

BCTLA Constitution

1. Name

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

2. Purpose of the BCTLA

The objectives of this non-profit provincial specialist association shall be to support and communicate with members and subscribers; and to develop high standards of library programs and services in British Columbia schools by:

1. Improving learning and working conditions.
2. Providing professional development and materials.
3. Highlighting standards of practice and developing shared understandings.
4. Acting as a hub for ideas, trends, and innovations.
5. Encouraging the development and acquisition of quality learning resources and tools.
6. Supporting and encouraging the attainment of specialist qualifications.
7. Liaising with other associations and federations to pursue common goals.
8. Communicating with post-secondary facilities that provide teacher education.
9. Proposing policy positions to the BCTF and other appropriate agencies.
10. Advocating, through the BCTF, for Ministry of Education support and recognition.

3. Base of operation

The association operates in the province of British Columbia, chiefly through the BCTF office located in Vancouver.

BCTLA By-laws

By-law No. 1 – Membership

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

1.2. Member—Membership in the PSA shall be open to person holding any form of BCTF membership (e.g., active, associate, student associate, honorary retiree) on payment of the appropriate PSA fee. Members may hold office but only active BCTF members may serve as president, vice-president or representative to an outside agency.

1.2.1 A reduced membership fee shall be offered to students in only 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).

1.2.2 Honorary-life membership may be conferred by the PSA. An honorary life member's eligibility to vote and hold office for positions other than president, vice-president and representative to an outside agency will depend on the member's current BCTF membership status.

1.3 Subscriber—An institution or person who does not hold any form of BCTF membership can become a subscriber to the PSA on payment of the "Subscriber" fee. A subscriber shall not be entitled to vote or hold office, or represent the PSA.

By-law No. 2 - Fees

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

By-law No. 3 – Executive

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

The elected officers shall be:

- President
- Vice-President
- Treasurer
- Secretary
- Coordinator, Conference Committee
- Coordinator, Chapters and Sections
- Coordinator, Professional Development
- Coordinator, Advocacy
- Coordinator, Membership and Surveys
- Coordinator, Websites
- Coordinator, Special Projects and Events
- Coordinator, Social Media and Communication

3.2 The elected officers will complete their designated duties and other duties as approved by the Executive for a term of one year.

3.3 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.

3.4 In the event of the President not being able to carry out their duties, the Vice-President shall assume the role of Acting President.

3.5 The Past President may sit on the Executive for one year after his/her term. In a year when there is no Past President, an extra Member-at-Large may be elected to serve until the next election.

3.6 The Executive shall make policy, program and operational recommendations on behalf of the association and carry out the business of the association between meetings.

3.7 The Executive shall report annually on the finances and activities of the association.

3.8 Prior to each Annual General Meeting of the association, nominations for candidates for elected positions shall be sought.

3.9 An elections officer shall be appointed to conduct the elections.

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

3.11 The majority of the Executive must be active BCTF members.

By-law No. 4 – Committees

4.1 The Executive may establish standing committees for which the mandate will be approved at a General Meeting.

4.2 Special or 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.

4.3 The Executive may establish committees with other organizations for a term limit mutually agreed upon.

4.4 The Executive shall approve committee members and terms of reference. The committee chairperson shall be a member of the association.

4.5 The Executive will fill committee vacancies as required.

By-law No. 5 – Sections

5.1 A section is a group of five or more subscribers or members who are not affiliated with a school district, but who have a common interest. A section is expected to support the goals of BCTLA.

5.2 Sections may be approved at the will of the Executive and will appoint an official contact person.

5.3 Sections may send a non-voting representative to Council meetings at their own expense.

5.4 No section shall incur expense on behalf of the BCTLA.

5.5 No section shall commit the BCTLA to any declaration except as authorized by the BCTLA Executive.

5.6 Any section may submit a notice of withdrawal from section status to the BCTLA following a majority vote of the section membership.

5.7 A section may be dissolved by the Executive after due notice if it becomes inactive or fails to comply with the provisions of the BCTLA by-laws.

By-law No. 6 – Chapters

6.1 The purpose of a chapter is to promote effective school library programs and services within the district(s).

6.2 Teacher-librarians from one or more school districts may apply to the Council for recognition as a chapter of the BCTLA.

6.3 There shall be no more than one chapter of the BCTLA in a school district.

6.4 Copies of the chapter constitution, by-laws, and subsequent amendments, shall be filed and approved by the BCTLA Executive.

6.5 A chapter shall have a President and a Treasurer.

6.6 Only BCTLA members shall have the right to vote or hold office in a chapter and:

- The President and any Vice Presidents 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 The chapter may invite subscribers and associated professionals to attend chapter meetings within BCTF policy.

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

6.9 Any chapter may submit a notice of withdrawal from chapter status to the BCTLA following a majority vote of the chapter membership.

6.10 A chapter may be dissolved by the Council after due notice if it becomes inactive or fails to comply with the provisions of the BCTLA by-laws.

By-law No. 7 - Chapter Council

7.1 Council members are expected to be members of the BCTLA.

7.2 Each chapter shall be entitled to elect one councillor per every 30 schools.

7.3 Each chapter shall be represented at each Council meeting by at least one councillor or designated alternate.

7.4 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.

7.5 Each chapter shall notify the BCTLA Executive, by the first Council meeting of the school year, of the name(s) and personal contact information of its elected councillors and officers and will advise of any changes of information.

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 members shall constitute a quorum at general meetings.

8.2.2 There shall be an Annual General Meeting 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

8.3.1 Special meetings may be called by at least twenty-five per cent or more of the voting members.

8.3.2 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.

8.4.2 The Council shall hold at least one meeting every year.

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

Revised March 2013 by Heather Daly, President

Revised January 2016 by the 2015-16 BCTLA Executive