submit an annual report to the AGM. (Fall Council)

ARCHIVES COMMITTEE

The Archives/Members Guide Committee shall: (April 2004)

- Maintain the existing collection archival materials which consists mainly of written records (periodicals, pamphlets minutes of meetings, etc.) giving information about the origin and development of the BCSLA and BCTLA. The Archives also includes a few non-print items.
- Arrange these materials in a systematic manner appropriate collection.
- Accumulate materials that will continue to document the activities of the BCTLA.
- Endeavour to find items missing from the earlier years of the collection.
- Allow any BCTLA member or other authorized person, by to have access to the collection.
- Consider proposals for the establishment of a permanent BCTLA Archive.
- Submit an annual report to the AGM. (Fall Council, 1988)
- Review and tabulate all BCTLA policies and guidelines as outlined in the minutes of all meetings of the association.
- Ensure that Executive Board and AGM policy motions are presented to the Council.
- Prepare annually a revision of the guide and publish the revisions for distribution to all members of the Executive Board, Council and other officers of the association. Revisions will be published in The Bookmark.
- Periodically, publish a guide for BCTLA members.

APPENDIX A: PAST PRESIDENTS OF BCSLA AND BCTLA

BCSLA PRESIDENTS

1939- 1940	Muriel Carruthers*
1940- 1941	Margaret (Rathie) Ginther*
1941- 1942	Jean Woodrow
1942- 1943	Margaret Cook
1943- 1944	Jean (Witbeck) Vick
1944- 1945	Mary Coleman*
1945- 1946	Cordy Mackay / Myrtle Batchelor
1946- 1947	Myrtle Batchelor
1947- 1949	Lucy Howell*
1949- 1951	Margaret Murray
1951- 1953	Hilda Smith
1953- 1955	Christine Sutherland
1955- 1957	Josie MacDonald
1957- 1958	May Martin
1958- 1959	Dorothy McLellan
1959- 1960	Dorothy Williams
1960- 1961	Marion Wylie*
1961- 1962	Ed Burchak
1962- 1963	Harry Newsom
1963- 1964	Grace d'Arcy
1964- 1965	Mary Coggin
1965- 1966	Ed Albrecht
1966- 1967	Robert Brown
1967- 1968	Margaretta Rice
1968- 1969	Alan Fraser
1969- 1970	Elsie Wagner
1970- 1971	Roger Behn
1971- 1972	Fran Sbrocchi
1972- 1973	Gerry Constable
1973- 1974	Mel Rainey
1974- 1976	Angela Thacker*
1976- 1977	Blair Greenwood*
1977- 1978	Doug Trounce
1978- 1979	Mel Maglio
1979- 1980	Glen Pinch
1980- 1982	William Scott*
1982- 1983	Alan Knight*

BCTLA PRESIDENTS

1983- 1984	Alan Knight*
1984- 1986	Liz Austrom
1986- 1988	Barbara Hall
1988- 1990	Diana Poole*
1990- 1992	Patricia Finlay
1992- 1994	Kristina Nellis
1994- 1995	Judith Kootte
1995- 1998	Gerald Soon
1998- 2001	Mark Roberts
2001- 2003	Joan Eaton & Kay Treadgold
2003 -	Mary Locke

* **Deceased**