



British Columbia
School Trustees
Association

BYLAWS, POLICIES and OPERATIONAL GUIDELINES



BYLAWS, POLICIES and OPERATIONAL GUIDELINES

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BCSTA BYLAWS (INCORPORATION)

The British Columbia School Trustees Association was instituted on February 16, 1905, in Vancouver. Eight Boards of Education were present at the inaugural meeting.

In 1956, the association was incorporated by an act of the provincial legislature, "*The British Columbia School Trustees Association Act.*" (SBC 1956, c.52) *The Act* was amended in 1974 (1974 SBC c.102 s.2), 1994 (*Public Education Labour Relations Act*, 1994 SBC. c.21 s. 13) and 2007 (*School (Student Achievement Enabling) Amendment Act*, 2007 SBC c.29 s.44, Sched). **The Act of Incorporation** as amended states:

CHAPTER 52

An Act to Incorporate The British Columbia School Trustees Association

Whereas the British Columbia School Trustees Association has hitherto operated as an unincorporated association:

And whereas it is desirable that the said Association should be incorporated:

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

This Act may be cited as "*The British Columbia School Trustees Association Incorporation Act.*"

1. The present members of The British Columbia School Trustees Association and such persons and Boards of school trustees as may from time to time become members pursuant to the bylaws of the association shall be and are hereby constituted a body politic and corporate under the name of "The British Columbia School Trustees Association."
2. The "Association" means The British Columbia School Trustees Association.
3. The objects of the Association are:
 - a. to represent the public interest in public school education;
 - b. to advance the cause of education in the province and promote public interest in educational affairs;
 - c. to recommend changes in the School Act and any other Act which may affect the public education system;
 - d. to cooperate and provide liaison with municipal, provincial and federal governments and with organizations in Canada or elsewhere having aims and objectives the same as or similar to those of the Association;
 - e. to promote efficiency in the carrying out of the duties and exercise of power by Boards of Education;
 - f. to promote, conduct and direct research and the gathering of information and to make available the findings; and

- g. repealed
 - h. to take any action, not inconsistent with this act or any other act, or any regulations or rules made under the authority of any act, that the association deems necessary or advisable to give effect to any policy adopted by it with respect to any question directly or indirectly affecting the purposes and objects of the association.
4. The Association shall have a common seal, which shall be used only in accordance with the provisions in the bylaws governing the same.
 5. The Association may acquire and take by purchase, donation, devise, or otherwise land and personal property, and may sell, exchange, mortgage, lease, let, improve, and develop the same, and may erect and maintain any buildings necessary or convenient for its purposes.
 6. The Association may borrow or raise or secure the payment of money in such manner as it thinks fit, subject to the provisions of its bylaws, and may draw, make, accept, endorse, execute, and issue promissory notes, bills of exchange, and other negotiable instruments.
 7. The Association may, if authorized so to do by simple resolution of the membership, become a member of or cooperate with any other society or association, whether incorporated or not, whose objects are in whole or in part similar to its own objects.
 8. The Association shall have power to establish and to amend bylaws governing its operations and procedure, including all or any of such matters as are dealt with by bylaws under the *Societies Act*.

BCSTA BYLAWS (2015-16)

1. MEMBERSHIP

- a. Membership in the Association shall be open to all Boards of public school trustees within the province on a continuing basis, or upon application. A Francophone Education Authority, authorized under the *School Act* to provide a francophone education to eligible students within all or part of the province of B.C., shall be considered a Board of public school trustees for this purpose, effective July 1, 1996. The membership year shall be July 1-June 30, and a Board which is a member for any part of the membership year shall be liable for the year's full membership dues, unless otherwise authorized by the Provincial Council of the Association. (Notice of intent to resign from the Association shall be given in writing to the Chief Executive Officer, and to be effective for the following membership year must be received by the Chief Executive Officer three (3) months prior to expiration of the current membership year.)
- b. Life Membership - Election to the office of President of the Association shall concurrently confer life membership upon the person so elected.
- c. Honorary Life Membership - The Association may honour any person for distinguished service within the Association by conferring on such person honorary life membership in the Association by extraordinary resolution in accordance with the provisions of Article 21.
- d. Long Service Life Membership - An individual who has accumulated 21 years of service as a trustee for a Board of Education that is a current member in good standing of the Association shall be conferred as a Life Member.

2. OFFICERS

- a. The officers of the Association are:
 - i. the Minister of Education who shall be the honorary President of the Association;
 - ii. the President;
 - iii. the Vice-President;
 - iv. the immediate past President, but only for a term of one year following the election of a new President
 - v. the Directors, who shall be four (4) in number for those years the immediate past President is an officer of the Association, and five (5) in number otherwise;
 - vi. the Chief Executive Officer, who shall be the secretary-treasurer.

Each officer, other than the honorary President, the Chief Executive Officer and the immediate past President, shall be elected at the Annual General Meeting, shall take office at the conclusion of that Annual General Meeting, and

shall hold office until his/her successor takes office at the conclusion of the next Annual General Meeting thereafter, or until he/she ceases to be a trustee serving on a member Board, whichever occurs earlier. In the event that the immediate past President becomes unable to serve on the Board of Directors, or ceases to be a trustee of a member Board, the position shall be deemed vacant.

- b. The President, the Vice-President, immediate past President, and Directors shall all be trustees serving on member Boards.
- c. The President shall call meetings of the Provincial Council at least twice in each year between Annual General Meetings and of the Board of Directors at least monthly. The President shall be chair of meetings of the Board of Directors, and the President, or such person as he/she designates, shall be chair of meetings of the Provincial Council. The President shall appoint members to the Association's standing and ad hoc committees. The President shall be an ex officio member of all BCSTA committees.
- d. The Vice-President shall perform all duties of the President at such times as the President is unable to perform them.
- e. Notwithstanding the requirements of subsections (a) and (b), an officer whose Board ceases to be a member solely by reason of being abolished under the *School Act*, may remain in office until the next Provincial Council meeting, or Annual General Meeting, whichever first occurs, following the abolition.

3. BOARD OF DIRECTORS

The President, the Vice-President, the Directors and the immediate past President shall form the Board of Directors. The Chief Executive Officer shall be a nonvoting member of the Board.

4. VACANCIES ON THE BOARD OF DIRECTORS

Elected offices on the Board of Directors which fall vacant shall be filled in the following manner:

- a. If the office of President falls vacant the Vice-President shall advance to the office of the President.
- b. If the office of Vice-President falls vacant, an interim Vice-President shall be elected by the Board of Directors from its own members, and shall serve until an election for Vice-President is held at the next Provincial Council or Annual General Meeting, whichever is first. Should this election take place at a Provincial Council meeting and the interim Vice-President is not elected at that time, he/she would revert to the position of Director for the remainder of the term.
- c. If the office of Director or past President falls vacant the Provincial Council shall elect one (1) of their members to fill the vacancy until the next Annual General Meeting.

5. BOARD OF DIRECTORS' DUTIES AND POWERS

- a. The Board of Directors is responsible to the Provincial Council for representing the policies of the Association.
- b. Copies of minutes of meetings of the Board of Directors shall be distributed to the Provincial Council and be available to members on the BCSTA website.

- c. The Board of Directors shall have the power to select, appoint, fix the remuneration of and control an Chief Executive Officer and such other employees as it may deem advisable and to retain the services of a solicitor or any other professional assistance as it may deem advisable.
- d. The Board of Directors shall have the power to take positions on emergent issues within the policies established by general meetings or the Provincial Council. Where no current policy exists, the Board shall exercise its own discretion in representing the Association on emergent issues and shall report to the Provincial Council.
- e. The Board of Directors shall prepare proposed agendas for meetings of the Provincial Council.
- f. The Board of Directors may call a Special General Meeting of the Association.
- g. The Board of Directors may enter into contracts on behalf of the Association, generally carry on the business of the Association, and may, subject to the approval of the Provincial Council, acquire or lease real or personal property.
- h. The Board of Directors shall have the power to adopt operational guidelines to provide ongoing guidance to the Board and to the staff of the Association with respect to carrying on the business of the Association. The Board of Directors will annually report to AGM adopted operational guidelines and the rationale for each.

6. PROVINCIAL COUNCIL

- a. The Provincial Council of the Association shall consist of the Board of Directors plus one (1) representative elected by each member Board.
- b. Each member Board shall elect one (1) trustee as representative and one (1) trustee as alternate representative to the Provincial Council, such elections to take place annually between December 1 and the following January 15. Provincial Council members so elected shall take office immediately and shall hold office until successors are elected. Should a Provincial Council member cease to be a trustee or resign, the Board shall elect a new representative.

7. PROVINCIAL COUNCIL DUTIES AND POWERS

- a. The Provincial Council may meet, adjourn and otherwise regulate its meetings as it sees fit and the quorum shall be two-thirds (2/3) of the member Board representatives.
- b. Regular meetings of the Provincial Council shall be held three (3) times a year: once in conjunction with the Annual General Meeting and twice between Annual General Meetings.
- c. A Special Council meeting shall be held if called for by one-third (1/3) of its members or the Board of Directors.
- d. The Provincial Council is empowered to establish interim policies of the Association between general meetings

- e. The Provincial Council may authorize the Board of Directors to acquire or lease real and personal property.
- f. The Provincial Council shall approve the annual budget of the Association, the total fees to be collected from member Boards, and the criteria for the determination of individual member fees which shall be used by the Board of Directors when establishing the appropriate fee for each member.
- g. The Provincial Council shall approve payment of honoraria to the President, Vice-President, Directors, and the immediate past President, and shall approve the criteria for payment of out-of-pocket expenses of BCSTA officers, Provincial Council members and staff when incurred on Association business.
- h. The Provincial Council may direct the Board of Directors regarding the investment of funds in the forms permitted by Article 14.a) and establish limits on the Board of Directors' borrowing powers in accordance with Article 14.b).
- i. The Provincial Council shall have the power to provide financial and other assistance to other nonprofit organizations with similar goals and objectives.
- j. The Provincial Council and/or the Annual General Meeting may advise the Board of Directors with respect to its conduct of the business of any other organization of which it acts as Board of Directors.
- k. Motions to be dealt with by the Provincial Council shall be forwarded to the Chief Executive Officer by member Boards, the Education Committee, the Aboriginal Education Committee, branch associations or the Board of Directors.
- l. The Chief Executive Officer will establish submission deadlines for motions for consideration by Provincial Council.

Motions received by the submission deadline must be reviewed by the Legislative Committee to ensure they are of an emergent nature. Emergent shall be defined as: business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy, or a public education issue.

Motions received after the submission deadline will be reviewed for their emergent nature by the Provincial Council and must receive approval to be added to the agenda as a late motion.

- m. Nothing herein shall be held to prevent the Board of Directors of the Association from submitting a motion even though notice has not been given. Such a motion does not require approval before it can be considered.

8. GENERAL MEETINGS

- a. The Association shall hold an Annual General Meeting at a time and place selected by the Board of Directors, and additional general meetings may be called if deemed necessary by the Board of Directors.
- b. Fifty delegates shall constitute a quorum.
- c. The President of the Association, or such other person as he/she designates, shall be chair of any or all sessions.

9. DELEGATES AND VOTING POWERS AT GENERAL MEETINGS

- a. Delegates shall be school trustees duly accredited by the Boards of Education of which they are members. For purposes of ballot voting, Boards of Education having an annual enrollment of pupils (actual pupils, not full-time equivalents) at the most recent date established under the *School Act* for the reporting of student populations, shall have the following number of votes irrespective of the number of delegates:

▪ 1	to	249 pupils	1 vote
▪ 250	to	999 pupils	2 votes
▪ 1,000	to	1,999 pupils	3 votes
▪ 2,000	to	5,999 pupils	4 votes
▪ 6,000	to	11,999 pupils	6 votes
▪ 12,000	to	17,999 pupils	8 votes
▪ 18,000	to	23,999 pupils	10 votes
▪ 24,000	to	29,999 pupils	12 votes
▪ 30,000	to	35,999 pupils	14 votes
▪ 36,000	to	47,999 pupils	15 votes
▪ 48,000	to	59,999 pupils	16 votes
▪ 60,000	to	71,999 pupils	17 votes
▪ 72,000	to	83,999 pupils	18 votes
▪ 84,000	and over pupils		19 votes

These categories are to be reviewed when the enrollment of the largest member Board exceeds 84,000 students.

- b. A life member shall have one (1) vote, but not in addition to his/her vote as a delegate of a member Board, and not in addition to the full quota of votes cast by any Board of which he/she may be a member. Registration fees for general meetings shall be waived for life members.
- c. Any member Board which is not represented at any general meeting may, by proxy, in writing, grant to a delegate of any other member Board the right to vote on its behalf.
- d. Ballot votes shall be used:
- for election of BCSTA officers;
 - on amendments to the Association's bylaws;
 - on the taking of a vote on a substantive motion when called for by any twenty (20) delegates;
 - for the approval of an Association petition to the Legislature for changes in the BCSTA Act of Incorporation; and
 - on enactment or amendment of Foundational Statements.
- e. Voting on substantive motions shall be by show of hands unless a ballot vote is called for by any twenty (20) delegates. Any procedure used to assist in the counting of a vote shall provide for consideration of handicapped delegates.

10. GENERAL MEETING MOTIONS

- a. Motions to be dealt with by general meetings shall be forwarded to the Chief Executive Officer by member Boards, the Education Committee, the Aboriginal Education Committee, branch associations, the Provincial Council or the Board of Directors.
- b. Notice of all substantive motions to be dealt with at a general meeting shall be forwarded to the Chief Executive Officer not less than sixty (60) days prior to the opening date of the said general meeting, and shall be transmitted by the Chief Executive Officer to the member Boards not later than thirty (30) days prior to the opening date of the general meeting, subject nevertheless to any rejection, consolidation, alteration or amendment that may be considered necessary by a Legislative Committee.
- c. Notice of motion submitted too late to meet requirements of section b) herein shall be considered by the general meeting only when such a motion deals with matters arising from events occurring or legislation introduced subsequent to the stated sixty (60)-day deadline for submission of motions. A motion meeting these criteria shall be referred to the Legislative Committee for consideration and then, if in order, be submitted to the general meeting; a simple majority is required for approval.
- d. Notice of motion of extraordinary resolutions shall be given in writing to the Chief Executive Officer not less than seventy (70) days prior to the opening date of the general meeting at which such motions are to be considered, and shall be transmitted by the Chief Executive Officer to member Boards not less than thirty (30) days prior to the opening date of the general meeting. Motions by the Provincial Council and the Board of Directors may exceed this deadline if submitted to the Chief Executive Officer at least thirty (30) days prior to the opening date of the general meeting. A two-thirds (2/3) majority vote by ballot shall be necessary to pass an extraordinary resolution.
- e. Should a member Board wish to appeal a Legislative Committee decision ruling a late motion out of order under section c), the following procedure is to be followed:
 - i. Written notice of intention to appeal the Legislative Committee decision shall be forwarded to the Chief Executive Officer as soon as possible.
 - ii. The Chief Executive Officer shall place the appeal of the Legislative Committee's decision before the general meeting. Those present will then decide, by simple majority vote, whether or not to sustain the Legislative Committee's decision.
 - iii. In the event that the Legislative Committee's decision is not sustained by the membership on a simple majority vote, then the late motion will be included in the order of business.
- f. Should the Legislative Committee reject, consolidate, alter or in any other way amend the motion of any Board, it will notify the moving Board of its decision in writing and the Board shall have the right to challenge the Legislative Committee's decision at the opening of the general meeting proceedings. In such a case, the Legislative Committee will publish the Board's motion and the Legislative Committee's rationale for its decision and then request the general meeting to sustain its decision.
- g. Nothing herein shall be held to prevent the Board of Directors of the Association and Provincial Council from submitting a substantive motion even though notice has not been given. Such a motion does not require

approval before it can be considered.

11. COMMITTEES

- a. The President shall appoint a Legislative Committee within two (2) weeks of the President assuming office. The Committee shall consist of not less than three (3) members, one (1) of whom shall be a member of the Education Committee and one of whom shall be a member of the Board of Directors of the Association (other than the Chief Executive Officer) who shall also act as a liaison between the Committee and the Board of Directors. The Legislative Committee shall, inter alia, prepare all notices of motion for printing on the agenda of a general meeting, and shall act during a general meeting to prepare late notice of motion for the consideration of the membership. The Legislative Committee shall have the power to examine, correlate, amend, reject and report upon notices of motion submitted to it.

All the actions of the Legislative Committee with respect to notices of motion shall be subject to the approval of the membership at the general meeting or the meeting of the Provincial Council and the membership may, upon simple motions from the floor of the meeting, sustain the Committee's action, or refer back the notice of motion to the Committee with special instructions.

- b. The President shall appoint three (3) trustees attending the general meeting as delegates to act as a Credentials Committee. It shall be the duty of the Credentials Committee to validate all credentials found to be in order and to report to the meeting at the beginning of each day of business regarding the number of duly accredited delegates present, and the number of votes they carry. The reports of the Credentials Committee must be adopted by a majority vote of the assembly.
- c. The President shall appoint a Finance Committee within two (2) weeks of the President assuming office. The Committee shall consist of not less than two (2) members and a chair, who shall be an officer of the Association (other than the Chief Executive Officer). This officer shall also act as a liaison between the Committee and the Board of Directors. All members shall have voting privileges.

The duties of the Finance Committee shall be:

- i. to monitor the collecting of all dues, fees, levies and other revenues on behalf of the Association;
- ii. to recommend reasonable controls for the safekeeping of Association funds;
- iii. to obtain satisfactory evidence that there is a continuing maintenance of proper financial books and records;
- iv. to monitor the expenditures of Association monies;
- v. to cooperate with the Board of Directors in the preparation of an annual budget for the following fiscal year;
- vi. to supervise the calculation and drafting of an annual membership fee scale, in accordance with budget requirements;

- vii. to ensure that an inventory statement of the Association's capital assets is completed at the conclusion of each fiscal year;
- viii. to approve BCSTA's draft audited financial statements and to report to the Provincial Council as required on the financial status of the Association, substantiated by the audited financial statements; and
- ix. to review all accounts payable payments in excess of \$5,000.

The Finance Committee shall report jointly to the Boards of Directors and the Provincial Council.

- d. The Provincial Council or the Board of Directors of the Association may establish ad hoc committees of the Association.

All ad hoc committees shall have terms of reference formulated by the Provincial Council or Board of Directors, and shall report to a future meeting of the Provincial Council.

- e. The voting members of the Education Committee shall consist of a representative of each branch as elected by each branch, and a member appointed by the President from the Board of Directors of the Association (other than the Chief Executive Officer) who shall also act as a liaison between the Committee and the Board of Directors. The President shall affirm the members of the Education Committee within two (2) weeks of the President assuming office and the members of the Committee shall hold office from their appointment to the close of the next AGM. Should a vacancy occur among the Education Committee members elected by a branch, the President may appoint an interim representative from that branch or until the branch is able to elect a new representative.

The duties of the Education Committee shall include:

- i. to formulate the program of the Annual General meeting and make arrangements so as to facilitate and support activities at the AGM;
 - ii. to identify educational issues of concern to Boards of Education and trustees in British Columbia;
 - iii. to share knowledge regarding research and policies related to public school education;
 - iv. to formulate recommendations for action by the Board of Directors, the Provincial Council and the membership at general meetings on education matters of provincial concern;
 - v. to establish opportunities for the discussion of education issues;
 - vi. to recommend topics for leadership development seminars.
- f. The President shall circulate information about opportunities to participate on BCSTA committees, and/or other committees appointed by BCSTA, with the exception of the Education Committee, so that interested parties may have an opportunity to volunteer.

- g. The President shall appoint an Aboriginal Education Committee within two (2) weeks of the President assuming office. The Committee shall consist of nine (9) voting members appointed by the President, one of whom shall be a member of the Board of Directors (other than the Chief Executive Officer) who shall also act as a liaison between the Committee and the Board of Directors.

The mandate of the Committee is understood to encompass issues affecting the education of all students who declare their Aboriginal descent.

The duties of the Aboriginal Education Committee shall include:

- i. to represent the interests of Boards of Education in Aboriginal education matters in cooperation and liaison with Aboriginal groups;
 - ii. to heighten knowledge, awareness and understanding of Aboriginal values, cultures and perspectives in the education system in order to enhance learning;
 - iii. to disseminate information to relevant constituent groups, in order to foster an atmosphere that will promote dialogue at the local level between Boards of Education and Aboriginal communities;
 - iv. to identify and address issues related to provincial policy and implementation processes that have an impact on Aboriginal education; and
 - v. to develop recommendations on Aboriginal education matters, including consideration of funding implications, for action by the Education Committee, Provincial Council and/or Board of Directors, as appropriate.
- h. The President may appoint any BCSTA member trustee to an outside group where formal BCSTA representation has been requested. BCSTA's trustee representatives will be expected to represent BCSTA policies and positions where they exist. These representatives shall be responsible to the Board of Directors.

12. ANNUAL DUES

The Board of Directors shall have power to establish and levy annual dues upon all member Boards of Education for each financial year in accordance with the criteria established by the Provincial Council, provided that the total amount so levied for any financial year shall not exceed an amount approved by the Provincial Council for the year concerned.

13. SUSPENSION OF MEMBER BOARDS

- a. The Chief Executive Officer shall, on or before July 31 in every year, send a notice in writing by registered mail to any member Board in arrears of fees, levies or dues levied in respect of any preceding financial year or years. The notice shall specify the amount of each arrears.
- b. If the amount of any arrears plus interest as determined by the Provincial Council is not fully paid on or before September 30 next following the mailing of such notice, the Provincial Council may suspend the member Board from all its rights and privileges of membership including, without limitation, all its voting rights.

- c. If a member Board suspended pursuant to this bylaw 13 shall at any time fully pay to the Association all its arrears of fees, levies, dues, or interest, the Chief Executive Officer shall so certify to the Provincial Council whereupon the member Board shall be deemed to be fully reinstated to membership.
- d. Nothing in this bylaw 13 shall prejudice the right of the Association to recover from a Board of school trustees, as a debt owing to the Association, any such arrears of fees, levies, dues, or interest.

14. INVESTMENT AND BORROWING POWERS

- a. The Board of Directors shall have the power to invest funds of the Association in accordance with the policies of the Provincial Council, as such funds from time to time accumulate, in investments authorized under the Trustee Act.
- b. The Board of Directors shall have the power to borrow from time to time and on the credit of the Association, amounts which at no time shall exceed in the aggregate a sum which can be fully secured by investments made in pursuance of bylaw 14.a) plus one-fifth (1/5) of the annual budget.
- c. All borrowing by the Association which cannot be fully secured by investments made pursuant to bylaw 14.a) and is in excess of one-fifth (1/5) of the annual budget shall be authorized only by resolution of the Provincial Council.

15. ELECTION OF OFFICERS

- a. Any trustee of a member Board is eligible for election as an officer of the Association.
- b. The nomination of candidates for election as Association officers shall be submitted by mail at least thirty (30) days prior to the Annual General Meeting, addressed to the Chief Executive Officer. Nominations shall be accepted where a trustee submits his/her name for election to a specific office and the name is supported by two (2) trustees serving on the same or different member Boards.
- c. A Nominating Committee shall be appointed by the Board of Directors in sufficient time so that if, by thirty (30) days prior to the Annual General Meeting, nominations have not been received for all offices, the Nominating Committee shall be responsible for nominating candidates for the vacant offices.
- d. The Association shall distribute or make available the candidates' statements package to all members at least two (2) weeks prior to the Annual General Meeting: candidates may submit a candidate statement (maximum 500 words) and a photograph twenty (20) days prior to the Annual General Meeting.
- e. Additional nominations shall be called for at the conclusion of the Annual General Meeting's opening ceremonies. Nominations shall then be closed, except that candidates properly nominated for a position who are defeated in the election may be nominated for other positions immediately prior to the election for those other officers.
- f. The election of officers shall be held on the second full day of the Annual General Meeting. Three (3) scrutineers shall be appointed by the presiding officer. Before any ballot is taken, any person nominated may decline office or withdraw his/her name.

- g. Should any candidate for the office of President or Vice-President receive a clear majority of the votes cast upon the first ballot, he/she shall be declared to be elected. Should no candidate receive such clear majority, the candidate receiving the lowest number of votes on the first ballot shall be dropped from the list and a second ballot and, if necessary, subsequent ballots shall be held in like manner until one (1) candidate receives a clear majority of the votes cast and such candidate shall thereupon be declared to be elected.
- h. In the election of Directors, there shall be sequential rounds of balloting, with four (4) Directors elected in years when there is an immediate past President, and five (5) Directors otherwise. The following procedures apply:
 - i. For each round of balloting, a ballot shall be issued for each vote allocated under 9(a) or (b), on which a voter may mark a sub-vote for each one of more candidates, not to exceed the number of candidates to be elected;
 - ii. A threshold number of sub-votes is established equal to 50 per cent of the validly cast ballots;
 - iii. Candidates are elected in order of the number of sub-votes received, provided they receive more than the threshold number of sub-votes.
 - iv. If no candidate is elected on a ballot, the candidate with the lowest number of votes is dropped off.
 - v. Further rounds of balloting continue until the required number of Directors is elected.

16. REPRESENTATION TO CANADIAN SCHOOL BOARDS ASSOCIATION

- a. The President or designate shall be the CSBA Director.
- b. If the President or designate is unable to attend a meeting of the CSBA Board of Directors, the President may appoint an alternate CSBA Director for that meeting.

17. SEAL

The seal of the Association shall be held in the custody of the Chief Executive Officer and shall be used only pursuant to resolution of the Board of Directors and in the presence of any two (2) officers of the Association named in such resolution.

18. AUDITORS

Auditors shall be appointed annually by the Provincial Council at the time of the Annual General Meeting and shall hold office until the next Annual General Meeting.

19. DISTRICT BRANCH ASSOCIATIONS

District branch associations shall be affiliated with this Association. Only Boards that are members of the Association shall be members of a branch. Branch associations shall be permitted to draft their own constitutions,

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or amendments thereto, subject nevertheless to the approval of the Provincial Council of this Association, and should any branch association fail to draft its own constitution within a reasonable time, the Provincial Council may draft and establish a constitution for it. Branch associations may submit motions to general meetings and to the Provincial Council. The composition of the district branch associations shall be as follows, so long as the school districts specified remain members of this Association:

1. Fraser Valley Branch

SD33 (Chilliwack); SD34 (Abbotsford); SD35 (Langley); SD42 (Maple Ridge-Pitt Meadows); SD75 (Mission); SD78 (Fraser-Cascade)

2. Kootenay Boundary Branch

SD05 (Southeast Kootenay); SD06 (Rocky Mountain); SD08 (Kootenay Lake); SD10 (Arrow Lakes); SD20 (Kootenay-Columbia); SD51 (Boundary)

3. Metropolitan Branch

SD36 (Surrey); SD37 (Delta); SD38 (Richmond); SD39 (Vancouver); SD40 (New Westminster); SD41 (Burnaby); SD43 (Coquitlam); SD44 (North Vancouver); SD45 (West Vancouver); SD93 (Conseil scolaire francophone)

4. North West Branch

SD50 (Haida Gwaii); SD52 (Prince Rupert); SD54 (Bulkley Valley); SD82 (Coast Mountains); SD87 (Stikine); SD92 (Nisga'a)

5. South Coast Branch

SD46 (Sunshine Coast); SD47 (Powell River); SD48 (Sea to Sky)

6. Northern Interior Branch

SD27 (Cariboo-Chilcotin); SD28 (Quesnel); SD49 (Central Coast); SD57 (Prince George); SD59 (Peace River South); SD60 (Peace River North); SD81 (Fort Nelson); SD91 (Nechako Lakes)

7. Thompson Okanagan Branch

SD19 (Revelstoke); SD22 (Vernon); SD23 (Central Okanagan); SD53 (Okanagan Similkameen); SD58 (Nicola-Similkameen); SD67 (Okanagan Skaha); SD73 (Kamloops/Thompson); SD74 (Gold Trail); SD83 (North Okanagan-Shuswap)

8. Vancouver Island Branch

SD61 (Greater Victoria); SD62 (Sooke); SD63 (Saanich); SD64 (Gulf Islands); SD68 (Nanaimo-Ladysmith); SD69 (Qualicum); SD70 (Alberni); SD71 (Comox Valley); SD72 (Campbell River); SD79 (Cowichan Valley); SD84 (Vancouver Island West); SD85 (Vancouver Island North)

In recognition of its province-wide status, trustees (Directors) of the Conseil scolaire francophone de la Colombie-Britannique (CSF) have the ability to attend meetings of all branch associations on a nonvoting basis, and the CSF has the ability to be a voting member of one branch, to be determined by agreement between the CSF and the branch.

The Provincial Council, with the concurrence of the member Boards concerned, shall have the power to vary the composition of the district branch association between AGMs.

20. AMENDMENTS TO BYLAWS

The bylaws may be amended only by extraordinary resolution.

21. ASSOCIATION RECORDS

The Chief Executive Officer shall cause to be taken an audio recording of proceedings at all regular sessions of each general meeting and preserve this recording for a period of three (3) years. He/she shall cause to have published and delivered to member Boards a report of actions taken by the membership at each general meeting. He/she shall also take minutes of all Provincial Council and Board of Directors meetings and keep the same in a permanent record book.

22. RULES OF ORDER

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Association general meetings and Provincial Council except where they are inconsistent with these bylaws and **General Meeting Rules of Order** and **Provincial Council Rules of Order**.

23. ASSOCIATION POLICIES

- a. The policies of the Association continue in force until repealed and provide an ongoing guide to the actions of the Association. The following comprise the policies of the Association:
 - i. Foundational Statements enacted by the membership in general meeting by extraordinary motion;
 - ii. Policy Resolutions passed by the membership in general meeting or on an interim basis by Provincial Council.
- b. The Legislative Committee is responsible for the maintenance of the Association's policies, and may recommend changes to the Board of Directors for presentation to the membership.

POLICY BOOK (2014-15)

BCSTA POLICIES

Policy statements express the beliefs and objectives of the BCSTA membership pertaining to relevant matters.

The policies of the Association provide an ongoing guide to the actions of the Association. The following comprise the policies of the Association:

- a. Foundational Statements enacted by the membership in general meeting by extraordinary motion to express the Association's core beliefs and values. These are numbered with an FS in blue;
- b. Policy Resolutions passed by the membership in general meeting or on an interim basis by Provincial Council. These are numbered with a P in orange.

Policies continue in force until repealed by the members.

Provincial Council may also enact policy in accordance with its authority under the bylaws to establish criteria for payment of expenses and levying of dues, set investment policy and limits on borrowing, and regulate its meetings.

The Legislative Committee is responsible for the maintenance of the Association's policies, and may recommend changes to the Board of Directors for presentation to the membership.

The policy statements contained in this manual are categorized under nine major headings. It is intended that they will serve as a framework of continuous action on the part of elected officials of the Association, its staff, and trustees in every part of British Columbia; also, that the policies will be added to and amended as directed by the membership.

1. BCSTA

1.1FS MISSION

The mission of the BC School Trustees Association (BCSTA) is to support and advocate for effective public Boards of Education in British Columbia.

The mission of BCSTA is driven by the following beliefs:

- a. We believe that a high-quality public education system is the foundation of a democratic society.
- b. We believe that improving student achievement is the key work of locally elected Boards of Education.
- c. We believe that the interests of BC students are best met through local decision-making with an engaged community.

We believe that an important role of BCSTA is to provide a strong, representative voice for Boards of Education throughout the province.

We believe that an important role of BCSTA is to help build effective Boards of Education by providing development, communications, and support services.

1.2FS VALUES

In its advocacy, BCSTA will preserve and promote the following principles:

- a. publicly-elected control of education in accordance with principles of co-governance;
- b. appropriate local autonomy in decision-making and practice;
- c. public influence and involvement in establishment of education policy.

BCSTA will assist member Boards of Education to promote community acceptance of the above principles, and will represent its member Boards in advocacy with respect to matters affecting public education, provincial decision-making, relevant legislation, and government policies and practices affecting public education.

1.3.1P BCSTA COMMUNICATIONS

BCSTA is committed to communicating with internal and external audiences on matters of concern to BC Boards of Education.

BCSTA's internal audience includes trustees, member Boards of Education, and those Boards' senior staff. External audiences include the education partners, other levels of government, special interest groups, media and the general public.

1.3.2P BCSTA SPONSORSHIP REQUESTS

BCSTA only financially supports events where it is directly involved in the planning or delivery.

1.3.3P EXTERNAL ADVOCACY

BCSTA maintains full responsibility for, and control of, the Association's advocacy activities. It does not participate in the advocacy activities of other organizations except where specifically approved by the Board of Directors.

1.3.4P COLLECTIVE AND INDIVIDUAL VOICE OF MEMBERS

BCSTA is the voice of elected public Boards of Education in BC and is recognized as such by the Ministry of Education. BCSTA also recognizes that individual Boards have the right to directly present their views to the Minister and Ministry and the public, whether or not they agree with BCSTA stated positions.

1.4FS STEWARDSHIP

Careful stewardship of its resources increases BCSTA's ability to serve its member Boards, and increases the effectiveness of its advocacy on behalf of public education. Fair allocation of BCSTA resources for the benefit of members increases member satisfaction.

Note: According to BCSTA bylaws, Provincial Council is responsible for investment policy and member fee allocation criteria. These can be found in the section for Provincial Council policies.

1.4.1P KILOMETRAGE RATE

The benchmark for BCSTA's kilometrage rate is the federal government's maximum allowable kilometrage rate for income tax purposes.

Note: *Regulation 7306 of the Income Tax Regulations provides for a maximum amount per kilometer (regularly adjusted) that can be claimed as a deduction from business income for use of an automobile for income tax purposes.*

2. PUBLIC EDUCATION GOVERNANCE

2.1FS CO-GOVERNANCE

BCSTA believes that the British Columbia public education system is most effectively served when the relationship between Boards of Education and the province is one of co-governance.

Co-governance is the sharing of governance responsibility between two agencies, each having responsibility within their respective spheres, but sharing the same goals and objectives. It does not assume equality of authority. In the relationship between the province and Boards of Education, it is recognized that the province can, through legislation, change the sphere of responsibility of the Boards.

The *School Act* establishes a co-governance model for public education in BC.

2.1.1P CO-GOVERNANCE PRINCIPLES

A co-governance model should operate in accordance with the following principles:

- a. Separate and complementary spheres of decision-making

- i. Co-governance partners accept and respect each other's legitimate roles;
 - ii. Boards of Education function as a link between a community and the provincial education system, and are a means by which citizens hold the education system accountable;
 - iii. Co-governance partner responsibilities are interdependent, not mutually exclusive;
 - iv. Authority, responsibility and accountability must be aligned.
- b. Communication and consultation between partners
- i. Co-governance partners should communicate regularly and frequently and seek to work cooperatively;
 - ii. Co-governance implies appropriate inclusion in decision-making, which requires a practice of involving Boards in planning and seeking input prior to provincial decision-making, particularly for decisions that may significantly impact the Boards;
 - iii. Co-governance attempts to reduce surprises and enhance stability. Through formal and informal communication, partners should be kept apprised of actions that may impact each other;
 - iv. Communications are respectful, timely, and partner-to-partner;
 - i. Formal processes bring partners together to communicate, plan, and renew their mutual goals.

2.1.2P ROLES & RESPONSIBILITIES

BCSTA believes that the roles of the provincial and local governors of the public education system can be broadly defined as follows:

- a. The provincial government is responsible for creating, reviewing, and refining a legislative framework that:
 - i. mediates among the competing interests and values manifested by various public constituencies and translates public priorities into strategies to achieve such objectives;
 - ii. enshrines the rights and responsibilities of the participants in public education, and provides them with the authority to fulfil their responsibilities;
 - iii. establishes standards for educational programs.
- b. The provincial government is also responsible to:
 - i. provide funding that allows students across the province to have equitable access to an appropriate quality of programs and services in keeping with the standards articulated in the legislative framework;
 - ii. ensure that Boards of locally elected school trustees are held accountable for the delivery of required programs and services, and that Boards have the flexibility necessary to deliver a range of programs and services that respond to local situations and priorities.
- c. The provincial government is accountable to the provincial electorate for the framework it sets, and for the quality of program and service delivery achieved in the province as a whole.

- d. Boards of Education are responsible for:
 - i. implementing provincial requirements in locally responsive ways;
 - ii. mediating among the competing interests and values within a community, and translating community priorities into locally responsive programs and services;
 - iii. ensuring that learning outcomes and standards for educational programs and services are achieved;
 - iv. making effective use of funding to provide district students with equitable access to these programs and services;
 - v. ensuring that district schools are accountable for the programs and services they deliver, and that educators have the flexibility necessary to deliver the services in responsive ways;
 - vi. ensuring that the local electorate has adequate information about the functioning of the Board to hold the Board accountable for the standard of program and service delivery achieved in the district's schools.

2.1.3P FLEXIBILITY

Boards require maximum flexibility to carry out their responsibilities and respond to the needs of students and communities.

2.1.4P COMMUNICATION WITH THE MINISTER

Recognizing the co-governance model for education in this province, the Minister of Education should meet regularly with Board representatives and the BCSTA Board of Directors to discuss issues in public education.

3. BOARDS OF EDUCATION

3.1FS ACCOUNTABILITY OF BOARDS OF EDUCATION

Boards are accountable:

- a. to the provincial government for the expenditure of provincial education funding;
- b. to local communities for the effective and efficient use of Board resources;
- c. to the provincial government for implementing provincial programs and achieving provincial standards;
- d. to local communities for doing so in ways that reflect local priorities and values.

2.1.1P CO-GOVERNANCE PRINCIPLES

BCSTA opposes any initiative by the provincial government to force the regionalization of any K-12 educational, instructional or support services.

3.1.2P DISTRICT BOUNDARIES AND AMALGAMATIONS

BCSTA believes in the preservation of local autonomy. BCSTA will only support amalgamation of existing school districts when the change will be to the total educational and economic

advantage of the districts concerned, including an improvement in the local educational environment that would not be possible at similar cost within current school district boundaries.

No amalgamation or district boundary change should be implemented without prior consultation with and among all districts involved.

3.1.3P BOARD OF EDUCATION COMMUNICATIONS

BCSTA encourages each Board of Education to develop appropriate policy to guide communications practices used by the Board of Education and by school district staff.

4. STUDENTS

4.1FS PURPOSE OF PUBLIC EDUCATION

The purpose of the British Columbia public school system is to enable all learners to develop their individual potential and to acquire knowledge, skills, and attitudes that will contribute to a healthy, democratic, pluralistic, and sustainable society.

4.2FS DEVELOPMENT OF STUDENT POTENTIAL

BCSTA believes in the dignity and worth of each individual student.

The public school system should strive to challenge, encourage, and support all students to maximize their individual potential. This calls for development of the whole child, including intellectual, social, emotional, and physical development. This responsibility is shared by the school system, family, and community.

2.1.1P CO-GOVERNANCE PRINCIPLES

BCSTA opposes any initiative by the provincial government to force the regionalization of any K-12 educational, instructional or support services.

4.2.1P INTELLECTUAL DEVELOPMENT

Public schools should develop the ability of students to analyze critically, reason, think and learn independently, communicate effectively, and appreciate and employ different forms of inquiry, thought, expression, and understanding.

4.2.2P HEALTH-PROMOTING SCHOOLS

Schools should promote student achievement and health through teaching and learning, school environment, culture and organization, partnerships, supports, and services.

4.2.3P PREVENTIVE HEALTH CARE PROGRAMS

BCSTA recognizes the importance of preventive health care and educational programs and supports the cooperation of the Health, Social Development, and Education Ministries in

establishing, funding, and reviewing programs designed to maintain wellness, and prevent injury and other debilitating conditions.

4.2.4P SUBSTANCE MISUSE PREVENTION

BCSTA endorses:

- a. Curriculum that informs students about substance misuse, encouraging attitudes and behaviours that reduce or eliminate the non-therapeutic use of chemicals;
- b. Provision of sufficient legal and regulatory powers to school authorities in order to protect the learning environment from disruption arising from substance misuse;
- c. Treatment of victims of substance abuse by health and social agencies to whom schools can refer;
- d. Demonstrable commitment by adults in schools, Board employees, trustees and others, to substance misuse prevention so that their examples serve to reinforce program objectives.

4.2.5P SODIUM REDUCTION STRATEGY

BCSTA supports the goal of reducing sodium intake of Canadians.

4.2.6P STUDENT SEXUAL ORIENTATION AND GENDER IDENTITY

BCSTA encourages and supports school district policies that specifically address the safety concerns of, and prohibit discrimination against lesbian, gay, bisexual, and trans-gendered students, as well as students who are questioning their sexual orientation or gender identity and those who are harassed due to perceptions of their gender identity or sexual orientation.

4.2.7P BULLYING

BCSTA supports Boards of Education and school districts in the development of policies, procedures, and strategies that address the issue of bullying of all types and the elimination of such behaviours.

4.3FS CHILD POVERTY AND LEARNING

Given that socioeconomic status has a strong correlation with student achievement, personal well-being, and access to education services, BCSTA supports the elimination of child poverty in Canada.

4.4 FS STUDENT ASSESSMENT AND EVALUATION

Student assessment is an important aspect of accountability of the education system for student achievement. It is appropriate that the schools, the districts, and provincial authorities are involved.

4.4.1P PRINCIPLES OF STUDENT ASSESSMENT AND EVALUATION

Assessment* and evaluation** methods and tools should:

- a. Be grounded in solid knowledge of how students learn;
- b. Be based on clear and realistic expectations related to the aims of the curriculum;
- c. Be used in ways that are consistent with the purposes and limitations of the methods and tools used;
- d. Be flexible enough to meet the needs of a diverse student body;
- e. Be designed to determine whether or not standards of performance are achieved, rather than rank-order students or schools.

One form of assessment and evaluation used is provincial examinations.

Note:

* *Assessment: The systematic gathering of evidence about what a student knows and is able to do; a statistical measure.*

** *Evaluation: The making of judgments about the quality of a student's performance (e.g., the quality of a demonstration, the appropriateness of an attitude or behaviour, or the correctness, completeness or depth of an answer).*

4.5FS CHILD PROTECTION

BCSTA believes that Boards of Education play an important role in supporting the prevention, detection, and treatment of child abuse.

4.5.1P CHILD PROTECTION

BCSTA believes that Boards of Education and school authorities should:

- a. Provide training for students and employees in the avoidance, detection, and reporting of child abuse;
- b. Ensure that suspected cases of child abuse are reported to the appropriate authorities in keeping with legal requirements and agreed protocols;
- c. Assist health and social service professionals in the treatment of students who are victims of child abuse by providing appropriate support to those children in the school environment;
- d. Work with other public and private agencies in the delivery of child abuse prevention programs, reporting and investigation procedures, and professional development activities.

4.6FS SERVICES FOR STUDENTS

BCSTA believes in inter-ministerial cooperation and collaboration for the benefit of students.

4.6.1P COORDINATION OF SERVICES

BCSTA is committed to the following principles with regard to services to students:

- a. Boards and agencies need to take a coordinated and comprehensive approach to the provision of social, health, and other support services to students;
- b. Services need to be provided by individuals or agencies with the appropriate expertise;
- c. The costs of providing social, health, and other support services for students that are outside the mandate of the Ministry of Education should be the responsibility of the appropriate agencies.

4.6.2P SUPPORT FOR IMMIGRANT AND REFUGEE PROGRAMS

BCSTA believes that there needs to be a clear recognition in public policy and funding that Boards of Education:

- a. are front-line settlement service providers and partners in the process whereby immigrant and refugee students and their families are assisted in efforts to become integrated members of Canadian society;
- b. play a key role in the settlement process which goes beyond simply helping students to develop their English language skills - the only function for which school districts are currently funded - and to become productive, effective participants in the local, regional and national economies.

4.6.3P NEIGHBOURHOOD LEARNING CENTRES

BCSTA supports the Neighbourhood Learning Centre (NLC) concept and advocates for NLC development in existing facilities where possible as well as in new ones. The Ministry of Education should take the lead in developing a cross-ministerial policy that would inform and encourage participation of other ministries, local governments, and community entities, and provide a framework for planning and development that is supported by appropriate funding.

5. EDUCATIONAL PROGRAMS

5.1FS EDUCATIONAL PROGRAMS OBJECTIVES

BCSTA believes that educational programs should address literacy, critical thinking and problem-solving, communication, collaboration, and creativity and innovation, as well as aesthetic, cultural, numerical, scientific, and technological literacies.

5.1.1P PROVINCIAL CURRICULUM DEVELOPMENT, FUNDING, AND IMPLEMENTATION

BCSTA believes that the introduction of new provincial curricula or programs should be based on a sound rationale, and that these require corresponding financial resources for school

districts for initial and continuing in-service opportunities and instructional resources so that educators can implement programs effectively.

5.1.2P RURAL EDUCATION

BCSTA believes in equitable access to quality public education for rural students in their local communities.

5.2FS ADDRESSING STUDENT DIFFERENCES

BCSTA supports the use of a variety of instructional strategies for addressing student differences, including the adaptation of learning resources, timelines, assessment and evaluation strategies, and pedagogical techniques.

5.3FS ABORIGINAL EDUCATION

BCSTA respects the heritage, histories, and cultures of Aboriginal* peoples.

BCSTA encourages and promotes active participation of Aboriginal peoples in all aspects of the public education system of British Columbia.

Note:

* *“Aboriginal” includes First Nations, status and non status; Métis; and Inuit. In the BC school system, students are identified as of Aboriginal ancestry based on self-identification.*

5.3.1P ABORIGINAL EDUCATION AND GENERAL CURRICULUM

BCSTA supports the inclusion of Aboriginal perspectives within the broader curriculum.

5.3.2P FIRST NATIONS' LANGUAGES

BCSTA supports initiatives and programs that will ensure the survival and revitalization of First Nations' languages in British Columbia.

5.4FS MULTICULTURALISM

BCSTA believes public schools should recognize and value the multicultural reality of Canada and British Columbia.

5.4.1P MULTICULTURALISM: GOALS AND OBJECTIVES

BCSTA supports the following goals and objectives with regard to multiculturalism:

- a. That all students should understand and appreciate core Canadian values as reflected in the *Canadian Charter of Rights and Freedoms*;
- b. That all students should learn to appreciate and value the historical, current, and future contributions of the diverse cultural, linguistic, and ethnic communities to the social and economic well-being of Canada;

- c. In supporting these goals, it is recognized that objectives and programs should be developed and implemented that will:
 - i. help students develop a personal sense of identity through becoming acquainted with their cultural heritage;
 - ii. assist students in learning to understand and appreciate the perspectives of different ethnic and cultural groups;
 - iii. integrate culturally sensitive programs and practices within the curriculum and learning environment of the school.
 - iv. assist in integrating immigrants into Canadian society and in raising awareness and understanding of immigrant issues.
 - v. It is recognized that strategies to achieve these goals and objectives include the development of school district policies that describe beliefs, goals and objectives, implementation strategies, and evaluation methods in relation to the promotion of multiculturalism.

It is recognized that strategies to achieve these goals and objectives include the development of school district policies that describe beliefs, goals and objectives, implementation strategies and evaluation methods in relation to the promotion of multiculturalism.

5.5FS PROGRAM EVALUATION

Programs delivered in the public school system of British Columbia should be assessed and evaluated regularly for the purpose of improving the quality of education.

5.5.1P PRINCIPLES OF PROGRAM EVALUATION

BCSTA believes that program assessment* and program evaluation** should be based on the following principles:

- a. Assessment instruments must be appropriate to the purposes of the assessment and used in ways consistent with the limitations of the instruments.
- b. The number and nature of assessments should not place undue pressure on instructional time or financial resources.
- c. It is the responsibility of the locally elected Board of Education to evaluate the effectiveness of schools, programs and locally developed curriculum.
- d. It is the responsibility of the Education Ministry to evaluate provincial achievement levels and provincially developed curriculum.
- e. Assessment of student achievement, whether measured by provincial examinations or standardized tests, or other means, is not, by itself, a sufficient means of evaluating people, schools or curriculum. Student achievement is influenced by many variables, of which staff performance and curriculum are only two.

- f. Evaluations of staff performance and curriculum must not be based on student achievement alone.

Note:

* *Program Assessment: A statistical measure of an education program.*

** *Program Evaluation: A judgment of quality of an educational program.*

6. TEACHERS

6.1FS TEACHER EDUCATION AND PROFESSIONAL GROWTH

BCSTA believes Boards of Education have a responsibility to support the training of teachers, and to provide a working environment that promotes ongoing professional growth.

6.1.1P TEACHER DEVELOPMENT

BCSTA believes that:

- a. The ultimate purpose of teacher in-service programs is the improvement of student achievement.
- b. It is the professional responsibility of teachers to participate regularly in in-service programs to remain current with the most recent teaching methods, materials, and programs.
- c. All teacher in-service programs should have clearly defined purposes and be evaluated appropriately.

BCSTA encourages Boards of Education to:

- a. Provide practicum opportunities to student teachers in collaboration with teacher education programs.
- b. Support exemplary teachers to serve as sponsor teachers and mentors.
- c. Promote opportunities for teachers serving as mentors and/or sponsor teachers.
- d. Develop and maintain liaison with institutions providing teacher education.

BCSTA encourages faculties of education to:

- a. Remove from teacher training as early as possible those students who, through evaluation, are deemed unlikely to be successful.
- b. Facilitate the continued professional growth of teachers by expanding the accessibility of their credit and non-credit course offerings.

6.1.2P TEACHER TRAINING FOR SPECIAL NEEDS STUDENTS

Faculties of education in BC should provide mandatory training and strategies for working with students with special needs.

7. PERSONNEL AND EMPLOYEE RELATIONS

7.1FS COLLECTIVE BARGAINING

BCSTA believes that Boards of Education, collectively or as individual Boards, have the responsibility for bargaining with their employees.

7.1.1P ROLE OF LOCALLY ELECTED BOARDS OF EDUCATION IN BARGAINING

Any provincial bargaining with employee groups should be done under the collective direction of Boards of Education through BC Public School Employers' Association (BCPSEA) as their representative. Any local bargaining should be done under the direction of the district's Board of Education.

7.1.2P COLLECTIVE BARGAINING OBJECTIVE

The objective of collective bargaining is to achieve collective agreements that promote and foster harmonious employer-employee relations and enable the provision of quality educational services to learners.

7.1.3P TEACHER BARGAINING

BCSTA supports some form of bargaining of collective agreements with teachers on a province-wide basis to enable Boards to maintain their shared goals and objectives.

Any teacher bargaining system in BC should include a process that allows for meaningful input from every Board.

8. EDUCATION FINANCE

8.1FS GOVERNMENT SUPPORT FOR EDUCATION

BCSTA believes the government must provide predictable, stable, sustainable funding, allocated equitably and transparently, that meet the needs and priorities of Boards of Education to provide high quality educational programs for all students.

8.1.1P PRIVATE EDUCATION

BCSTA believes that government funds for education should be used only to support public education, including First Nations schools, not private education.

8.1.2P ONE-TIME GRANTS

The Minister of Education should, whenever possible, provide ongoing block increases rather than one-time or application-based grants, recognizing that locally elected Boards of Education are in the best positions to allocate funds appropriately to meet local needs and priorities.

8.1.3P TARGETED FUNDING FOR ABORIGINAL EDUCATION

BCSTA supports Ministry of Education targeted funding for Aboriginal education.

8.1.4P FULLY FUNDED MANDATES FOR BOARDS OF EDUCATION

When the mandate of Boards of Education is expanded, the government should provide Boards with additional funds to cover the necessary costs of the expansion.

8.1.5P INFLATION

Government should fully fund Boards of Education for the increases in their costs attributable to inflation.

8.1.6P COST SHARING OF CAPITAL PROJECTS

The Ministry of Education should fully fund the cost of approved facility capital projects, including seismic mitigation capital projects.

8.2FS TAX EXEMPTIONS

BCSTA supports the principle that all expenditures for construction and operation of public schools are in the public interest, and should accordingly be exempted from all federal and provincial sales taxes.

8.3FS SPECIAL EDUCATION

BCSTA believes that provincial funding should be provided for the full costs associated with supporting students with special needs.

9. SCHOOL PREMISES, FACILITIES, SERVICES

9.1FS SAFE ENVIRONMENT

All students and staff are entitled to a safe learning and working environment.

9.1.1P EARTHQUAKE PROTECTION

BCSTA strongly endorses the general principle that structural and non-structural seismic upgrading of schools and emergency preparedness are a high priority for school districts.

OPERATIONAL GUIDELINES

Operational Guidelines are created by the Board of Directors to guide the work of the Association. New Operational Guidelines are reported annually to the BCSTA Annual General Meeting.

The Board of Directors' expectation is that the Chief Executive Officer will deal with matters at the first instance and refer to the Board as necessary. Any member Board who is not satisfied with the Chief Executive Officer's response may request the Board to review the situation.

1. RELATIONSHIP WITH EXTERNAL ORGANIZATION

1.10.G Use of logo

No organization may use BCSTA's name, logo or word mark, or state or imply BCSTA endorsement of its programs or advocacy messages, unless specifically approved by Board of Directors or as delegated to the Chief Executive Officer.

Rationale:

It is important that the Association's name and reputation be protected to ensure that any positions, statements or endorsements truly represent those of the membership and not other individuals or organizations.

1.20G Meeting Space

Meeting space at BCSTA events is arranged in accordance with program requirements; additional meeting space except as requested by the Board of Directors or a BCSTA Standing Committee must be approved by the Board of Directors or as delegated to the Chief Executive Officer.

Rationale:

To guide staff responses with respect to requests for meeting space outside of the pre-approved program. Such requests are often difficult to fulfil, and may interfere with the education or business portions of the program.

1.30G Sponsors

All sponsors, vendors, and groups wanting to participate in BCSTA events must be approved by Board of Directors or as delegated to the Chief Executive Officer, and their mandate must be consistent with the mandate of BCSTA.

Rationale:

To enable staff to approve or refuse sponsors based on suitability.

1.40G Distribution of Materials

All externally produced materials to be distributed at BCSTA events must be approved by Board of Directors or as delegated to the Chief Executive Officer.

Rationale:

To enable staff to approve or refuse externally produced materials based on suitability.

1.50G Advocacy Letters

Requests to distribute advocacy related letters to other Boards of Education must come from a member Board and be reviewed by the Chief Executive Officer who may refer to the President and/or Board of Directors for approval.

Rationale:

To ensure that BCSTA does not appear to support advocacy that does not emanate from a member Board and enables staff to respond to routine requests from individual trustees or outside organizations to make use of BCSTA communication networks and to provide a check on letters for accuracy and liability.

1.60G Curriculum

BCSTA's role does not include advocating with member Boards for the introduction of projects into schools that are organized by outside organizations and requests for such support will generally be refused. Any exception must be brought forward by a member Board of Education or a BCSTA Director and must be authorized by the Board of Directors.

Rationale:

To enable staff to manage routine requests for support from a wide variety of outside organizations without restricting the rights of members or the Board of Directors to approve such support.

2. MEETINGS

2.10G AGM Location

Starting in 2012, AGMs following trustee elections will be held in Vancouver.

Rationale:

Attendance at the first AGM following an election is usually larger than can be comfortably accommodated in other cities/venues.

3. EXPENSE REIMBURSEMENTS

3.10G Expense Reimbursements

As a general rule, all expenses are to be paid by the claimant at the time incurred and not charged to the Association. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. Please attach all receipts. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred.

Expense claims submitted more than six months after expenses are incurred will not be processed.

Individuals travelling on BCSTA-related business will be reimbursed as follows:

1. Travel Costs - Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and attach all bills, receipts or ticket stubs. Air travel is limited to economy class.
2. Mileage Costs - Claim \$0.54/km for private automobile costs. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. Hotel - Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. Meals - Claim \$50.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$10.00 for breakfast, \$17.00 for lunch, \$23.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount may be reimbursed upon submission of receipts.
5. Other expenses - Claims in this category are limited to reimbursement of child care costs for trustees serving on BCSTA governance committees and items purchased on behalf of the Association by the Board of Directors and staff. Reimbursement of child care costs is limited to \$50/day and receipts are required. Examples of Board purchases include toner cartridges and long distance charges relating directly to BCSTA business. Staff purchases require prior approval.

Please note: The Association will reimburse only expenses listed in items 1 through 5, above.

4. MISCELLANEOUS

4.10G Corporate Credit Cards

1. The Chief Executive Officer and President have use of a corporate credit card.
2. BCSTA staff will have a corporate credit card at the discretion of, and monitoring by, the Chief Executive Officer.
3. All purchases on staff corporate cards above \$500 must be pre-approved by the Chief Executive Officer, except for work related travel and accommodation.

4.20G Board Chairs Discussion Group

BCSTA staff will establish terms of use for the Board Chair Discussion Group and may amend these terms of use. BCSTA staff will provide the terms of use to the BCSTA Board of Directors and all member boards of education.

ABORIGINAL EDUCATION COMMITTEE OPERATIONAL GUIDELINES

SELECTION OF CHAIR & VICE-CHAIR

The committee elects a Chair and Vice-Chair annually at the committee's inaugural meeting. If the position of Chair or Vice-Chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

MEETING FREQUENCY

The committee meets:

- in advance of the start of the school year;
- in conjunction with meetings of the Association's Provincial Council;
- in advance of or during general meetings, as required; or
- at the call of the Chair.

The Committee typically meets in person, but may conduct meetings remotely.

MEETING AGENDAS

The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

BUDGET & EXPENSES

The committee is responsible for managing its budget. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

RECORDKEEPING

Staff maintains a record of discussions, reports, and resolutions from each meeting, and, in consultation with the Chair, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

Minutes and other committee materials are filed [online here](#).

REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Chair delivers oral reports to Provincial Council and the general assembly. The committee also submits an annual written report to the membership.

Each committee member, except for the Board liaison, acts as liaison to an assigned branch.

Staff, in consultation with the Chair, produces and distributes an electronic bulletin to the general membership following each regular meeting.

ROLE OF CHAIR AND VICE-CHAIR

The Chair's responsibilities include:

- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

The Vice-Chair carries out the duties of the Chair in the Chair's absence.

ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to act as a communication liaison to respective assigned branches; and
- to provide a contact summary report to staff at least two weeks in advance of each regular meeting for inclusion in the agenda package.

ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives online; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's

mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.

EDUCATION COMMITTEE OPERATIONAL GUIDELINES

SELECTION OF CHAIR & VICE-CHAIR

The committee elects a Chair and Vice-Chair annually at the Committee's inaugural meeting. If the position of Chair or Vice-Chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

MEETING FREQUENCY

The committee meets:

- Three to four times per year;
- in conjunction with meetings of the Association's Provincial Council;
- in advance of or following general meetings; or
- at the call of the Chair.

The Committee typically meets in person, but may conduct meetings remotely.

MEETING AGENDAS

The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

BUDGET & EXPENSES

The committee is responsible for managing its budget. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

RECORDKEEPING

Staff maintains a record of resolutions passed at each meeting, and, in consultation with the Chair, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

Minutes and other committee materials are filed [online here](#).

REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Chair delivers oral reports to Provincial Council and the general assembly. The committee also submits an

annual written report to the membership.

Committee members, except for the Board liaison, act as liaison to their respective branches.

ROLE OF CHAIR AND VICE-CHAIR

The Chair's responsibilities include:

- to invite a representative of the BC School Superintendents' Association to serve as a non-voting committee member;
- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

The Vice-Chair carries out the duties of the Chair in the Chair's absence.

ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to provide input on BCSTA educational services;
- to make recommendations that facilitate and support BCSTA educational services;
- to present ideas, concerns, and issues of respective branches;
- to report to respective branches on the work of the Committee; and
- to fulfill the duties as set out in the BCSTA Bylaw 11(e).

ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives online; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.

COMMITTEE DECISION MAKING

Six voting members constitute a quorum.

The meetings are conducted in accordance with Robert's Rules of Order.

FINANCE COMMITTEE OPERATIONAL GUIDELINES

MEETING FREQUENCY

The committee meets:

- annually in September to review and approve the prior year's draft audited financial statements and to begin budget planning;
- in conjunction with meetings of the Association's Provincial Council;
- annually in January to review the first draft of BCSTA's operating budget for the following fiscal year;
- in advance of general meetings;
- annually in June to begin long-range budget planning; and
- at the call of the Chair.

The Committee typically meets in person, but conducts meetings remotely where possible.

MEETING AGENDAS

Agendas reflect the timing of the meeting within the annual budget cycle. The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

BUDGET & EXPENSES

The committee is responsible for managing its budget. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

RECORDKEEPING

Staff maintains a record of resolutions passed at each meeting, and, in consultation with the Chair, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

REPORTING

The committee reports jointly to the Board of Directors and Provincial Council. The Chair serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Chair/committee delivers reports to Provincial Council. The committee also submits an annual budget draft to Provincial Council in February for review and in April for adoption.

ROLE OF CHAIR

The Chair's responsibilities include:

- to schedule meetings;
- to approve draft meeting agendas;
- to chair meetings;
- to review draft minutes;
- to approve the expenses of the Chief Executive Officer;
- to review all purchases made using BCSTA's corporate MasterCard;
- to apprise the Board of Directors of the work of the committee; and
- to ensure that any motions to the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

ROLE OF COMMITTEE MEMBERS

According to *BCSTA Bylaw 11(c)*, the duties of the Finance Committee are:

- to monitor the collecting of all dues, fees, levies and other revenues on behalf of the Association;
- to recommend reasonable controls for the safekeeping of Association funds;
- to obtain satisfactory evidence that there is a continuing maintenance of proper financial books and records;
- to monitor the expenditures of Association monies;
- to cooperate with the Board of Directors in the preparation of an annual budget for the following fiscal year;
- to supervise the calculation and drafting of an annual membership fee scale, in accordance with budget requirements;
- to ensure that an inventory statement of the Association's capital assets is completed at the conclusion of each fiscal year;
- to report to the Provincial Council as required on the financial status of the Association, substantiated by a banker's statement and/or an auditor's statement; and
- to review all accounts payable payments in excess of \$5,000.

ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives;
- to provide information at the request of the committee, the Board of Directors, or Provincial Council
- to incorporate budget feedback from Provincial Council and the Board of Directors in the preparation of annual budget drafts;
- to prepare an annual capital plan for committee review;
- to prepare annual member equity reports for committee review;
- to liaise with the Association's auditors;
- to facilitate the committee's review of the Association's auditors after each five-year audit term is completed; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.

LEGISLATIVE COMMITTEE OPERATIONAL GUIDELINES

SELECTION OF CHAIR & VICE-CHAIR

The committee elects a Chair and Vice-Chair annually at the committee's inaugural meeting. If the position of Chair or Vice-Chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

MEETING FREQUENCY

The committee meets:

- in advance of meetings of the Association's Provincial Council;
- in advance of general meetings;
- during general meetings; or
- at the call of the Chair.

The Committee typically meets in person in advance of general meetings and during general meetings and conducts other meetings remotely.

MEETING AGENDAS

The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

BUDGET & EXPENSES

The committee is responsible for managing its budget. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

RECORDKEEPING

Staff maintains records summarizing each meeting.

Records and other committee materials are filed [online here](#).

REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Committee delivers oral reports to Provincial Council and the general assembly. The committee also submits an annual written report to the membership.

ROLE OF CHAIR AND VICE-CHAIR

The Chair's responsibilities include:

- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

The Vice-Chair carries out the duties of the Chair in the Chair's absence.

ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to examine, correlate, amend, reject, and report upon notices of motion submitted to the Association;
- to prepare all notices of motion for review by Provincial Council or the general membership; and
- to prepare late notices of motion for the consideration of the membership at general meetings.

ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft records of meetings;
- to review motions that are submitted to the Association;
- to provide the committee with recommendations regarding motions;
- to assist motion sponsors;
- to communicate with motion sponsors regarding the committee's recommendations and decisions in respect of sponsors' motions;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives online; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.