



LAKE COWICHAN TEACHERS' ASSOCIATION

CONSTITUTION AND BY-LAWS

Appendices:

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Revised: April 26, 2023; January 20, 2023; April 26, 2011

CONSTITUTION

1. NAME

The name of the Association shall be the Lake Cowichan Teachers' Association, hereinafter called the LCTA. This Association shall be a member of the Cowichan Valley Teachers' Federation, hereinafter called the CVTF, due to the amalgamation, by the Ministry of Education, of the Cowichan District Teachers' Association, hereinafter called the CDTA, and the LCTA. The LCTA shall be a local association of the British Columbia Teachers' Federation, hereinafter call the BCTF.

2. OBJECTIVES

The objectives of the association shall be:

2.1 To foster and promote the cause of education in the public schools of Local #66 (Lake Cowichan), School District #79 (Cowichan).

2.2 To raise the status of the teaching profession in Local #66 (Lake Cowichan), School District #79 (Cowichan).

2.3 To promote the welfare of the teachers of Local #66 (Lake Cowichan), School District #79 (Cowichan).

2.4 To help the attainment of such objectives as may from time to time be approved and organized by the BCTF.

2.5 To promote the foregoing aims as a local association within the BCTF.

2.6 To organize and administer such activities and funds as will assist in promoting the above objectives.

2.7 To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.

3. OPERATIONS

The business of the Association shall be carried on in the School District #79 (Cowichan Valley) and in the Province of British Columbia.

BY-LAWS

1. MEMBERSHIP

1.1 Membership in the LCTA shall be in accordance with the terms of the Constitution and By-Laws of the BCTF, associate or affiliate members shall not participate, in any manner, in matters relating to the collective bargaining, except in association with the CDTA and the Locals' Federation, the CVTF.

1.2 Teachers Teaching On Call, hereinafter called TTOCs shall have active membership status in the school year in which they pay a fee by salary deduction.

2. VOTING

2.1 Voting rights at all General Meetings shall be restricted to active members in good standing and Honorary Life Members.

2.2 Voting shall be by secret ballot for election of officers and BCTF Annual General Meetings delegates.

2.3 All other voting shall be by the show of hands unless a ballot is demanded by one third (1/3) of those voting members present at the meeting.

2.4 All majority decisions shall be binding upon the membership unless otherwise provided by special resolution

2.4.1 A majority is 50% of voting members present at the meeting.

2.5 REFERENDUM

2.5.1 A referendum shall be taken on any issue if at least 10% of the total membership demands one before a vote on that issue is taken.

2.5.2 Such a request cannot be refused and requires a two-thirds (2/3) majority of ballots cast to be pass.

3. ELECTIONS

3.1 All positions of the Executive committee shall be filled by election at the Annual General Meeting with the exception of that of the Past President. Officers elected at the Annual General Meeting shall hold office from July 1 until June 30 in the school year following their election.

3.1.1 In the event of resignation or vacancies, Executive positions shall be filled according to By-Law 14.2.1

3.2 Active members, in good standing, shall be eligible to vote and to hold office. The number of ballots necessary for election to office shall be 50% +1 of the voting members present.

3.3 Delegates to the Annual General Meeting (AGM) of the BCTF shall be the Local Representative (LR) and the President.

3.3.1 In the event that either the LR or the President cannot go to the BCTF AGM, alternate delegates will be from the LCTA Executive, chosen by a vote at an Executive meeting.

4. FEES AND LEVIES

4.1 MEMBERSHIP FEES

4.1.1 Each member shall pay, by salary deduction, a fee.

4.1.2 The scale of the fee shall be set each year at the Annual General Meeting.

4.1.3 Each member shall pay a fee which reflects the percentage of full-time employment for which she/he is paid by the School Board in accordance with BCTF procedures.

4.1.4 Local fees are to be collected, by payroll deduction, in a manner set at the Annual General Meeting.

4.1.5 Associate membership fee shall be set at the Annual General Meeting and shall be collected in the manner decided by the Executive Committee.

4.1.6 Teachers Teaching On Call shall pay a per diem fee based on a percentage of earnings. This fee shall be collected through salary deduction. The fee shall be set by the Annual General Meeting.

4.2 LEVIES

4.2.1 A General Meeting may decide that a levy for extraordinary expenses be made upon the members, the method of collection of such levy to be decided by the Executive Committee.

5. EXECUTIVE COMMITTEE

5.1 Only active members may hold office of on the Executive Committee.

5.2 Executive Committee: The officers of this Association shall be; President, Vice-President, Past-President, Secretary, Professional Development, Treasurer, Working and Learning Conditions/Bargaining, Social Justice, Aboriginal, Health and Safety, New Teachers & Teachers Teaching on Call and whatever committee may be deemed necessary at a General Meeting.

(2023 Spring GM)

5.3 Table Officers: The Table Officers of the Association shall be: President, Vice-President, Secretary and Treasurer.

5.4 The Executive Committee shall, subject to the authority of the General Meetings of the LCTA, govern the affairs of the LCTA.

5.5 Meetings of the Executive Committee shall be held on a monthly basis from September to June.

5.6 A quorum of the Executive Committee shall be 50% of the members.

5.7 Special Meetings of the Executive Committee shall be called by the President at her/his discretion or if petitioned by a simple majority of Executive members.

5.8 Other members of the LCTA may attend Executive Committee meetings and may speak on issues being table, but only Executive members may vote.

6. GENERAL MEETING

6.1 The sovereign body of the LCTA shall be the General Meeting, at which the attendance of every member, in good standing, shall be invited.

6.2 General Meetings shall be called at least four (4) times each school year; a Fall General Meeting, a Winter General Meeting, a Spring General Meeting, and the Annual General Meeting to be held by May 30.

6.3 SPECIAL GENERAL MEETINGS

6.3.1 The President shall call a meeting within ten (10) days, at the request of a majority of the Executive Committee or twenty percent (20%) of the active membership who petition in writing.

6.3.2 Special General Meetings may be called at any time, without notice, at the discretion of the President.

6.4 The agenda of the Annual General Meeting shall include:

6.4.1 Receipt of annual committee reports

6.4.2 Receipt of financial statements

6.4.3 Nomination and election of officers

6.4.4 Setting of annual fees

6.4.5 Appointment of auditors

6.4.6 Review of Constitution and By-Laws

6.5 Notice of all regular General Meetings shall be given through staff representatives who shall display such notice and agenda in the staffroom of each school at least one week prior to a General Meeting.

6.5.1 Notice of the Annual General Meeting shall be given through staff representatives who shall display such notice and agenda in the staffrooms of each school at least one month prior to the Meeting.

6.5.2 A tentative schedule of meeting dates shall be set at the first General Meeting of the school year.

6.6 A quorum at a General Meeting shall be twenty percent (20%) of the active membership of the LCTA.

7. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

The duties of the Executive Committee members shall be defined in Appendix A.

8. STANDING COMMITTEES

8.1 If it is determined necessary by the Executive, the standing committees under the direction of a chairperson can be created at a Special General Meeting or at an Annual General Meeting. Executive members will be the chairperson of such developed committees, unless determined otherwise by the membership.

8.1.1 Duties of these chairpersons shall be defined in Appendix A.

9. FISCAL YEAR

9.1 The financial year of the Association shall commence on July 1 of each year.

10. AUDIT

10.1 The Executive Committee shall arrange for an annual audit of the books of the Association, such audit to be made by an independent accountant.

11. INSPECTION OF BOOKS

11.1 Any member of the Association shall, by giving five (5) days written notice, have the right to inspect the books of account and records of the Association.

12. PROFESSIONAL CONDUCT

12.1 All members of the LCTA shall be governed in their professional conduct by the Code of Ethics of the BCTF.

12.2 Members not in good standing and members in violation of 12.1 of the By-Laws shall be subject to disciplinary action as determined by the Executive Committee.

13. RULES OF ORDER

13.1 The BCTF booklet Simplified Rules of Order, based on Robert's Rules of Order, shall govern meetings of the LCTA when not inconsistent with these By-Laws.

14. LIMITATION OF POWER

14.1 Expenditure of funds.

14.1.1 Any expenditure of sums less than \$20.00 per member in excess of budget shall require a notice of motion of at least one (1) month prior to the meeting. A simple majority of voting members at the meeting is required to permit expenditure of funds.

14.1.2 Any expenditure of sums in excess of \$20.00 per member in excess of budget shall require a notice of motion of at least one (1) month prior to the meeting. A two-thirds ($\frac{2}{3}$) majority of voting members present at the meeting is required to permit expenditure of funds.

14.2 EXECUTIVE COMMITTEE VACANCIES

14.2.1 The Executive Committee shall appoint members to vacant positions and shall present the appointments at the next General Meeting for ratification.

15. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

15.1 This Constitution and By-Laws may be amended by a three-quarters ($\frac{3}{4}$) majority vote of the members present at a General Meeting, provided notice of such an amendment has been circulated to the membership at least fourteen (14) days prior to the meeting.

16. STUDENT AWARDS

16.1 Provisions will be made in the annual budget for the inclusion of monies to maintain a Scholarship Fund. These funds shall be distributed according to LCTA Scholarship Fund, Appendix C.

17. SOCIAL JUSTICE GRANTS

17.1 Provisions will be made in the annual budget for the inclusion of monies to support classroom initiatives of a social justice nature. These funds shall be distributed according to LCTA Social Justice Grant, Appendix D.

18. BCTF EVENTS, MENTORSHIP GRANT

18.1 Upon request, a member can request sponsorship to a BCTF leadership event (AGM, RA, Summer Conference, Zone Meeting, etc.)

18.1.1 The Executive shall consider and make a decision regarding each request.

18.1.2 The LCTA shall apply for BCTF Membership Grants to recover the costs of such sponsorship.

18.1.3 These funds shall be distributed according to LCTA Membership Grant, Appendix E.

19. PROFESSIONAL DEVELOPMENT (Pro-D) FUNDS

19.1 Pro-D funds come to the Local from the District.

19.1.1 The funds are the “equivalent of four percent (4%) of the October gross payroll (exclusive of any benefits) for regular teachers under appointment” including Teachers Teaching On Call.

20. RETIREMENT GIFT FUND

20.1 Provisions may be made in the annual budget for the inclusion of monies to maintain a Retirement Gift Fund. These funds will be gifted according to LCTA Retirement Gift Fund, Appendix F.

21. DISTRIBUTION OF CONSTITUTION AND BY-LAWS

This document shall be distributed at the first General Meeting of each school year.

Appendix A

Executive Roles and Their Responsibilities

1. President:

- 1.1** To act on behalf of any executive position or delegate that responsibility.
- 1.2** To advise and represent the LCTA on the local and provincial issues and activities as described in past practice or as role of the LCTA with permission of the LCTA Executive.
- 1.3** To attend the LCTA Executive and General Meetings.
- 1.4** To chair general meetings.
- 1.5** To be familiar with the previously distributed agenda of any executive meeting, and to prepared to discuss it at the meeting.
- 1.6** To attend BCTF Zone meetings.
- 1.7** To attend the BCTF Annual General Meeting.
- 1.8** To attend the BCTF Representative Assembly (3 times per year).
- 1.9** To sit on the bargaining committee
- 1.10** To attend the Summer Conference, if possible (1 day longer for rookies, for training
- 1.11** To prepare agendas for general and executive meetings and the AGM, and distribute this agenda prior to the meetings.
- 1.12** To serve on the CVTF Executive as Vice-President
- 1.13** To represent the LCTA/CVTF at all committee meetings
- 1.14** To address all members' concerns in a timely manner
- 1.15** To attend to all matters of the LCTA throughout the summer and school breaks
- 1.16** To work in conjunction with the BCTF as appropriate for the president's position
- 1.17** To report back to executive and membership on concerns and activities
- 1.18** To inform and/or remind membership of all general meetings at least 5 days prior to the meeting.
- 1.19** To work in conjunction with the Superintendent and the Board after adequate consultation with the Executive

1.20 To account to the membership for the use of the president's time off

1.21 To act as an alternate Local Representative at all BCTF events

2. Vice President (often combines with roles of Local Representative (LR):

2.1 To assume all, or some, of the duties of the president, when necessary or if unable to continue in office

2.2 To advise and represent the LCTA on local and provincial issues and activities

2.3 To attend the LCTA Executive and General Meetings

2.4 To be familiar with the previously distributed agenda of any executive meeting and to be prepared to discuss it at the meeting

2.5 To chair executive meetings, when called upon

2.6 To chair the general meetings, when the president is unavailable, and to prepare the agenda, if required

2.7 To attend BCTF Zone meetings, if the LR is unavailable

2.8 To serve on the CVTF Executive

2.9 To attend the Summer Conference, if possible (as extra delegate, or in a needed vote)

2.10 To assume all, or some, of the duties of the various executive positions, when necessary

2.11 To carry out, or delegate, the responsibility of all elections, balloting and reporting

2.12 To act, or delegate, the responsibility of nominations chair

2.13 To work in conjunction with the BCTF as appropriate for the vice-president's position

2.14 To review the constitution annually and to chair a committee to update when necessary

3. Local Representative to the BCTF Rep. Assembly:

3.1 To advise and represent the LCTA on local and provincial issues and activities

3.2 To attend LCTA Executive and General Meetings

3.3 To be familiar with the previously distributed agenda of any executive meeting, and to be prepared to discuss it at the meeting

3.4 To chair Executive meetings, when called upon

3.5 To prepare the agenda for Executive meetings, when taking the Chair, and to distribute this agenda before the meeting

3.6 To work in conjunction with the BCTF, as appropriate, for the position of Local Representative

3.7 To report back regularly to the Executive and membership on concerns and activities

3.8 To ascertain the concerns of the LCTA membership and to represent those concerns

3.9 To attend BCTF Zone meetings, if possible

3.10 To attend Representative Assembly (3 times a year)

3.11 To attend the BCTF AGM, or elected alternate

4. Past President:

4.1 To attend all Executive and General Meetings

4.2 To be familiar with the previously distributed agenda of any executive meeting, and to be prepared to discuss it at the meeting

4.3 To chair executive meetings, when called upon

4.4 To prepare agenda for Executive meetings, when taking the Chair, and to distribute this agenda prior to the meeting

4.5 To provide guidance to the chair, when requested, on procedural matters

4.6 To provide guidance to the president and vice president on matters of the LCTA, when necessary

4.7 To arrange for any necessary presentation, as directed by the Executive (gifts, scholarships, etc.)

4.8 To oversee elections, as necessary

4.9 To serve as alternative chairperson for general meetings

5. Professional Development (Pro-D) Chair:

5.1 To advise and represent the LCTA on local and provincial Pro-D issues and activities

5.2 To dispense notices on Pro-D opportunities

5.3 To dispense information on professional issues

5.4 To organize the activities for the February and May Pro-D days

5.5 To receive Pro-D applications and allocate personal Pro-D funds

- 5.6 To attend BCTF Zone meetings
- 5.7 To coordinate school based Pro-D activities on a "need to basis"
- 5.8 To attend LCTA Executive and General Meetings
- 5.9 To attend the Summer Conference, if possible (one day longer for rookies, for training)
- 5.10 To work in conjunction with the BCTF, as appropriate, for the position of Pro-D Chair

6. Health and Safety Representative:

- 6.1 To attend LCTA Executive and General Meetings
- 6.2 To attend District Health and Safety meetings
- 6.3 To advise and represent the LCTA on local and provincial Health and Safety issues and initiatives
- 6.4 To ensure that site committee reports are sent to the district health and safety officer and the LCTA President
- 6.5 To inform members of Health and Safety issues that arise in the District
- 6.6 To attend BCTF Zone meetings
- 6.7 To attend Summer Conference, if possible (one day longer for rookies, for training)
- 6.8 To work in conjunction with the BCTF, as appropriate, for the position of Health and Safety Representative

7. Bargaining and/or Working and Learning Conditions (WLC) Chair:

- 7.1 To advise and represent the LCTA on local and provincial WLC issues and activities
- 7.2 To advise and represent the LCTA on local and provincial bargaining issues and activities
- 7.3 To report back to the Executive and membership on concerns and
- 7.4 To attend the LCTA Executive and General Meetings
- 7.5 TO be familiar with the previously distributed agenda of any executive meeting, and to be prepared to discuss it at the meeting
- 7.6 To attend BCTF Zone meetings
- 7.7 To attend CVTF Bargaining meetings
- 7.8 To be willing to carry out local bargaining and serve on the bargaining committee

7.9 To ensure agreements are completed either by negotiation or by arbitration a required in time for the end of the contract

7.11 To attend the Summer Conference, if possible (one day longer for rookies, for training)

7.12 To work in conjunction with the BCTF, as appropriate, for the position of Bargaining and Working and Learning Conditions Chair

8. Social Justice Representative:

8.1 To advise and represent the LCTA on local and provincial Social Justice issues and activities

8.2 To work in the district to reduce social justice issues in the community

8.3 To attend LCTA Executive and General Meetings

8.4 To attend Zone meetings

8.5 To attend the Summer Conference, if possible (one day longer for rookies, for training)

8.6 To work in conjunction with the BCTF, as appropriate , for the position of Social Justice Representative

8.7 To report back to the Executive and membership on concerns and activities

8.8 To serve on the bargaining committee, if required

9. Aboriginal Education Chair:

9.1 To advise and represent the LCTA on local and provincial issues and activities

9.2 To report back to the Executive and membership concerns and activities

9.3 To attend the LCTA Executive and General Meetings

9.4 To attend BCTF Zone meetings

9.5 To attend the Summer Conference, if possible (one day longer for rookies, for training)

9.6 To work in conjunction with the BCTF, as appropriate, for the position of Aboriginal Education Chair

9.7 That preference be given to fill this position with a LCTA member that is Indigenous, Inuit, or Metis. (2023 Spring GM)

10. Treasurer:

10.1 To attend LCTA Executive and General Meetings

10.2 To be familiar with previously distributed agenda of any Executive meeting, and to be prepared to discuss it at the meeting

10.3 To assume the responsibility of managing the LCTA accounts

10.4 To collect and dispense funds, as directed by the Executive or the general membership

10.5 With required signatories, to handle the banking functions necessary for the proper care of the LCTA funds

10.6 To prepare a financial statement for the Executive three times per annum (i.e., September, December, and June, or on reasonable request) and twice per annum for the general membership (i.e., Winter general meeting and Annual General Meeting)

10.7 To answer any financial questions at executive or general meetings

10.8 To provide the LCTA with a budget report at local general meetings and AGM

10.9 To ensure a yearly/bi-yearly audit is carried out reported at the Fall General Meeting

10.10 To attend BCTF Zone meetings, if possible

10.11 To attend Summer Conference, if possible

10.12 To work in conjunction with the BCTF, as appropriate, for the Treasurer's position

10.13 To report back to the Executive and membership on concerns and activities

11. New Teachers & Teachers Teaching on Call (TTOC) Chair:

11.1 To advise and represent the LCTA on local and provincial issues and activities

11.2 To report back to the Executive and membership on concerns and activities

11.3 To attend the LCTA Executive and General Meetings

11.4 To attend BCTF Zone meetings

11.5 To attend the Summer Conference, if possible (one day for rookies, for training)

11.6 To work in conjunction with the BCTF, as appropriate, for the position of TTOC Chair

11.7 That preference be given to fill this position with a LCTA member that is either "new" to teaching (i.e., received their certification within the past five

years), or secondary to that is “new” to the LCTA and/or district (i.e., received a contract at a LCTA school within the past two years) (2023 Spring GM)

12. Secretary:

12.1 To attend and record the minutes of the General and Executive meetings

12.2 To prepare the minutes from previous meetings, for attachment to agendas

12.3 To be familiar with the previously distributed agenda of any executive meeting, and to be prepared to discuss it at the meeting

12.4 To maintain a record of minutes for all meetings

12.5 To ensure action items are carried out and tracked

12.6 To write letters, cards of concern, thanks, condolences, and celebrations on behalf of the LCTA

12.7 To act or delegate the responsibility of Social Convenor

12.8 To attend to all correspondence as directed by the Executive or the general membership, and to maintain files of such correspondence

12.9 To work in conjunction with the BCTF, as appropriate, for the Secretary's position

13. Parent Liaison:

13.1 To work in conjunction with the BCTF, as appropriate, for the Parent Liaison position

13.2 To attend all executive and general meetings

13.3 To attend Parent Advisory Committee (PAC) meetings to increase communication with parents

13.4 To liaison with parents on areas of concern

13.5 To give/present at workshops when requested

Appendix B

Professional Development Policy

1. Purpose:

1.1 It is the objective of the Lake Cowichan Teachers' Association to promote the professional growth of its members. The LCTA Professional Development Committee will:

1.1.1 encourage all members to develop and /or maintain a high standard of effectiveness in the classroom;

1.1.2 encourage members to keep pace with changes in subject/course content, philosophy, and methodology of instruction;

1.1.3 encourage members to establish effective school-based professional development programs;

1.1.4 provide coordination and support for those members who wish to participate in professional activities, and;

1.1.5 encourage membership in PSAs and LSAs.

1.2 The LCTA, through the Professional Development Committee, subscribes to the BCTF Declaration of Continuing Education Principles as stated in the BCTF Members' Guide.

1.2.1 The member recognizes a responsibility toward both colleagues and the professional organization. The member:

1.2.1.a assumes responsibility for the member's own personal growth

1.2.1.b recognizes the need for professional growth and takes advantage of opportunities provided.

BCTF Policy 31.B.06.E 1990 AGM

2. Definitions

2.1 Professional Development: is broadly defined as any activity or event whereby a teacher can update their knowledge or expertise in a field of studies, or to keep abreast of developments in teaching styles, strategies or issues, as well as becoming aware of changes in educational philosophy and education in general. Professional Development activities should include the growth of competence, collegiality, influence, social and personal development, and health. *BCTF Policy 30A.09.4 1984 AGM*

It does include, but is not limited to, participation in such activities as:

- 2.1.1** self-initiated visits to other classrooms or schools;
- 2.1.2** conferences and workshops held outside of School District 79;
- 2.1.3** school-based or district-wide workshops organized within the district by the Cowichan Valley Teachers' Federation;
- 2.1.4** collegially determined staff development programs;
- 2.1.5** any other approved activity which promotes professional growth; and;
- 2.1.6** active membership in a PSA or LSA.

2.2 Professional Development does not include:

- 2.2.1** the development and/or implementation of ministry curriculum for a specific course of studies to be presented within in classroom;
- 2.2.2** Board initiated and/or funded in-service or provision of specific training or programs of curricula, or in assisting them in the execution of those duties assigned to them by the Board (in-service);
- 2.2.3** the process of developing curriculum and related materials for a specific K-12 curriculum of study (Curriculum Development i.e., Learning Guides);
- 2.2.4** actual or intended curricular innovations and changes (District or Ministry directed curriculum implantation); nor
- 2.2.5** voluntary activities such as curricular or extra-curricular involvement with students (e.g., field trips, sports tournaments, etc.)

3. Non-instructional Professional Development Days

3.1 As per the collective agreement between the Association and the Board, non-instructional days shall be allocated for teacher chosen professional development activities.

3.2 Such non-instructional days shall not be considered as instructional days for salary purposes.

3.3 Such non-instructional days shall be used as follows:

3.3.1 Local Specialist Association (LSA) Days: one date shall conform to the Professional Specialist Association (PSA) Day; usually the third week in October

3.3.2 School-based Professional Development Days: Each school professional development representative with assistance from the

Professional Development Committee, shall be responsible for organizing professional development activities for members within that school based on the needs and requests of the teachers within that school; and,

3.3.3 District Professional Development Days: The Professional Development Committee shall be responsible for organizing activities for all members of the Association based on the needs and requests of same.

4. Professional Development Fund

4.1 The Board's contribution to this fund shall be negotiated by the Bargaining Committee.

4.2 The Board's contribution shall be forwarded to the Association pursuant to the current collective agreement.

4.2.1 LCTA members who are engaged by the LCTA to present at a local/course within School District No. 79 shall be given in lieu of monetary reimbursement, equal TTOC time to be used within 12 months.

4.2.2 LCTA members who are TTOC's and are engaged by the LCTA to present a local workshop/course within School District No. 79 shall be given equal monetary reimbursement on scale.

4.3 The costs associated with the administration of this fund shall be fully borne by the Association.

4.4 The signing officers for the fund shall be the Association president and the Professional Development chairperson or designate, or as determined by the Executive Committee.

4.5 A disbursement statement shall be prepared and provided to the LCTA Executive at every General Meeting, and to the Board according to the terms of the current collective agreement.

4.6 The fund shall be audited annually by an auditor chosen by the Association, outside the district.

4.7 If a school, or several schools, opts to organize a Professional Development activity, then:

4.7.1 Pre-approval must be sought by the Pro-D Chair

4.7.2 The application must meet the LCTA Pro-D Guidelines

4.7.3 The costs will be shared by the LCTA participants involved

4.8 Regulations governing expenditure guidelines and limits will be developed by the Professional Development Committee each September and circulated to members of the Association.

4.9 Individual members attending authorized professional development activities may claim the following expenses from their professional development fund allotment with the understanding that only partial reimbursement may be possible depending on the amount in their account:

4.9.1 TTOC costs;

4.9.2 Registration fees;

4.9.3 Travel costs: ferry and/or fuel costs to and from venue;

4.9.4 Accommodation;

4.9.5 Meal allowance.

4.9.6 Other Professional Development activities may include one time personal growth workshops or conferences that contribute to a member's overall health and well being. This excludes ongoing classes or lessons, vacations, and any activity that is covered under other employee benefits and compensations.

4.10 The fund will not pay for the purchase of kits, equipment, and/or other materials for school, personal, or student use.

4.11 The committee is responsible for only the approval of professional development expenditures. Teachers requiring a TTOC and leave of absence for professional development purposes must have prior written acknowledgment of their administrative officer, using the District Leave form.

4.12 Applications for expenses of members wishing to attend professional development activities should be submitted on the approved LCTA Pro-D form, to the Professional Development Chair, at least three weeks prior to the activity. Claims for reimbursement of approved expenses should be made as soon as possible after the date of the activity. All receipts must be included as stated on the official LCTA Pro-D form. The onus for claiming expenses rests entirely on the member. Submission for pre-approval is recommended so that the member is fully aware, before attending the Pro-D activity, of what will and will not be reimbursed, and of the amount of funds available.

4.13 When an application has been disallowed by the Pro-D Chair, based on the LCTA Pro-D guidelines, the applicant has the right of appeal to the LCTA Executive Committee.

4.14 A teacher attending a workshop, conferences and seminars is expected to be available as a local resource person for their school staff and/or other district teacher group(s).

4.15 LCTA who present a local workshop/course within the Lake Cowichan Local for the LCTA shall be given in lieu of monetary reimbursement equal TTOC time to be used within the school year either in preparation for the workshop or for furthering their own professional development. A maximum of two days can be accumulated by members facilitating a workshop/course. Out-of-pocket expenses for materials/equipment for the workshop/course will be reimbursed by the sponsor's funds.

4.16 Resource persons who are not LCTA members will be granted their normal fee plus transportation, accommodation, and TTOC costs, if required.

4.17 The Professional Development Committee retains the responsibility of administering and disbursing money as well as final approve of all Pro-D activity claims.

4.18 Requests for special consideration of long-term activities or additional expenses not provided for in the guidelines may receive special consideration from the Professional Development Chair in consultation with the Executive Committee.

4.19 Pro-funding shall be as follows 2010/2011 school year (based on contribution):

4.19.1 Teachers teaching for a full year will have access to \$450

4.19.2 If working continuously as a LCTA member, teachers may roll over their funding from one year to the next, to a maximum of \$900.

4.19.3 Teachers Teaching on Call who are LCTA members have access to funding to a maximum of \$450 per year, as long as they remain members of the LCTA.

4.19.4 Teachers who are on a contract as for ½ year (i.e., first semester at high school) but do not remain a LCTA member for the remainder of the school year will have access to a pro-rated amount of funding (i.e., \$225 per semester at the high school)

4.19.5 If LCTA members are on a medical leave or personal leave, and are not paying LCTA membership dues nor generating Pro-D funding from the district, they will not have access for that year.

4.19.6 When members who have been on a medical or personal leaves return to their teaching position, they will have access to the pro-d funding which was available to them when they went on leave.

5.0 Participation in Professional Development Activities

5.1 On all Professional Development Days (district and school-based) it is expected that all teachers will be in attendance at professional development activities. However, the ultimate onus or responsibility rests with the individual member. The LCTA may request members to identify the activity attended or engaged in during the Professional Development Days.

6.0 Duties of the Professional Development Chairperson

6.1 Present a statement of disbursements to the Board as pursuant to the collective agreement

6.2 Facilitate a variety of professional development activities based on the needs and requests of the members of the Association.

6.3 Distribute professional development information regularly to all members.

6.4 Prepare bargaining clauses relating to professional development.

6.5 Attend bargaining meetings, or assign an alternate.

6.6 Attend Executive and General Meetings of the Association, or assign an alternate.

6.7 Be a signing officer for the professional development fund, if necessary.

6.8 Review applications and reimburse funds according to the constitution and with the approved LCTA member's Pro-D form.

6.9 Submit proposed dates to be used for the professional development activities to the Association Executive.

6.10 Act as a resource person in the areas of planning, facilities, and resources for workshops and seminars, when requests are made by a special interest group or school staff.

7.0 Duties of the School Professional Development Representative

7.1 Facilitate organization of professional development activities in the school.

7.2 Bring school professional development concerns to the attention of the Professional Development Chair.

7.3 Attend meetings of Executive Committee.

Appendix C

Scholarship Criteria

1. Academic Scholarship

1.2 Financial: \$1000

1.3 Criteria:

1.3.1 Presented to an academic student

1.3.1.1 Determined by averaging the top three (3) grade twelve (12) courses taken that meet university entrance requirements.

1.3.1.2 English will be one of the three required courses, including the final exam.

1.4 Decision:

1.4.1 LCTA Executive as a whole shall determine the recipient.

1.4.2 Will be made at the first Executive Committee meeting in the year following application

1.5 Presented:

1.5.1 Usually at the first student assembly in September.

1.6 Presenter:

1.6.1 President, Lake Cowichan Teachers' Association, or alternate.

1.7 Payment of Scholarship:

1.7.1 Directly to student upon receipt(s) from a post-secondary institution(s) for the amount of the scholarship, or greater

1.8 Expiration:

1.8.1 Available to student for two (2) years beginning the month of graduation.

1.8.2 If not claimed, the second highest student who met the criteria will be notified to claim the scholarship, if they have attended post-secondary and if they have proof of attendance in the form of a receipt covering the amount of the scholarship.

1.8.3 No further students will be contacted nor receive the scholarship

1.8.3.1 No scholarship shall be given out in that particular year.

2. Perseverance and Resiliency Scholarships (2023 Winter GM)

2.2 Financial: Two (2) of \$500 each

2.3 Criteria:

2.3.1 Presented to two (2) Lake Cowichan School graduates who have shown resiliency and/or perseverance through their school years with preference given to students who have attended schools in Lake Cowichan for the majority of their education.

2.3.1.1 Determined by a review of application packages received by the LCTA Scholarship Selection Committee

2.4 Decision:

2.4.1 The LCTA Scholarship Selection Committee will determine the successful candidates based on their application packages

2.4.1.1 The Selection Committee will also determine one (1) "Finalist" candidate in the event that one of the two successful candidates does not claim their scholarship.

2.4.2 Will be made before the May Executive Committee (EC) meeting with successful candidates, and runner up, submitted to the EC at that time, then forwarded to the school.

2.5 Presented:

2.5.1 Both awards will be presented at the Lake Cowichan School scholarship evening in June

2.6 Presenter:

2.6.1 President, Lake Cowichan Teachers' Association, or alternate LCTA member.

2.7 Payment of Scholarship:

2.7.1 Directly to student upon receipt(s) from a post-secondary institution(s) for the amount of the scholarship, or greater

2.8 Expiration:

2.8.1 Available to the student for two (2) years beginning the month of graduation.

2.8.2 If not claimed, the designated "Finalist" student will be notified to claim the scholarship, if they have attended post-secondary and if they have proof of paid tuition in the form of a receipt covering the amount of the scholarship.

2.8.3 No further students beyond the designated "finalist" will be contacted nor receive the scholarship

2.8.3.1 No scholarship shall be given out in that particular year.

Appendix D

Social Justice Grant

1. Social Justice:

1.1 Meets the definition of Social Justice as determined by the Social Justice program of the BCTF.

2. Financial:

2.1 \$1000 per year

2.1.1 Unless LCTA funding is fiscally unavailable

2.1.2 May be of any amount up to the set limit

3. Decision:

3.1 LCTA Executive as a whole shall make the decision

3.1.1 At a regularly scheduled Executive meeting

4. Application:

4.1 250-500 word statement/proposal

4.1.1 Outline of the project or activity

4.1.2 The coordinator (LCTA members) name and contact information

4.1.3 Number of students involved and general information regarding the students (e.g., grade, age, level, etc.)

5. Criteria:

5.1 Meets the criteria of the Social Justice program of the BCTF

5.2 Activity must be sponsored by a current LCTA member(s)

5.3 Students may be involved in the proposal

6. Payment:

6.1 Executive shall decide how to equitably distribute funds

6.2 50% (\$500) will be available September to January, successful applicant decided at the November Executive Meeting. 50% (\$500) will be available February to June, successful applicant decided at the March Executive Meeting.

6.3 Pay 50% of application amount at the onset of the project or activity.

6.4 Balance will be paid upon completion of the project or activity.

7. Expiration:

7.1 If no applications for the grant are made in the fiscal school year, the amount shall not be accruing to the next school year.

Appendix E

Mentorship Grant

1. Purpose:

1.1 Sponsoring members to attend BCTF leadership events encourages participation in the Union, both at a provincial and at a local level.

2. Criteria:

2.1 Member(s) interested in attending an event(s) must come to an Executive Meeting to discuss their interest and intention

2.2 Members seeking the grant must attend General and/or Executive meetings on a regular basis, displaying interest in provincial and local matters and/or issues

3. Financial:

3.1 LCTA Executive shall determine if funding is fiscally available

3.1.1 Availability of Mentorship Grant from the BCTF (\$1000)

3.1.2 Examination of the LCTA budget

4. What is paid for:

4.1 The BCTF Expense Form voucher will be used to determine what is covered at the events

5. Payment:

5.1 First come, first served

5.2 Partial Grants may be available if funding is not fiscally available and/or other members have previously or are currently applying for the grant

5.2.1 This allows for greater numbers to participate

6. Decision:

6.1 The final decision to sponsor a member to participate in a leadership event rests solely with the Executive as a whole

Appendix F

Retirement Gift Fund

1. Criteria:

1.1 A member is eligible for a retirement gift, if upon retirement, they are an active member of the LCTA, they are in good standing, and they retire from a school within Local #66

2. Financial:

2.1 Pro-rated, \$50.00 per full year of service, to a maximum of \$550.00

2.2 Shall only be paid if funding is fiscally available in the LCTA budget

3. Financial Decision:

3.1 LCTA Executive shall determine if funding is fiscally available

3.1.1 LCTA Executive shall determine alternate amounts to be gifted if funding is not fiscally available

3.1.2 Retirement Gift funding shall be decided at a regularly scheduled Executive Meeting

4. Gift Decision:

4.1 Every effort shall be made to gain input from all members of the LCTA as to the form that a gift shall take

4.2 The final decision regarding the form of the gift shall be made by the Executive member (normally the past-president) responsible for gifting

4.2.1 If there is no past-president in the Local, the president shall make the decision upon consultation with the Executive Committee