

**Kamloops Thompson
Teachers' Association
Policies and Procedures**



POLICIES AND PROCEDURES- 2020/21

1. BARGAINING

A. General

1.A.01 That the Bargaining Committee consist of the following members: Bargaining Chairperson, elected annually at A.G.M., 4 elementary and 4 secondary teachers, elected annually at A.G.M., one Distributed Learning Rep, one representative appointed by the Professional Development, Health & Safety, Teacher-On-Call, and Social Justice committees.

(GM, Dec.2013)

1.A.02 That the Bargaining Committee be responsible for developing Local Matters contract proposals, based on input from the general membership, a review of previously tabled bargaining proposals, a review of grievances filed/or in process, and consideration of Local Matters objectives developed by the BCTF Bargaining division. (A.G.M., 1992; A.G.M., May 1998)

1.A.03 That the Bargaining Committee be responsible for developing Provincial Matters contract proposals, based on input from the general membership, reviewing previously tabled Provincial Matters bargaining proposals and making recommendations to the Provincial Bargaining Committee. (A.G.M., 1988; A.G.M., May, 1998)

1.A.04 That all Local Matters proposals and Provincial Matters recommendations developed by the Bargaining Committee shall be presented to a general meeting for approval, at which time, other items, if brought forward, will be considered, if appropriate, for inclusion in either the Local Matters contract proposals or Provincial Matters recommendations.

1.A.051.A.05

- a) The Bargaining Team shall be composed of the Bargaining Chairperson, President, and up to three other members selected from the Bargaining Committee.
- b) The Bargaining Committee Chairperson shall select the additional members of the Bargaining Team after consultation with the Bargaining Committee, and make a recommendation to the Executive Committee.
- c) The Executive Committee shall report the appointment of the Bargaining Team by way of a motion which confirms the selection of Bargaining Team members. (A.G.M., 1992)
- d) That the Bargaining Team be authorized to take additional members of the Bargaining Committee to represent specific areas of concern to contract negotiations, when said negotiations deal with that area of concern. (A.G.M., 1988; GM 2010)

1.A.061.A.06

- a) That the chairperson of the Bargaining Committee, in consultation with the Bargaining Team, be responsible for planning strategies and procedures for achieving a Local Matters contractual agreement. (A.G.M., 1988; A.G.M., 1998)
- b) That the KTTA Bargaining Team seek the advice of the Bargaining Division of the BCTF prior to putting forth any proposed Local Matters language.

1.A.07 That each member of the Bargaining Team, as well as authorized members of the Bargaining Committee, be authorized to take leave from teaching duties to prepare for Local Matters contractual negotiations and Provincial Contract Proposals; and that the cost of the Teacher-On-Call be paid for by the KTTA. Such leaves are subject to the approval of the Bargaining Chairperson when covered by the Bargaining budget, and if additional funds are required, the Staff Rep. Council shall be the authorizing body. (A.G.M., 1998).

1.A.08 That the KTTA President and Bargaining chair be empowered to sign off on collective agreement clauses that have been agreed to in principle, as required during negotiations, with the understanding that these clauses will not take effect until after the membership has held a joint SRC/General Meeting to discuss the approval/rejection of the Local Matters and/or Provincial Matters Contract and the matter has been put to a poll vote of the membership in each school and ratified by the majority of voters. (Gen. Mtg. Dec.2013)

1.A.09 That the Bargaining Chairperson make a definite recommendation on the proposed Local Matters contract to the designated joint SRC/General Meeting, (A.G.M., 1988).

1.A.10 That the final offer of the Board be put to a poll vote of the membership in each school. (A.G.M., 1992)

1.A.11 That the Executive Committee ensure the credibility and integrity of the collective agreement, both existing and future by:

1. monitoring the agreement from time to time to ensure that all of its clauses are being strictly adhered to by all parties to the agreement, AND
 2. investigating immediately and thoroughly any and all apparent violations brought to its attention, AND
 3. enforcing strictly each and every clause of the agreement using policies and procedures available to it within this organization, including those procedures applicable to the Code of Ethics, and, if need be, appropriate legal assistance and action, AND
 4. reporting in general terms to the general membership the nature of all apparent violations brought to its attention indicating clearly the nature of the violation, the steps taken to correct the matter and, upon resolution, the final disposition of the matter.
- (A.G.M., 1988).

1.A.12 That all representations by KTTA members to the School Board or superintendent on matters subject to collective bargaining be made only through the local association. (A.G.M., 1988).

1.A.13 That the only members of the KTTA who shall be present during contract negotiations with the employer shall be the KTTA Negotiating Team and any other members, requested by the Negotiating Team. (A.G.M., 1988).

1.A.14 That a Bargaining Report be presented to the first General Meeting of the school year, if necessary. (A.G.M., 1992).

1.A.15 That the Bargaining Committee chairperson be a member of the Joint Labour Liaison Committee. (A.G.M., 1992).

B. Long Term Objectives

1.B.01 That the KTTA Bargaining Committee seek improvements in all Local Matters and Provincial Matters based on objectives set locally.

1.B.02 That the Bargaining Committee ensure that Local Matters bargaining proposals and the Provincial Matters recommendations consider the following general areas of concern:

- the life time earnings of teachers
- improvements in learning and working conditions
- improvements in professional development clauses
- job security issues - seniority for surplus, part-time employment
- improvement in benefit packages
- due process and fair treatment for all teachers
- early retirement options
- professional autonomy
- health and safety concerns, (A.G.M., 1992; A.G.M., 1998)
- the establishment of a mentorship program that is fully funded by the district. (AGM 2008)

C. Grievance

1.C.01 The local as bargaining agent is the party which must deal with contract violations. Members with possible school-based grievances should immediately inform the chief staff rep. Members with a possible grievance arising at the district level should immediately inform the president.

1.C.02 The staff rep. shall, where appropriate, provide assistance to teachers concerning grievances at the school level, shall assist the president in processing the grievance, and shall keep the grievor and the staff informed about developments in pursuing a grievance.

1.C.03 The president shall have overall responsibility for the processing of grievances.

1.C.04 The grievance committee shall be the KTTA Executive Committee. When dealing with a grievance from a specific school, the staff rep. acting as an advocate for the grievor, shall provide information as required by the grievance committee.

1.C.05 The authority to refer a local matters grievance to arbitration shall rest with the KTTA Executive. The Executive shall consider any recommendation of the BCTF Bargaining Division. (A.G.M. 1997; AGM, 1998)

1.C.06 A member dissatisfied with any decision not to proceed with the member's grievance or with a KTTA Executive decision not to proceed to arbitration may appeal to the Staff Rep. Council Appeal Board. This appeal board shall be composed of 15 members elected at the first SRC meeting of the school year. A quorum of this board shall be 11 members.

1.C.07 Where such an appeal is communicated in writing, the president shall take any available steps to preserve time limits on a without prejudice basis while the appeal to the Staff Rep. Council is pending.

1.C.08 Except in extraordinary circumstances and by a 75% contrary vote of those voting at a KTTA Executive meeting, any grievance of a member in respect of employment or suspension of three months or more shall, at the member's request, be referred to arbitration. The member may appeal a negative decision to the next Staff Rep. Council, which shall decide the matter by majority vote.

D. Working and Learning Conditions

1.D.01 Committee

That the responsibility of the former Learning Conditions Committee be assigned to the Bargaining Committee.

1.D.02 That the Bargaining Committee, in conjunction with the Executive, receive, maintain and report on data gathered by itself or by various groups and specific areas of concern.

1.D.03 Education

That the KTTA oppose any budget cuts that will reduce the quality of education in School District #73.

1.D.041.D.04

a) Negotiation into contract of improvements covering Local Matters issues such as Health and Safety, Extra-Curricular Activities, Student Medication and Professional Development Committee.

b) Recommendation to Provincial Bargaining Team to negotiate into contract adequate support for the inclusion of Students with Special Needs, establish and maintain a violence-free working environment, establish staffing formulas for non-enrolling teachers and lower class-size limits and improvements to transfers, surplus, and to part time teachers.

c) Monitoring through surveys of teacher assignments and school staffing.

d) Presentation of briefs to the Board covering concerns about any deterioration in working and/or learning conditions.

e) Education of teachers of their rights to their collective agreement with particular reference to posting, filling, harassment and due process.

1.D.05 That the KTTA supports in principle, integration, where it is educationally sound, of special needs students within the public school system and recommends to the Provincial Bargaining Team to negotiate language that addresses the following: adequate funding, staffing and in-service programming for those staffs concerned is provided prior to implementation.

1.D.06 Policy

a) The following policy establishes basic learning conditions for students and working conditions for members of the KTTA.

b) It is expressly understood that this policy is subject to the provisions of the School Act, the rules of the Lieutenant-Governor in Council and all amendments and regulations to such act or rules and orders, including any amendment or regulation or exceeding statute that may be enacted.

c) Direct representation to the School Board pertaining to learning and/or working condition shall be made only by those teachers officially sanctioned to do so by the local association.

d) It is the obligation of the local association to present yearly to the School Board a brief outlining priorities of the association in the areas of learning and working conditions.

e) The local association shall recommend, propose and attempt to negotiate the items in the learning and working conditions policy into the collective agreement.

1.D.07 Decision Making- Staff Committees

- a) That each school shall be encouraged to establish a school staff committee with the following guiding their purpose:
- i. The staff committee be open to the entire membership on staff and continue annually in accordance with procedures established by the staff.
 - ii. The chairperson or co-chairpersons be elected annually by the committee no later than October 15th. In the absence of elections, the staff representative(s) shall be the chairperson or co-chairpersons.
 - iii. Regular meetings would be held throughout the year, a draft agenda would be published prior to the meeting and minutes of the proceedings would be recorded and shared upon request.
 - iv. A quorum of the staff committee would be determined by the staff.
 - iv. The staff committee shall operate in accordance with the Collective Agreement and KTTA By-Laws and Policies.
 - v. If funds are available from the Association, staff committee members may receive release time to perform their work.
- b) That the KTTA establish a fund of not less than \$5000 each year to support school staff committees with release time. The KTTA Executive Committee shall determine the distribution of the fund on an equitable basis if practicable.
- c) That the KTTA advocate for the teaching staff of each school to have the right to participate in any policy decisions that affect the learning and working conditions in the school.
- d) That the prerogatives of the school teaching staff include, but not be limited, to the right to participate in deciding the:
- i. overall staffing needs,
 - ii. grouping of students into classes,
 - iii. assignment of teachers to classes and teaching areas,
 - iv. selection of additional or replacement professional and auxiliary personnel and their assignments and duties,
 - v. allocation of instructional materials and supplies,
 - vi. school timetable, the teacher supervision schedule, and
 - vii. allocation of professional and non-instructional days.
- e) That teachers have the responsibility of assessing the quality of the learning conditions provided for the students in their care. (AGM 2017)

1.D.08 Professional Teaching Staff Formula-Minimum Allocations

That the following be a Basic Staffing Formula:

- a) For the first 80 students, one teacher for each 10 students or fraction thereof;
- b) For each 15 students or fraction thereof over 80, one additional teacher,
- c) For the purpose of this formula, school teaching staff shall include classroom teachers, teacher-librarians, counselors, learning assistance teachers, resource teachers, relieving and specialist teachers (e.g. elementary art, music, French).

For the purposes of this formula, those teachers employed under special program approvals, with the exception of learning assistance teachers and resource teachers, shall not be included. For example, teaching staff for special needs students shall be in addition to the numbers provided by this formula.

1.D.09 Schools with Greater Educational Needs – Supplementary Staffing

That additional staffing should be determined by a school staff in conjunction with parents, administrators, auxiliary personnel and wherever possible, the students. This process might involve the use of school profiles, weighing formulas and needs assessment.

1.D.10 Space and Facilities – Minimum Allocation to Each School

- a) Classrooms and other space provided shall be sufficiently flexible to allow the staff choices in the organization of classes and groupings and in the application of effective instructional techniques.
- b) The size of a room in a school shall be based on a function plan rather than on a rigid square footage formula, but a minimum classroom size should be 84 square meters. (900 square feet).
- c) A school population shall not exceed the number for which the facilities were designed.
- d) A fully equipped gymnasium of adequate size (or reasonable access to a gym) shall be provided.
- e) Separate changing facilities for boys and girls and gender neutral facilities shall be provided to facilitate integrated physical education and sports programs.
- f) Lavatory facilities shall be adequate to facilitate fully integrated programs.
- g) Library or resource centre space for existing school shall be 100 students 84 square meters (900 square feet).
101 or more students 84 square meters (900 square feet) plus .3 square meters (three square feet) for each student above 100.
- h) Space be available in all schools for itinerant staff for consulting, counseling, and evaluation, that has adequate ventilation, privacy and space.
- i) Accessibility shall be provided around, into, and within the school structure for students and members with disabilities and impairment.

1.D.11 Class size, Teacher Workload and Specialized Services

a) Maximum sizes for regularly scheduled classes shall be:

Kindergarten	15 students
Ungraded single grade class	15 students
Primary single grade class (Gr 1-3)	20 students
Ungraded Intermediate class	20 students
Intermediate split classes of 2 grades	22 students
Intermediate split classes of 3 grades	17 students
Intermediate split classes of 4 grades	15 students
Special class (including ESL)	10 students
Secondary Humanities classes(English and Socials)	23 students
Any other class (4 – 12)	25 students
Any other split class (4 –12)	22 students
Shops and laboratories	20 students

- b) For Grades 4 to 12 inclusive, a larger grouping of students may be requested by the teachers directly involved to fulfill a particular educational purpose.
- c) Classes shall be smaller than the sizes stated in (a), when they include a high proportion of students with learning disabilities or emotional disorders, or with a broad range of student ages, grade levels or achievement levels. The determination of an acceptable class size shall be according to the professional judgment of the teacher concerned.

- d) Students should not be assigned to classes on the basis of their sex.
- e) Each teacher shall receive preparation time during regular school teaching hours to plan, prepare, mark, consult with students, parents, associated professionals, or colleagues, and for in-servicing training. (Gen. Mtg. Sept. 22/81).
- f) Minimum staffing for libraries and resources centres shall be:

Students	T-Librarians	Lib. Aides
1-100	Staff Dec.	Staff Decision
101-400	1.0-1.5	0.5-1.0
401-700	1.0-1.5	1.0-1.5
701-1000	1.5-2.0	1.5-2.0
Over 1000	2.0-2.5	2.0-2.5
- g. An adequate number of qualified counsellors, learning assistance teachers and resource teachers shall be provided to meet the needs of all students in elementary and secondary schools.
- h. Every teacher is entitled to a duty free lunch hour. (A.G.M., 1988).
 - i) Each member shall be entitled to a Teacher-On-Call as a replacement when the member is absent as a result of illness.

1.D.12 School Staffing, Teacher Aides, Auxiliaries and Volunteers.

- a) That auxiliary school personnel should be hired as an addition to the allowable numbers of teachers rather than as alternatives to teachers.
- b) The auxiliary school personnel shall not assume any instructional duties in the absence of a teacher. They shall not infringe in any way upon the responsibilities of a teacher. Volunteer participation in schools should be encouraged and should be related to educational programs where volunteers can bring their special talents to schools.

1.D.13 Health and Safety

- a) Classes shall be conducted only in facilities that are clean and where temperatures, lighting, humidity, air quality, sound level and other physical conditions are hygienic, safe and conducive to effective learning.
- b) The numbers of students in a laboratory, shop, gymnasium, or other specialized classrooms shall not exceed the number for which the facilities are designed.

1.D.14 Policy Changes by School Board

The School Board should consult the KTTA before making policy changes affecting learning and working conditions.

1.D.15 Prerogatives and Obligations of the Members

- a) The teacher has the right to due process in the pursuit of learning or working concerns associated with his/her assignment.
- b) The teacher has the prerogative of reporting to the KTTA and the BCTF any conditions which, in their judgement, are detrimental to the educational welfare, health or safety of those students.

- c) In exercising this prerogative, the teacher is expected to report learning and/or working conditions problems to school staff representative prior to reporting them to the local association or the BCTF.
- d) An individual teacher and/or a school staff have a right to file a formal grievance concerning a breach of KTTA Learning and Working Conditions Policy.
- e) A grievor is entitled to representation from their local association or the BCTF at each step of the formal grievance procedure.
- f) It is the obligation of the local association to endeavor to resolve all grievances that involve a breach of the KTTA Learning and Working Conditions Policy, and to report to the BCTF all unresolved grievances.
- g) There shall be no discrimination against any member of the Kamloops Thompson Teachers' Association by reason of their involvement in any part of the process of laying a complaint, filing a grievance, or otherwise participating in any aspect of the grievance procedure.
- h) The grievance procedure shall consist of the following steps:
 1. Report the problem to the school staff representative.
 2. The staff representative and the teacher shall meet with the Administrative Officer and attempt to resolve the grievance. (A.G.M., 1988).
 3. If unresolved, report the problem to the local association through the staff representative or directly to the Bargaining Chairperson or to the president.
 4. A formal grievance is filed by the KTTA Office. (KTTA office – 554-1223).
 5. If the problem is still unresolved after a further 15 working days, the KTTA office will receive direction from the BCTF.
- i) The following processes are to be used by the KTTA Bargaining Committee in pursuing the resolution of grievances.
 1. If all parties to the grievance are KTTA members, then a conciliator shall be utilized to attempt to solve the grievance. The conciliator shall be the Bargaining Chairperson, KTTA president, or any other person agreed to by all parties to the grievance. If, after a reasonable time, conciliation does not lead to a resolution of the grievance, the conciliator shall make a written report outlining the situation and making specific recommendations. This report shall go to all parties directly involved in the grievance and to the Bargaining Committee. The Bargaining Chairperson may then take the grievance to the BCTF for assistance as outlined in the BCTF policy.
 2. If the grievance is a result of school board policies, then the Bargaining Committee shall pursue resolution of the grievance through representations to the school board. If this is not successful, the Bargaining Committee may then take the grievance to the BCTF for assistance, as outlined in the BCTF policy.

All steps taken to resolve a grievance should have to approval of the grievor.

1.D.16 Evaluation

That the KTTA expects the following principles to be adhered to in the writing of teacher evaluations:

- a) the parties shall meet and agree on the process and criteria to be used.
- b) the criteria shall relate to those aspects of the teaching/learning situation which can reasonably be expected to be the teacher's responsibility and over which the teacher has control.
- c) the parties shall agree to a time span and time-table for the specific observations.
- d) there shall be a sufficient number of observations which reflect the teacher's assignment.
- e) the Administrative Officer or a designate shall take notes and discuss their content with the teacher.

- f) a teacher whose performance is found to have weaknesses shall have the opportunity to participate in a plan of assistance.
- g) the content of the report shall include specific and objective descriptions of the teaching performance. Judgment must be substantiated.
- h) the Administrative Officer or a designate shall provide a draft of the report prior to filing copies with the Superintendent's office.
- i) should there be disagreement over the report, the teacher has the right to file a written commentary on the report and have it attached to all copies of the report.
- j) the teacher may contact the local Association office to assist them in resolving such disputes.

2. AWARDS

A. Authority

2.A.01 That the second Vice President handles procedures related to all KTTA and BCTF awards. (Exec. Nov. 22/73).

B. KTTA Scholarships/Bursaries

2.B.01 That nine school scholarship/bursary awards of \$500 be given annually:

- a) that these awards be available on the basis of one \$500 per secondary school excepting Clearwater Secondary and be awarded to an applicant graduating from each secondary school,
- b) and in addition to one district scholarship in the amount of \$1,000 and one bursary in the amount of \$1,000 be given to students who are children of past or present KTTA members. (A.G.M., 2017).

2.B.02 That applicants for bursary or scholarship must be graduating from a public secondary school in School District #73. (A.G.M., 1983).

2.B.03

- a) That the bursaries be known as the Teachers' Memorial Bursary.
- b) That each bursary may be named on an annual basis in memory of a particular teacher.
- c) That the executive shall select the names for bursaries. (A.G.M., 1974).

Bursaries have been named in honor of:

Ken Lynn (1967)	Des Howard (1984)
Fuad Behardien (1973)	Eva Scowen (1984)
Katherine Lawrence(1973)	David Reading (1985)
Vernor Jones (1975)	George Eldridge (1986)
John Griffin (1977)	Hugh Neave (1988)
Robert Johnson (1977)	Frank Powell (1989)
Catherine Beal (1978)	Marlene Easton (1989)
Vernon David (1978)	Dick Braun (1989)
Margaret Latremouille (1978)	Yvonne Morgan (1990)
Matt Sallow (1979)	Maurice Des Mazes (90)
Jessie Kullander (1980)	Dennis Gallagher (1990)
Hugh Gardner	Sharon Kask (1991)

William McMillan (1981)	Bo Gillis (1993)
Rex Cameron (1982)	Mary Seaton (1994)
Joanne Challenger (1990)	Jon Larson (1997)
Pamela Hughes (1993)	Jim Hinds (1998)
John Farr (1993)	Teresa McGarry (1998)
Don MacKenzie (1995)	Phil Rixin (1998)
Jock Morse (1982)	Ernie Redekop (1999)
Dennis & Karen Peter (1983)	Ann Collins (1999)
Laura Marston (1984)	Rachell Ball (1999)
Roy Hyslop (2002)	Trudy Stallard (2001)
Louise Cavani (2002)	Leoma McGillivray (02)
Beth Mead (2003)	Corinne Paravantes (2003)
Charles McArthur (2003)	Oliver Rinaldi (2004)
Margaret VanDusen (2004)	Rae Ellsay (2004)
Nancy Loadman (2004)	Mike Weatherhead (2005)
Karl Knapp (2005)	Cara Knowles (2006)
Joan D'Arcey (2007)	Tom Shanahan (2007)
Nick Kalyk (2007)	Lori Pelton (2008)
Bev Bullock (2008)	Dick Dickens (2009)
Natalie Saunders (2009)	Cecil Ash (2009)
Brian Gray (2010)	Ken Smith (2010)
Ron Baker (2010)	Graeme Mackay (2010)
Warren Damer (2010)	John Pink (2010)
Wilf Schmid (2011)	Carey Lapa (2011)
Chuck Gourlay (2012)	E. Valentinuzzi (2012)
Rae Coulpier (2012)	Jane Powell (2012)
John Myers (2012)	Betty DeBeck (2012)
Renee Renkema (2012)	Audrey Reinson (2012)
Elmer Froese (2013)	Skye and Courtney Buck
Lydia Mills (2013)	Wendy Chase (2013)
Leah Davison (2013)	Robert Cumming (2013)
Ted Paravantes (2013)	James Whalen (2013)
Cliff Weathermon (2013)	Louise Smedemark (2013)
Jennifer Swan (2014)	Ollie Weisbeck (2014)
Marian Greer(2015)	Tom Newberry(2015)
David Denbigh(2015)	John Leahy(2016)
Doug Byres(2016)	Susan Bottos(2016)
Alf Law (2017)	Len Carrell (2017)
Penny Winterholt (2017)	Dan Coleman (2017)
Mike Townsend (2017)	Jerald Hemstock (2017)
Deanna Duggan (2017)	Pam Ricalton (2017)
John Siggers (2017)	Gwen Abley (2017)
Denice Marr (2017)	Judy Venables (2018)
Annette Noel (2017)	Malcolm Mason (2018)
Brian Loadman (2019)	Wayne Jennings (2019)
Micky Martino (2019)	Bill Mewhort (2019)

2.B.04 That the Secondary School Awards Committee for KTTA Scholarship/Bursary in each school consist only of KTTA members and, at minimum, be the staff rep. or designate and two other KTTA members at that school and that the KTTA Scholarship and Bursary Awards Committee for the \$1,000

district scholarship and the \$1,000 district bursary consist of one representative from each secondary school enrolling Gr. 12 students. (A.G.M., 2017).

2.B.05 That candidates must apply by May 1 on KTTA application forms. (A.G.M., June 1998)

2.B.06 That the criteria for the school-based awards will be:

- a) Bursary:
 - i. scholarship;
 - ii. financial need
 - iii. personal recommendations;
 - iv. indication of likelihood of academic success at a post secondary level. (A.G.M., 2017).
- b) Scholarship:
 - i. outstanding scholarship;
 - ii. personal recommendations.

2.B.07 That the criteria for awarding the district-based awards be:

- a) Bursary:
 - i. scholarship (25%);
 - ii. financial need (40%);
 - iii. personal recommendations(10%);
 - iv. written submission (25%)
- b) Scholarship:
 - i. outstanding scholarship (70%);
 - ii. participation in school/community activities (athletics, volunteering, etc.) (20%);
 - iii. written submission (10%).

2.B.08 That the following information must accompany the application form for a bursary:

- a) record of academic achievement;
- b) statement of family financial situation including approximate family income, number of dependents in family, and any other special circumstances;
- c) two (2) recommendations from teachers and community leaders, including qualities of character, leadership, interest in and participation in school and community affairs;
- d) a written submission (maximum 500 words) with the theme(s) of education, perseverance, social justice and/or others as decided by the KTTA Executive Committee. (A.G.M., 2017)

2.B.09 That the following statements must accompany the application form for the scholarship awards:

- a) record of academic achievement;
- b) two (2) recommendations from teachers and community leaders including qualities of character, leadership, interest in and participation in school and community affairs;
- c) five hundred (500) word written submission with themes regarding education, perseverance, social justice and/or other themes as included by the KTTA Executive Committee (may be the same submission as for a bursary if applicable).

2.B.10 That the award be forwarded to the registrar of the university, college or institute, within a period of two years for application toward fees. (Exec. Jan. 1974).

2.B.11 That the selection committee announce its choices at the KTTA A.G.M. (Exec. Jan. 1974).

2.B.12 That the scholarship policy of the North Thompson Teachers' Association remain in place. (A.G.M., 1998).

That an "all round" \$500 bursary – the Fred Allan Memorial Bursary – be given to a graduating student of Clearwater Secondary School. The recipient of the award will be decided by the staff, or a committee appointed by staff, of Clearwater Secondary.

To be considered for the award the student should excel in a majority of the following: academic work, athletics, citizenship, fine arts and student government.

Activities in both grades 11 and 12 shall be considered.

Achievement outside of the school's jurisdiction but falling under the above categories shall be considered by the committee, particularly to decide between two otherwise close applicants.

This award may be withheld if, in the judgment of the staff, there is no worthy applicant.

That a \$1,000 Kamloops/ Thompson Teachers' Association scholarship- the Bert Lambert Memorial Scholarship- be awarded to a Clearwater Secondary student who is a child of a KTTA member or a student who is planning a career in an education related field. A committee of teachers will select the recipient.

C. Karl Knapp Award

2.C.01 That the KTTA present annually the Karl Knapp Award to a member who has rendered outstanding service to the association. (A.G.M., 1975).

2.C.02 That the Karl Knapp Award consist of the perpetual shield, honorary life membership in the KTTA, and a suitably inscribed certificate. (A.G.M., 1975).

2.C.03 That nominations for this award be delivered by any member to the Executive Committee on or before April 30 of each year. (Exec. April 17/74).

2.C.04 That the Executive Committee may select from the nominations a recipient for the award. The executive may decide to give no award in a particular year. (Exec. 1977).

2.C.05 That the award be presented at the beginning of the KTTA A.G.M. (A.G.M., 1992).

Recipients:

1970 Karl Knapp	1988 Karen Harper
1971 Vernor Jones	1989 Ghamin Harris
1972 Alex Philip	1990 Janet Doubt
1973 Rae Coulpier	1991 Cathy McGregor
1974 Gordon Britton	1992 Sharon Gloyn
1975 Delbert Turner	1997 Richard Turner
1976 Ken J. Smith	1997 Gary Brace
1977 Dorothy Ives	1998 Avtar Sandhu
1995 Ray Shindell	1998 Carolynne Miller
1978 Jim Hinds	1999 Dave Scott
1979 Gustaf Wttewaall	2002 Wayne Turner
1980 Larry Kuehn	2003 Jan Walling
1981 Betty DeBeck	2004 Fawn Knox
1983 Dean Paravantes	2007 Wally McMorland

1984 Sheila Park
1986 Des Verma
1987 Rod Andrew

2012 Gerald Caissie
2016 Lorraine Balogh

D. Life Long Teaching Recognition Award

2.D.01 That the KTTA present annually Life-Long Teaching Recognition Award to members in good standing with the association who are retiring or have retired within the school year the award is presented.

2.D.02 That the Life-Long Teaching Recognition award consist of a certificate stating with the member's name, the member's years of teaching service in the district, the KTTA logo, and the name of the award.

2.D.03 That the Life Long Teaching Recognition Award be presented at the annual Retirement Banquet. (AGM 2005)

E. Union Service Award

2.E.01 That the KTTA present annually the Union Service Award to all executive committee members and to all staff representatives.

2.E.02 That the Union Service Award consist of a certificate stating with the member's name, the current year, the nature of service to the union, the KTTA logo, and the name of the award.

2.E.03 That the Union Service Award be presented at the KTTA Annual General Meeting (AGM, 2005)

3. BCTF ANNUAL GENERAL MEETING

3.01 That the 1st Vice President be in charge of handling the following A.G.M. activities:

- a) organizing nominations for the position of A.G.M. delegates.
- b) make arrangements for a hospitality suite, arranging to share costs with other locals, if possible.
- c) after elections, organizing the first delegates meeting, ensuring 1 delegate assumes the role of chairperson.
- d) that if the election is held prior to official notification from the BCTF of the number of delegates to which this local is entitled, the number of delegates to be elected will be based on the BCTF formula plus 2. The candidates receiving the fewest votes but still more than 50% of the votes shall become alternate delegates in descending order.

3.02 That a full delegation be elected in the current school year prior to January 31. (Gen. Mtg. Sept. 22/81).

3.03 That the job of delegates to the A.G.M. be advertised and fully described to the general membership prior to the general meeting where A.G.M. delegates are elected. (A.G.M., 1992).

3.04 That candidates may choose to circulate a short written statement and/or make an oral statement at the General Meeting called to elect delegates. (A.G.M., 1985).

3.05 That notice be given to all persons seeking to become delegates that they may be directed or bound as to how they are to vote on specific matters by a general meeting of the KTTA. (Gen. Mtg. Sept. 22/81).

3.06 That the A.G.M. delegates and alternates meet as soon as possible after election to choose a chairperson, who shall assign the delegates to specific responsibilities. (A.G.M., 1985).

3.07 That a March general meeting be held each year for the exclusive purpose of giving direction to BCTF A.G.M. delegates. (A.G.M., 1985).

3.08 That A.G.M. delegates be assigned to schools to discuss recommendations and resolutions before the March general meeting. (A.G.M., 1985).

3.09 That delegates discretion be granted on all recommendations and resolutions where no specific direction be given by the local association. (A.G.M., 1979).

3.10 That notice of motion be circulated at least one week prior to the meeting at which direction would be given to the delegates if a member intends to make a motion which would bind the delegates. (A.G.M., 1986).

3.11 a) that when a delegate is not attending a session, their voting card is to be handed in to the chairperson of the delegation. The card will first be distributed to any alternate delegates attending the session. When all delegates and alternates attending the session have each received one voting card, then policy 3.12 will apply. (SRC Mtg., Dec. 7/82)

b) that should a delegate during any actual session leave the meeting room for one reason or another, the delegate is entitled to hand their card to a delegate of their choice. (SRC May 1/84).

3.12 That in the event the delegation has fewer delegates than its entitlement, the distribution of voting cards and ballots be determined prior to the first session of the A.G.M. Distribution will be determined in the following manner:

a) a draw will be held to determine which delegates will hold the extra ballots for executive office.

b) the distribution of the extra voting cards will be at random and rotating equably among all the delegates during the sessions. (Gen. Mtg., Sept. 22/81).

3.13 That the chairperson of the BCTF A.G.M. delegates file a written report with the Executive prior to the KTTA A.G.M., (AGM, 1992).

3.14 That the KTTA maintain or share a hospitality room during the BCTF A.G.M. (A.G.M., 1986)

3.15 That if the president-elect of the KTTA is not a delegate, the KTTA shall fund their attendance at the A.G.M. as an observer. (A.G.M., 1985).

3.16 That the 2nd Vice President chair a standing committee called the Resolutions Committee

a) The Resolutions Committee shall meet to review BCTF policies and prepare resolutions for the A.G.M.,

b) Such resolutions shall be brought to a Staff Rep. or General Meeting for endorsement prior to the December resolution submission deadline.

c) Any member may submit resolution proposals to the Resolutions Committee. (A.G.M., 1988).

4. CURRICULUM DEVELOPMENT POLICIES

4.01 That teachers support the view that the school system should have core goals, including the development of the skills of reading, writing, listening, speaking, and mathematics. These skills are part of the present system and must continue to be.

Today's schools ARE teaching the core curriculum and much more. Teachers also try to develop each child's sense of independence self discipline and ability to work with others.

And teachers are concerned about the students who are far from average— those with difficulty learning the basic skills and those with the ability to handle a much greater challenge.

Teachers agree that the schools must teach mastery of the basic skills to the best of the ability of each child. (SRC March 1/77).

5. EDUCATIONAL PRIORITY DEVELOPMENT

5.01 That a budget presentation be made to the board in January. (A.G.M., 1988).

6. K.T.T.A.

A. Nominations and Elections of Table Officers and Other Released Positions

6.A.01 The January KTTA General Meeting shall elect an independent Electoral Officer responsible for the fair and impartial administration of the election(s). As an independent Officer, the Electoral Officer can make orders, regulations and exercise responsibilities of the position for that election in an impartial manner.

- a) The KTTA Office is defined as the office manager/secretarial staff employed by the KTTA and is not a KTTA member.
- b) The Electoral Officer cannot endorse a candidate, or contribute in any manner to a candidate's campaign.
- c) The KTTA Office cannot endorse a candidate, or contribute in any manner to a candidate's campaign.
- d) That the KTTA Office keep all election related documents in confidence and provide them to the Electoral Officer. (AGM 2015)

6.A.02 That nominations for Table Officers and Other Released Positions be made by the signatures of 10 members in good standing and filing such nomination with the KTTA Office by the first Friday of March at 4:40 p.m. (AGM 1988)

- a) The results of the nominations be reported to the Electoral Officer forthwith.
- b) The Electoral Officer should report the results to the membership the following school day starting with the Presidential Position and indicating the first election to be held.

6.A.03 That all candidates submit to the KTTA Office within 5 school days after their nomination papers are due, one 8 ½" by 11" campaign statement (with a passport size photo) for distribution both in print and electronically to all KTTA members.

- a) Candidates will provide the KTTA Office election day contact information. (A.G.M., 2015).
- b) Candidates shall provide the KTTA Office a declaration of expected expenses that they plan to incur for their campaign prior to balloting.
- c) That total expenses for any one candidate shall not exceed \$200.

6.A.04 That statements of candidates participating in the election be distributed to members and posted at all work sites at least five school days prior to balloting. (A.G.M., 1992).

- a) No additional campaign material to be delivered by the KTTA Office.
- b) Candidates shall adhere to district technology policy and guidelines.
- c) There are no restrictions on campaigning over social media, subject to the BCTF Code of Ethics. Candidates shall adhere to any specific KTTA policy on social media.
- d) On Association social media sites candidates shall follow group('s) or page('s) specific guidelines or codes of conduct listed on those site(s).

6.A.05 Candidates will conduct their campaigns in the following manner:

- a) Candidates shall refrain from campaigning at work sites during balloting.
- b) Candidates shall follow the KTTA Social Media Policy (Policy 24).

6.A.06 That initial balloting for the position of President take place after Spring Break, on a schedule as determined by the Electoral Officer, in compliance with timelines in other parts of this policy, and after consultation with the KTTA Office.

6.A.07 That the election(s) for subsequent position(s) must be concluded on or before the Friday before the May Annual General Meeting to allow unsuccessful candidates an opportunity to run for Executive Committee positions.

- a) The dates for these election(s) will be determined by the Electoral Officer after consultation with the KTTA Office.
- b) That the Electoral Officer give candidates an opportunity to update their candidate statements if they drop down and run for another position.
- c) Timelines for the conclusion of election(s) may be adjusted in extenuating circumstances only with approval of the Executive Committee or the SRC.

6.A.08 That each of the candidates appoint one scrutineer and inform the Electoral Officer prior to the election. (SRC 1979). Scrutineers shall observe the tabulation proceedings.

6.A.09.1 If the vote is being conducted in-person at school sites, that the Electoral Officer appoint tellers including a teller for the North Thompson to assist in the tabulation of ballots.

- a) The KTTA Office shall put out an open call to members that are interested in volunteering as tellers during the month of February.
- b) Tellers cannot endorse a candidate, or contribute in any manner to a candidate's campaign.
- c) The Electoral Officer will, whenever possible, choose the tellers required from the list provided from the KTTA Office and provide the identity of tellers to all candidates.
- d) The North Thompson teller may, on instructions from the Electoral Officer, tally the vote and phone them in. The original ballots must then be delivered at a later date to the KTTA Office to be verified by the Electoral Officer.
- e) The Electoral Officer will be provided with up to two (2) days of release to conduct the election process.

6.A.09.2 If the vote is being conducted electronically, that the Electoral Officer approve the voting platform to be used and

- a) The notice and instructions for online voting are distributed at least 5 days in advance of the voting period to every member entitled to vote.

- 6.A.10 That one staff representative of each worksite will be sent the following:
- a) printed candidate statements to be posted on staff bulletin boards and distributed to members.
 - b) If paper ballots are being used
 - i) sign-in sheets for worksite members to print their name on and sign when they vote.
 - ii) separate sign-in sheets for non-worksite members & TTOC's to print their name and sign when they vote.
 - iii) sufficient numbered ballots copied on coloured paper for each teacher at the worksite and for TTOCs.
 - e) one pre-addressed ballot return envelope.

- 6.A.11 That the staff representative follow these pre-voting procedures:
- a) ensure there are enough ballots for the staff and obtain additional ballots, if necessary.
 - b) announce to staff the date(s), time(s) and location(s) of balloting.
 - c) distribute candidate statements to each staff member and post one copy of each candidate statement on the staff room bulletin board.

6.A.12 That where staff representatives have formally endorsed a candidate, they shall seek the assistance of the alternate union representative on staff, or any other responsible member, to ensure the impartial operation of polling stations.

- 6.A.13 That the staff representative or designate follow these election day(s) voting procedures when conducting in-person balloting at school sites:
- a) at a polling station and upon signature of the member, distribute ballots to each member at the place of balloting. All members are to sign on appropriate sheets.
 - b) ensure that the place of balloting allows for privacy and only one vote per member.
 - c) deposit the completed ballot in the ballot-return envelope.
 - d) that during the election day(s) the ballots and sign in sheets be kept secure at all times.
 - e) at the close of balloting, enclose the signature lists with the ballots in the ballot return envelope, seal the envelope, sign the seal, and deliver it to the KTTA office.

6.A.14 Any member may vote at the KTTA office provided they have not voted at any other site.

- 6.A.15 That no results be released before the deadline for returning the ballots is reached. (SRC 1978)
- a) that the results of the balloting be announced to the candidates by the Electoral Officer upon completion of the count.
 - b) the Electoral Officer shall release to the entire membership the totals and percentages of ballots cast for each candidate.
 - c) that the names of the defeated candidates be added to the nominations for the next office in line if the candidate agrees. (AGM 1992)

- 6.A.16 After the election has concluded:
- a) to keep confidence in the election process and the work of the Electoral Officer, the election results by school site (except where there is less than four members on a particular site to maintain the secrecy of their votes) will be made available to view at the KTTA office by any member in good standing.
 - b) ballots will be kept secure and will only be destroyed following a motion from a General Meeting in the subsequent year.

B. Executive

6.B.01 That the president and 1st Vice President of the KTTA be full-time paid positions (AGM, 2006) and that the 2nd Vice President be up to a .3 FTE paid position. (GM, Feb.2019)

6.B.02 That the KTTA president's salary be based on the salary they would have received if they had remained in their most previous job or their basic salary plus 10 percent of P.A. 6 maximum, whichever is more, and the KTTA vice-president's salary be based on the salary they would have received if they had remained in their most previous job or their basic salary plus 5% of P.A. 6 maximum, whichever is more.

6.B.03 That for the purpose of long-term leave, the KTTA president be granted the number of sick days banked with the board prior to going on salary indemnity, or 120 days, whichever is less. (A.G.M., 1981).

6.B.04 That the first vice-president replace the president should they be on long-term sick leave. (A.G.M., 1981)

6.B.05 That Honorariums not be paid to committee chairpersons and members, but that out-of-pocket expenses be reimbursed. (A.G.M., 1988).

6.B.06 That the president be responsible for compiling agendas for all meetings. (Exec. Jan. 22/75).

6.B.07 That the KTTA hire a secretary on a full-time basis. (Gen. Mtg. Sept. 20/77).

6.B.08 That the Executive Committee annually negotiate a contract for KTTA employees setting out rates of pay and conditions of employment. (A.G.M., 1992).

6.B.09 That the KTTA Executive appoint a committee to deal with office personnel. (A.G.M., 1992).

6.B.10 That all meetings of the KTTA Executive be conducted in a smoke free environment. (A.G.M., 1992).

6.B.11 That at the first business meeting of the KTTA Executive in September the President chair until the first order of business is concluded. The first order of business will be the election of four (4) Chairpersons and two (2) of these would have 5 or less years chairing experience if applicable and the Chairs will have voice and vote. Should none of the chairpersons be available for any KTTA executive meeting, the president may appoint an alternate for that meeting. (AGM, 2008)

6.B.12 That when the executive nominates a person for a BCTF committee it be done by secret ballot. (Exec. April 20/77).

6.B.13 That only questionnaires authorized by the table officers or the executive be distributed by KTTA officers or committees. (Exec., May, 1983).

6.B.146.B.14

- a) that, each year, a fund of up to \$200 will be made available to the President so they can pursue professional development opportunities of their own choosing. (A.G.M., 1993).
- b) that, in a year in which the President is returning to the classroom having completed their term as President, and/or, the Vice-President is returning to the classroom having completed their

term as Vice-President, the local budget shall be amended to include enough funds for the President and/or Vice President to be absent from their teaching duties for up to five (5) days in order to prepare them self for return to full time regular duties. (AGM, 1993, Gen. Mtg. Jan. 27, 2004).

6.B.15 That all KTTA leaves, or releases, which would be at a cost to the KTTA, shall be authorized by the EC unless such leaves are authorized by other policies or by-laws or other governing bodies of the Local or BCTF. (AGM 2014)

C. Staff Representative Council

6.C.01 That the chairperson and alternate chairperson of the SRC shall be selected at the first meeting of the SRC in September. (AGM, 1975, SRC Oct 3/'78).

6.C.02 That the SRC chairperson and alternate chairperson be elected for the year. (SRC, Sept. 29/75, SRC, Oct. 3/78).

6.C.03 That the SRC Agenda shall be prepared by the president. Any staff representative, executive committee member or L.A.R. may request items be placed on the agenda. (A.G.M., 1988).

6.C.04 That staff representatives appoint an alternate if they cannot attend a meeting and that this person be recognized by the chair at the beginning of the meeting. (SRC Feb. 2/76).

6.C.05 That staff representatives ensure that a copy of the treasurer's yearend report is posted in their staffroom. (AGM Mtg. 2008).

6.C.06 That only Staff Representative Council members or their alternates may make a motion or vote at SRC meetings. All KTTA members may attend SRC meetings and have full speaking rights. (SRC May 3/77).

6.C.07 That small group sessions be scheduled at SRC meetings at the discretion of the Agenda Committee. (SRC., Feb. 6/79).

D. General Meetings

6.D.01 That election requires 50 per cent plus one of the votes cast. If a ballot fails to elect, the person polling fewest votes shall be dropped from the list and a new ballot shall be taken. (A.G.M., 1976).

6.D.02 That with the exception of the annual general meeting, no KTTA meeting should conduct further items of business more than two and one half hours after the meeting is called to order. (A.G.M., 1992).

6.D.03 That the KTTA call at least four General Meetings a year to be set for the second or third Tuesday of the month in which they are called. These meeting dates may be altered by the KTTA EC.

E. Channel of Communication

6.E.01 That all concerns related to district education policy be channeled through the KTTA executive to the appropriate body. (SRC, April 22/74).

6E.02 That all concerns related to a particular school situation be channeled through the school staff representative/or KTTA executive committee. (A.G.M., 1988).

6.E.03 That only the president of KTTA or their duly appointed delegate make representation to the media on business that arises at executive, staff representative, or general meetings or other KTTA matters. (A.G.M., 1992).

6F. Meetings

6.F.01 For the purpose of this procedure, meetings of the KTTA include:

- a) Regular and special general meetings
- b) Executive Committee meetings
- c) Annual General Meeting
- d) Staff Rep Council meetings

6F.02 That members may request participation by electronic means according to the following guidelines:

- a) In the case of emergent situations, including illness, inclement weather and/or poor road conditions, by contacting the President or 1st Vice-president at least one (1) hour prior to the start of the meeting.
- b) Consideration will be given for personal reasons, by contacting the President or 1st Vice-president at least one (1) day prior to the start of the meeting.
- c) Participants at electronic meetings shall identify themselves before commenting in order to assist the recording secretary.
- d) Members wanting to attend the meeting electronically will consider any cost implications to the Association, the reliability of the electronic means or other communication requirements, and any other circumstances, such as confidentiality, which may impact the normal business of the meeting.
- e) Members must be able to ensure they are in a location and using a device that provides a reasonable expectation of privacy and confidentiality for in-committee or private discussions.
- f) That the KTTA is not responsible for providing members participating remotely or electronically with devices necessary for accessing the meeting and/or proceedings.

6F.03 That members who participate in a meeting through electronic means and are able to communicate simultaneously and directly with the other members are considered to be present at the meeting, including for the purposes of quorum and voting.

6F.04 That a member participating electronically shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.

6F.05 That in the case of participation by electronic means, “show of hands” as specified in By-Law 11.C (Voting) may include any electronic voting means determined for the meeting or by verbal indication for or against a motion for members attending by telephone or without video.

- a) That voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - i) When a vote is called, opposition to the motion is called first.
 - ii) If no one is opposed, the motion is considered carried.

iii) If there is opposition, a roll call vote is held and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.

7. LIAISON

A. Joint Liaison

7.A.01 That liaison between the KTTA and school board and district administration to discuss non contractual matters with the employer take place through the following:

- a) Regular monthly meetings of the Joint Labour Liaison Committee as per contract. (A.G.M., 1992)
- b) Meetings between the President and Superintendent as required. (A.G.M., 1988).

B. Liaison Committee

7.B.01 That members of the Joint Labour Liaison Committee be the Chairperson who is to be elected annually at the A.G.M. of the KTTA, the President, the Bargaining Committee Chairperson, two secondary teachers and two elementary teachers approved by the Executive Committee. (A.G.M., 1992).

7.B.02 That in areas of particular concern the chairperson may supplement the membership of the committee, subject to the approval of the executive, to allow those concerned to present their case to the Joint Labour Liaison Committee. (A.G.M., 1992).

C. Areas of Responsibility

7.C.01 Agreements: All matters to be included in the contract or relating to fringe benefits, deductions, or conditions of employment.

7.C.02 Liaison: All areas of board policy not dealt with by the Agreements Committee.

7.C.03 Executive: School board budget and other matters of concern to members. (A.G.M., 1978).

D. Communication

7.D.01 That all levels and divisions of the association should initially communicate with the board of school trustees through the Executive Committee.

7.D.02 That the results of discussions or negotiations with the board shall be reported to the membership through the publications and/or SRC or general meetings. (A.G.M., 1978).

8. MISCELLANEOUS

A. Auxiliary School Personnel

8.A.01 That the KTTA liaise with CUPE Local 3500 on matters of mutual concern. (A.G.M., 1992).

8.A.02 That if teacher assistants are not properly used, information should be brought to the executive for discussion and action. (A.G.M., 1992).

B. Chamber of Commerce

8.B.01 That the President be empowered to appoint a delegate to the Chamber of Commerce Education Committee. (Exec. Oct. 12, 1972).

C. Labour Affiliation

8.C.01 That the KTTA maintain liaison with the local Kamloops Labour organizations. (S.R.C. Feb. 4/1974).

D. Donations

8.D.01 That the KTTA wholeheartedly support the United Way and similar federally approved umbrella organizations and approve voluntary payroll deductions. (A.G.M. 1988).

8.D.02 That the KTTA Executive Committee be given a budget of \$500 per year to support organizations and events that promote our objectives.

8.D.03 That the Staff Representative Council approve any donations over \$500 or when the Executive Budget for donations/sponsorship is depleted. (Exec. May 27, 1998).

E. Liability

8.E. 01 That teachers ensure that pupils in their charge who are to be transported in private cars be protected by:

- a) adequate liability insurance
- b) proper insurance classification of the car;
- c) each pupil being properly fastened with a seat belt. (A.G.M. 1983).

F. Transfer

8.F.01 That any transfer of teachers should be with complete consultation with the teachers concerned and except in cases of specific cause, there should be agreement of the teachers concerned. (A.G.M. 1984).

8.F.02 That the KTTA continue to pursue a system of transfer which considers qualifications, seniority and due process as a contractual item. (A.G.M., 1988).

G. Nutrition

8.G. 01 That teachers of Kamloops encourage good eating habits in children by providing nutritional food at school functions. (S.R.C. May 2/78).

H. Exchange Teachers

8.H.01 That BCTF members from other local associations exchanging positions with KTTA members will have the same rights and privileges as members of the KTTA, while paying fees to their local association. (A.G.M., 1981).

9. PROFESSIONAL DEVELOPMENT

9.A.01 That the following declaration represents the collective professional opinion of the members of the KTTA and BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of continuing education principles.

- a) It is the responsibility of the individual teacher to make a continuing effort to develop professionally.
- b) Participation by teachers in professional development should be on a voluntary basis.
- c) An effective needs assessment process should be the starting point of professional development. Planners of professional development should work with colleagues with the users in identification of needs, the planning of the training, and the continuing tailoring of the activities to fit teachers' needs.
- d) The following 3 factors as a whole are necessary for an activity to be considered Professional Development-
 - i) Relevant: Does the activity improve the work I do in my role as a teacher? Does this activity help the teachers involved improve the work they do as a collective?
 - ii) Autonomous: Has this activity been voluntarily chosen? Does this activity jeopardize the autonomy of my colleagues?
 - iii) Responsible: Does this activity meet obligations to colleagues, Collective Agreements and our profession?
- e) Effective professional development requires a commitment of adequate resources, time and organizational support.
- f) The individual teacher should be given the opportunity and the time to pursue their professional development objectives.
- g) The organization and delivery of PD programs are most effectively achieved at the school staff level or with other intact groups.
- h) Effective professional development activities incorporate presentation and discussion, demonstration and modeling, practice and subsequent practice and feedback.
- i) Collegial support, on-site coaching and ongoing support should be available to the individual to allow for adequate internalization or behavior change.
- j) The idea of teachers teaching teachers should be promoted in the provision of professional development programs.
- k) Professional development programs should incorporate a wide repertoire of teaching approaches, and no one professional development program should be viewed as a universal panacea for the improvement of instruction.
- l) That any request for funds from PD Initiatives be approved as received (to the KTTA) up to the maximum of available funds in that budget line.
- m) In order to provide more opportunities for more members, individual requests for funds from PD Initiatives will only be granted once every 3 years unless the PD Initiative fund is undersubscribed in any given year.
- n) That up to 100% of the amount of registration as well as related expenses up to a maximum of \$1000 may be paid to any active KTTA member to attend a conference, seminar, institute, etc., which will enable them to become a facilitator of workshops for other KTTA members.
- o) That, as a condition of receiving initial funding, the member shall agree to:
 - i) allow their name to be published in a central registry of resource people for this Local.
 - ii) Provide a description/summary of the workshop to be made available to members before expenses will be paid.

- iii) Give a workshop within the district-wide/school in-service days within the year of having received funds; if that requirement is not fulfilled then the member will be ineligible for application to this fund for an additional year (4 total).
- iv) Decline honoraria for providing workshops under this policy.
- v) Submit to the PD committee an evaluation of each workshop given.
- vi) If unable to meet these requirements the member will inform the PD committee.

9.B.01 That the KTTA PD Committee is a standing committee of the KTTA, and the PD Chairperson is an elected position of the KTTA Executive.

- a) That the KTTA PD Committee consist of the KTTA President (or designate), the elected KTTA PD Chairperson and shall include other interested members.
- b) That the KTTA PD Committee be ratified by the KTTA Executive Committee annually.
- c) That the KTTA PD Committee Chairperson be an up to .3 FTE release position.
- d) That the responsibilities of the KTTA PD Committee shall include:
 - i) overseeing the implementation of KTTA PD policy.
 - ii) overseeing the disbursement of KTTA PD funds.
 - iii) assisting school PD Committees in the development and implementation of school PD policies.
 - iv) representing the KTTA on the Joint PD Committee, the Education Directions Committee, as well as those committees or task forces pertaining to the continuing education of its members, or which impact upon KTTA members.
 - v) carrying out the mandate of the BCTF in matters pertaining to professional development.
 - vi) providing an annual financial accounting to the School Board by January 30th for the previous calendar year.
 - vii) organizing the annual KTTA PD Rep Training session.

9.B.02 That every school unit shall have a PD Committee elected by the KTTA members.

- a) That the school PD Committee be elected and ratified by the staff by September 30th of the school year.
- b) That the school PD Committee shall be composed, in the majority, of KTTA members, who will set the agenda and carry out planning.
- c) That the school PD Committee shall be chaired by a KTTA member.
- d) Administrative Officers may sit on the school-based PD Committee and collectively hold one vote.
- e) That the responsibilities of the school PD Committee shall be to provide leadership to the staff in the following:
 - i) developing, in consultation with staff, and in accordance with KTTA guidelines, a school PD policy.
 - ii) having the school PD policy ratified by a majority of staff prior to applying for school based funds each school year.
 - iii) maintaining a bank account of PD funds which has a minimum of two signing officers to be KTTA members from that school. (Gen. Mtg., Jan.28.03).
 - iv) keeping an accounting of the use of the school PD funds, including names of KTTA members receiving funds, using the KTTA authorized form, and types of activities being funded.

- v) making application to the KTTA PD Committee annually in order to qualify for the school PD grant.
 - vi) representing the staff at Professional Development Representative training sessions offered annually.
- f) That the school PD policy have as its main components:
- i) a statement of staff goals for the current school year.
 - ii) a statement of procedures for the disbursement of school PD funds.
 - iii) the date of ratification by the majority of the staff.
 - iv) a philosophy in keeping with the Declaration of Continuing Education Principles adopted by the KTTA/BCTF.

9.B.03 School PD Committee

9.B.03.1. The PD Committee shall consist of the KTTA PD Representative, the school Administrative Officer, and other KTTA members. KTTA members shall be in the majority on this committee. Only KTTA members of the committee may determine the use of KTTA derived school PD funds.

9.B.03.2. All PD activities at the school level shall be determined by this committee, subject to ratification by the school KTTA staff.

9.B.04 School PD Policies

9.B.04.1. All PD activities shall be voluntary. It is recognized that the professional needs of members will vary greatly. Teachers who wish to opt out of school based PD activities should notify the PD Committee Chairperson and the school principal.

9.B.04.2. School based PD activities shall be determined by the identified needs of the majority of KTTA members on staff.

9.B.04.3. Reimbursement for member expenses for individual professional development should take priority over any type of staff development or group in-service training. PD funds used for staff group PD activities must be approved by a 2/3 majority of KTTA members of staff. (Gen. Mtg. Jan.28.03).

9.B.04.4. The funding year shall be from July 1 to June 30.

9.B.04.5. School PD policies should include:

- a) clearly established procedures for obtaining approval for the reimbursement of expenses, with payments made to members a minimum of twice a year.(GM, Jan.28.03)
- b) the signing authority for PD accounts.
- c) the method used to determine school staff PD goals for the year.
- d) other matters as deemed important to the school KTTA staff.

9.B.04.6. Disputes regarding reimbursement(s) will be taken to the KTTA members of the School PD Committee for resolution. Further appeals should follow KTTA guidelines for appeal. (Gen. Mtg. Jan. 28.03)

9.B.04.7. PD Funds shall not be used to purchase School Learning Resources. (Gen. Mtg. Jan. 28.03)

9.C.01 Sources of Funding –

That the sources of PD Funding shall include:

- a) the KTTA annual contribution of \$24.00 per full time, fee-paying member.
- b) the annual Board contribution as determined in the collective agreement.
- c) the annual contributions for members of the former North Thompson Teachers' Association, as determined in the amalgamated collective agreement.
- d) fees collected from non-members for shared PD opportunities.

9.C.02 School Based Funds –

That 60.1% of the annual PD budget be allocated to school based funds.

- a) That the yearly grant to schools be administered as a basic grant of \$900 per school plus \$100 per KTTA member. (GM 2010)
- b) That schools more than 16 km. from Kamloops' city limits receive a supplement grant of \$40 per member. (GM 2010)
- c) That, for grant purposes, a school unit be defined as a separate unit consisting of one or more KTTA members.
- d) That Teachers Teaching-On-Call, for the purpose of reimbursement of PD expenses, be considered a school unit, with an annual grant of 2% of annual PD budget.
- e) That the school PD Committee be responsible for maintaining a separate bank account for the PD funds granted by the KTTA.
- f) That the school PD chairperson and the KTTA staff representative be the signing officers for the school based PD funds.
- g) That any signing officer for a school PD fund, not intending to take office again in September in the same school, must sign off from the school based PD bank account by June 30 of the school year.
- h) That application for school based funds should be made by the school PD committee between November 15 and January 31 of the current school year and must be submitted on Form A containing the following information:
 - i) list of the school PD committee members for the current year.
 - ii) a copy of the current school PD policy and date of ratification.
 - iii) an accounting of the previous school year's expenditures including names of KTTA members receiving funds and types of activities being funded.
 - iv) the name of the bank, the names of the two KTTA signing officers and the account number of the school PD fund, all for the current school year.
 - v) the number of KTTA members, including members working part-time, as of October 30th of the current school year.
- i) That payment of PD grants to school units be made on an annual basis, not before November 15 and no later than February 28 of each school year. An additional Spring allotment, consisting of a dollar amount per KTTA member as generated by the fund, will be distributed by May 30th of the current school year, depending on availability.
- j) Unclaimed funds shall be added to the KTTA school based funds for the next school year.
- k) That the schools are encouraged to fully disburse funds each year, keeping a minimal balance to be carried forward.
- l) That effective September, 2008, no more than 3 times the school's annual grant be accumulated in the PD account. If funds exceed this amount, no further funds will be granted that school year, without approval of the PD Committee.

- m) In the event of school closure, all uncommitted PD funds be returned, by June 15th of the last operational year, to the KTTA PD Committee for redistribution.
- n) That the KTTA School Based funds provide the KTTA released officers with funding which would enable each to pursue one Professional Development conference of their choice during the school year to a maximum of \$1000.

9.C.03 Long Term Course Fee Reimbursement – (deleted AGM 2016)

9.C.04 Sabbaticals – (deleted Oct. 12. Gen. Mtg. 2010)

9.C.05 Special Interest Groups – That 2.3% of the annual PD Budget be allocated to a fund for Special Interest Groups.

- a) That a Special Interest Group be defined as a local chapter of a PSA or LSA, or any other organized group comprised in a majority of KTTA members, chaired by a KTTA member, whose signing officers are KTTA members, and, whose goals are to provide service of a professional nature to its members.
- b) That each Special Interest Group be given an annual basic grant of \$400.
- c) For groups with more than 20 active members, and less than 41, an additional grant of \$10 for each member over 20 will be given.
- d) For groups with more than 40 active members, an additional \$5 will be granted for each member over 40, and up to 50 members.
- e) Application must be made to the KTTA PD Committee by April 15 of each year for the current school year, and must be submitted on Form C containing the following information:
 - i) a copy of the group's goals and objectives.
 - ii) a sign-up sheet of active members
 - iii) a list of executive officers or organizer(s)
 - iv) a copy of the minutes of the membership meeting at which the executive officers were elected or a summary of the organizational meeting.
 - v) a statement outlining how the money will be used and/or an agenda of planned events.
 - vi) if the group received moneys the previous calendar year, an accounting of how the funds were spent
 - vii) the groups are encouraged to fully disburse funds each year
 - viii) that effective September, 2003, no more than 2 times the group's annual grant be accumulated. (If funds exceed this amount no further funds will be granted that school year, unless approved by the PD Committee.
- f) That PSA's/LSA's have free use of KTTA office facilities.
- g) That regular office work take priority over PSA/LSA work.
- h) That the KTTA encourage representatives from the LSAs to be on the PD Committee. (AGM, 2003)
- i) That funding be allocated yearly through PD funds to enable LSA's, school staffs, and other interested KTTA members to host workshops, themes, and/or speakers if this event is held during common closure days other than the District Day, and if it is open to all KTTA members. For the 2003/2004 year, \$7500 be allocated from PD reserve fund to the PD operating fund for this purpose. (Exec. May, 2003).

9.C.06 Leadership Funds (deleted AGM 2016)

9.C.07 District Professional Day – That 15.6% of the annual PD Budget shall be set aside for funding the district Professional Day.

9.C.08 Operating Expenses –

- a) That \$4,000.00 of the annual PD Budget shall be set aside for operating expenses.
- b) That up to \$2,000 of the annual KTTA PD budget shall be set aside to pay for the KTTA PD Rep. training expenses incurred by the KTTA.
- c) That 25% of the KTTA secretary’s salary be paid each year from the annual KTTA PD budget amount to be determined annually.

9.C.09 That any moneys remaining in any one PD fund be re-allocated to another PD fund at the discretion of the PD Committee.

9.C.10 That non-members may have access to PD workshops sponsored by the KTTA for a fee to be determined by the PD Committee.

9.C.11 That KTTA members shall not be paid honoraria for workshops conducted within the school district for KTTA members or for KTTA sponsored workshops.

- a) That reasonable expenses, including release time for preparation, may be paid to a KTTA member conducting a workshop for KTTA members.

9.D.01 That the Joint PD Committee shall consist of the KTTA President or designate, the KTTA First Vice President or designate and the KTTA PD Chairperson or designate and three members representing the Board of Education; these may include the superintendent, Board of Education representative or any other member of the management team as directed by the superintendent or Board of Education.

- a) That the Joint KTTA/Board PD Committee shall be chaired by the KTTA PD Chairperson or designate of the KTTA.
- b) That the responsibilities of the Joint PD Committee shall include:
 - i) planning the district wide professional day
 - ii) providing liaison between the KTTA PD Committee, Administrative Officers, and the Board of Education in matters pertaining to professional development
 - iii) surveying KTTA membership on dates for common closures and making the final selection of common closure dates. (AGM 2009)

9.D.02 PD Initiatives –

1. That the PD Initiatives fund be separated into two categories:
 - a) Individual initiatives (individual PD development), and
 - b) That up to 100% of the amount of registration, in addition to a maximum of \$1000.00 related expenses, may be paid to any active KTTA member to attend a conference, seminar, institute, etc., which will enable ~~him/her (them)~~ **them** to become a facilitator of workshops for other KTTA members.
 - i) PD Initiatives sponsored by the KTTA
 - ii) School Initiatives that are guided by school PD policy (ie. Bringing in a guest speaker, school based PD).
 - iii) group PD that is common to all members of that group.

2. That 15% of the annual budget be set aside for individual Initiatives, and that 5% be set aside for PD Initiatives such as the New Teachers' Conference and on-going, year round workshops. These Initiatives are to be determined by the PD Committee.

10. PUBLIC RELATIONS

A. KTTA Teacher

10.A.01 That KTTA TEACHER maintain an open forum policy. (Exec. Dec.6/78)

10.A.02 That KTTA TEACHER is issued monthly or as deemed necessary by the Public Relations Committee. (Exec. Dec. 6/78).

10.A.03 That KTTA TEACHER be distributed to: all KTTA members, school board (trustees, etc.), BCTF, local news media (radio, newspapers), all other local associations which request it. (AGM, 1988).

10.A.04 That only KTTA members and, in special circumstances, their immediate families be allowed to advertise in KTTA TEACHER, without charge. (AGM, 1983).

10.A.05 The advertisements of a commercial nature be allowed in KTTA TEACHER at a charge determined by the PR Chairperson and committee. (SRC, Dec. 7, '82).

10.A.06 That the KTTA publish and issue the KTTA Teacher at least bi-annually.

10.A.07 That the KTTA publish and issue a special KTTA Teacher which includes a general description of grievances in the district and any other legal matters at least bi-annually. The president and first vice-president shall be responsible for producing this publication.

10.A.08 That the KTTA release the Public Relations Chair up to five days to assist in producing the KTTA Teacher.

B. Other KTTA Publications

10.B.01 That the KTTA publish an information bulletin, to be distributed to all KTTA members, containing organizational information or agreement information, and that the information bulletin be edited by the President. (Exec. Sept. 13/79).

10.B.02 That the KTTA publish a staff representative news bulletin, to be distributed to all staff representatives, containing information necessary for them to effectively carry out the job of SRC staff representative, and that the staff representative news bulletin be edited by the President and SRC Chairperson. (Exec. Sept. 13/79).

11. SOCIAL COMMITTEE

11.01 That the social committee in conjunction with the school board be responsible for arranging the retiring teachers' banquet. (AGM, 1981).

11..02 That all retired teachers in School District #73 be invited to attend the annual retiring teachers' banquet at a reduced cost to be determined annually by the Executive Committee on recommendation of the Joint Retirement Banquet Planning Committee. (AGM. 1997).

12. TEACHERS-ON-CALL

12.01 That the annual fee for teachers-on-call who are members of the BCTF be \$2.15 per day (AGM, 2020).

12.02 That, in general, teachers-on-call be given free access to all PD activities, organized by individual schools or the district. (SRC, March 4/'80).

12.03 That the KTTA expects the use of qualified, certified teachers-on-call for replacing members who are absent as required by the School Act. (Exec. May 25, 1998).

13. TEMPORARY APPOINTMENTS POLICY

13.01 That the KTTA strive to have all teachers in the District employed on continuing contracts. (AGM, 1992).

14. TREASURER

14.A.01 That representatives to SRC meetings and committee members to committee meetings residing and teaching more than 24 kilometers from the meeting be reimbursed at BCTF rates per kilometer. Expenses to be paid for one car from each area and 2 cars from the North Thompson region. (AGM, 1997).

14.A.02 That the executive members and committee chairpersons be reimbursed at BCTF rates per kilometer while on KTTA business. (AGM, 1982).

14.A.03 That members travelling more than 25 km. to general meetings, S.R.C. meetings, or committee meetings be reimbursed at BCTF rates per kilometer plus five cents per kilometer for each other member transported. (AGM, 1988).

14.A.04 That committee members be reimbursed at BCTF rates and policy for child care when attending meetings. (AGM, 1986).

14.A.05 To be eligible for reimbursement all claims for travel and child care expenses be submitted within 90 days of these expenses being incurred. (AGM, 1988).

B. General

14.B.01 That the KTTA fee for the 2019-2020 year be \$500. for full-time teachers, pro-rated for part-time teachers, and \$2.15 per day for Teachers On Call. (AGM, 2019).

14.B.02 That no fee be charged KTTA members who are on leave of absence and who are either paid by an employer other than the board of School District #73 or are unpaid by any employer. (AGM, 1977).

- 14.B.03 That the signing officers for the KTTA be any two of the treasurer, the president, and the first vice-president. (AGM, 1997).
- 14.B.04 That the treasurer maintain adequate property insurance for the KTTA office. (Exec. March 14, 1972).
- 14.B.05 That the office petty cash float be \$200. (AGM, 1986).
- 14.B.06 That the PD Chairperson turn over all financial records to the treasurer at the end of the fiscal year so that they may be audited with the treasurer's records. (SRC, May 7/73).
- 14.B.07 That personnel submitting vouchers use the official form. (Exec. May 15/'75).
- 14.B.08 That the KTTA treasurer set up and review on a continuing basis the bookkeeping system. (Exec. May 28/'75).
- 14.B.09 That the Association give the treasurer specific instructions regarding routine matters, as follows:
- a) to issue cheques only when supported by the proper vouchers.
 - b) to require the petty cashier to submit vouchers when petty cash is reimbursed.
 - c) to prepare budget recommendations for presentation to the Executive Committee, S.R.C., and general meetings. (Exec. May 1983).
- 14.B.10 That any major transfer of funds from one committee to another or any major deviation from budget allocations which may be authorized by the proper authority be communicated to the treasurer by written memo.(Exec. Oct. 14/'70)
- 14.B.11 That a supplementary report be prepared quarterly (or be combined with the treasurer's report) showing actual expenditures for the year to date in relation to budget allocations. (Exec. Apr.17/'74).
- 14.B.12 That the quarterly report submitted by the treasurer show the revenues and expenditures for the quarter in addition to the accumulated totals of each. (Gen. Mtg. Nov. 10/75).
- 14.B.13 That the association give the bookkeeper specific instructions regarding routine matters, as follows:
- a) to receive vouchers (and bills) and prepare cheques. (Amended, AGM, 1988).
 - b) to keep a running balance on the cheque stubs by including amounts deposited as well as amounts for cheques issued.
 - c) to prepare a bank reconciliation statement each month to include all financial transactions of the association in chequing and savings accounts and investments, if any:
 - d) to prepare quarterly statements. (Exec. May, 1975).
- 14.B.14 That the auditor be selected from non-teaching personnel. (Gen. Mtg. Nov. '78).
- 14.B.15 That vouchers must be countersigned by the president, vice president, or applicable committee chairperson. (SRC, Feb. 6/'79).

14.B.16 That the president or other signing officers not pre-sign blank cheques. (SRC Feb. 6/79).

14.B.17 That the treasurer of the KTTA be given up to four teacher-on-call days each year to work on the books. (AGM, 1984).

C. RESERVE FUND

14.C.01 That as an objective, the KTTA achieve a balance in the reserve fund that is equal to 25% of the total budget.

14.C.02 That any revenue generated by the Reserve Fund remain in that fund.

14.C.03 The purpose of the Reserve Fund is to :

a) Ensure that the Association can pursue its goals and priorities from a position of financial strength and can meet, without delay, special, emergent, or significant expenses related to bargaining/or strike actions.

14.C.04 Expenditures from the reserve fund must be approved by b) a majority of a staff rep. council meeting or c) a majority of a general meeting.

14.D. FINANCIAL PROCEDURES

14.D.01 GENERAL

- a) That the KTTA Executive formulates financial policies, administers the policies, and reviews operations and activities.
- b) That the KTTA Treasurer has the responsibility for financial management.
- c) That current job descriptions will be maintained for all executive members, indicating financial duties and responsibilities.
- d) That financial duties and responsibilities must be separated so that no one person has sole control over cash receipts, disbursements, reconciliation of bank accounts, etc.
- e) That financial service providers will be reviewed annually. These include Simply Accounting for financial management maintained by the Office Manager and bank account maintained at Interior Savings Credit Union.
- f) That the Treasurer and Office Manager will maintain a current and accurate log of the chart of accounts.
- g) That these policies and procedures will be reviewed annually by the Executive.

14.D.02 CASH RECEIPTS

- a) That the Office Manager will open all mail addressed to the KTTA without a specific addressee.
- b) That the receipt of cheques, electronic funds or cash received in the mail or in person will be recorded in a receipt book by the Office Manager. The Office Manager will record the amount and details in the accounting system. The cash, cheque, or cashier's cheques will be immediately forwarded to the bank.
- c) That the Office Manager will make a copy of all cheques received.
- d) That the Office Manager will endorse all cheques to read: For Deposit Only, Kamloops Thompson Teachers' Association, and will include the appropriate Account Number.
- e) That the Office Manager will complete all deposit slips in duplicate.
- f) That the Office Manager will make all bank deposits.

- g) That documentation for all receipts (copy of the cheques, letters, etc.,) will be attached to the deposit slip and filed chronologically.
- h) That the Treasurer will receive a copy of all bank statements for review with detail about each deposit.

14.D.03 CASH DISBURSEMENTS- Cheque and Electronic Funds Authorization

- a) That all invoices will be reviewed for mathematical accuracy, validity, conformity to the budget and compliance will requirements by the President and Vice President.
- b) That prior to payment, all invoices will be approved (indicated by initialing) by two signing authorities. By approving an invoice, the signing authorities indicate that it has been reviewed and authorize a cheque.
- c) That the Office Manager will code the invoice with the appropriate expense or other chart of accounts line item number.
- d) The Office Manager will prepare cheques and electronic payments on an as needed basis.
- e) That the authorized signers on the KTTA accounts include the President, the Vice President and the Treasurer.

CASH DISBURSEMENTS- Cheques

- a) That the Office Manager will be responsible for all blank cheques.
- b) That all cheques will be signed by two of the designated signing authorities.
- c) That voided cheques will have 'VOID' written boldly in ink on the face and have the signature portion of the cheque torn out. Voided cheques will be kept on file.
- d) In NO event will:
 - * Blank cheques (cheques without a date or payee designated) be signed in advance.
 - * Cheques be made out to 'cash', 'bearer', 'petty cash', etc.
 - * Cheques be prepared on verbal authorization unless approved by the President and one other signing authority.

CASH DISBURSEMENTS- Credit Cards

- a) That the cardholder must provide all original receipts for purchases made on the card. The credit card receipt is not sufficient.
- b) The Association credit cards shall only be used for purchases not directly billable to the Association. The following purchases are NOT allowed on the Association CreditCards:
 - Personal Purchases
 - Cash Advances or Loans
 - Purchases for Other Organizations
 - Purchases from a business you own or operate unless pre-approved by the Executive
 - Any item inconsistent with the values of the organization
- c) That the Office Manager, in consultation with the cardholder, will assign each purchase a budget code.
- d) That the Treasurer or an alternate signing authority, shall review each purchase to ensure that it was reasonable, necessary and directly billable to the Association. The Treasurer will follow up on any inconsistencies.
- e) That the cardholder must notify the bank, the other signing authorities, and the Office Manager immediately in the event that a card is lost or stolen.

14.D.04 BANK RECONCILIATIONS

- a) That the bank statements will be received directly and opened by the Treasurer.

- b) That the Treasurer will reconcile the bank statements monthly.
- c) That the Executive will be given copies of the bank statements upon request.

14.D.05 PURCHASING

- a) That in keeping with By-Law #5, the Treasurer shall disburse monies beyond the budget allocation only on instructions of 75 per cent of the Staff Representative Council present at a meeting thereof or on instructions of a general meeting.
- b) That the Treasurer, and anyone making a purchase, is responsible to know if the item ordered is within the budget and guidelines.
- c) That invoice copies are filed in the General Ledger binder and are available to the Treasurer.

14.D.06 PROPERTY

- a) That the Office Manager will maintain an inventory log which shall list a description of the item, date of purchase or acquisition, price or fair value of the item and its location.
- b) That the Office Manager will record all major equipment in the accounting system. Major equipment is defined as anything with a unit cost of \$1000 or more and a useful life of more than one year. An entry will be made whenever property is disposed of or acquired.

14.D.07 INSURANCE

- a) That reasonable, adequate coverage will be maintained to safeguard the Association.
- b) That the Executive will review insurance policies before renewal.
- c) That the Office Manager will maintain insurance policies in insurance files.

14.D.08 BOOKS OF ORIGINAL ENTRY

- a) That adequate documentation will be maintained to support all general entries.
- b) That at the end of each month, the Treasurer, in conjunction with the Office Manager, will prepare a Balance Sheet that will be reviewed by the Executive.

14.D.09 GRANTS AND CONTRACTS

- a) That the Executive will carefully review each award and contract to ensure compliance with all financial and programmatic provisions. The Office Manager will maintain originals of all grants and contracts on file. The Treasurer will prepare initial entries as appropriate to record each award.
- b) That the Office Manager will prepare financial reports to funding sources as required. It will be the responsibility of the Office Manager to ensure that all financial reports are submitted on time.
- c) That the President and Vice President will review and approve all reports to funding sources.

14.D.10 BUDGETS

- a) That the President, Vice President, Treasurer, and Office Manager will prepare the financial budget.
- b) That the Treasurer will ensure that budgets are on file.
- c) That the Executive must initially approve changes in the budget should they exceed the approved line item and in keeping with by-Law #5, such changes shall then be brought to the SRC or General Meeting for final approval of the membership.

14.D.11 OTHER

- a) That the Office Manager or designate will prepare accurate minutes of all meetings of the Executive and committees.
- b) That the Treasurer will note all items relating to finance in meeting minutes and take appropriate action.
- c) That donations of goods and services will be separately accounted for.
- d) That the Executive will be notified when this is completed.
- e) That all financial records will be retained for the time specified by Canadian taxation laws.
- f) That the Year-End Audit Assessment be presented to the Executive and a General Meeting. (GM., Oct. 2015)

15. GOALS OF THE KTTA

15.A.01 That the following be goals:

- 1. improved quality of education through improved teaching styles; and
- 2. equality of educational opportunity. (AGM, 1977).

15.A.02 That in working towards these goals it is recognized:

- 1. That the following are elements which affect teaching quality; class size, support personnel, materials, physical facilities, professional development, curriculum, school management, and teacher self-image, including financial status, ability to influence decisions, image in the community, and personnel practices.
- 2. That continuous evaluation of all elements which affect teaching is essential to maintain and improve the quality of education.
- 3. That the following are elements which affect quality of educational opportunity; sexism, racism, social and cultural background, individual differences and geographical isolation.
- 4. That public relations, negotiations and political action are all processes which may be useful in obtaining better conditions for effective teaching, for improving equality of educational opportunity, and government and local support for public school education. (AGM, 1992.)

15.A.03 That the major objectives in 2018-2019 be as itemized in the appendix which follows:

15.B.01 That the following be the long-term goals of the association (not prioritized):

- a) improve quality of education in School District #73
- b) establish an effective process for involving the membership;
- c) improve economic welfare
- d) negotiate all terms and conditions of employment into the contract;
- e) improve public relations;
- f) encourage and foster professional development and improve curriculum implementation. (AGM, 1992).
- g) to strive to eliminate from the school system discrimination on the basis of sex, race, religion, age, handicaps, economic status, marital status, sexual orientation, number of dependents or pregnancy.

15.B.02 That the Executive Committee and the SRC develop objectives and strategies for achieving the goals as outlined in 15.B.01. (AGM, 1980).

17. BUSING

17.A.01 That the KTTA recognizes the prerogatives of teachers to voluntarily drive buses and transport students on school-related activities. (SRC Feb. 3/81).

17.A.02 That the KTTA continue to petition the school board to increase the funding for extracurricular activities. (SRC., Feb. 3/81)

17.A.03 That the KTTA petition the board to fully fund curricular field trips. (SRC Feb. 3/'81).

17.A.04 That the KTTA request that the school board review the efficiency of bus scheduling in the district. (SRC, Feb. 3/'81)

17.A.05 That the KTTA take a stance at all times that will ensure that changes to the busing policy do not add to hours that a teacher works or otherwise add to the inconvenience of teachers in completion of their teaching assignments. (SRC. Feb. 3/'81).

18. PICKET LINE PROTECTION

18.A.01 In the event of a strike or lockout teachers shall not cross a legally constituted picket line erected by school board employees.

18.A.02 That KTTA Executive committee shall be delegated the power to conduct hearings and to assess penalties for picket line crossing.

18.A.03 The hearings of allegations of picket line violations may be in person or in writing to the KTTA executive committee and shall be conducted prior to assessment of penalties.

18.A.04 The standard penalty for crossing a picket line shall be levied a fine equivalent to gross pay received from the employer for days upon which said picket line is crossed. Additional penalties applicable may include warning, reprimand, loss of rights to hold office, loss of specified privileges, and appropriate publication.

18.A.05 Any strike pay which picket violators would normally have received will be forfeited.

18.A.06 Members found by the KTTA executive committee to be in violation of picket lines and penalized therefore may within 30 days appeal such finds and/or penalty in writing to the chairperson of the BCTF Judicial Committee who shall assign a BCTF Appeal Panel. The appeal may be heard orally or in writing at the discretion of the Appeal Panel.

19. SOCIAL JUSTICE

9.A.01 That the Social Justice committee should be composed of the Social Justice contact persons and other interested persons.

19.A.02 That the Social Justice contact persons or designate should attend the Social Justice contact conference and the zonal conference. (AGM, 1982).

19.A.03 That the Social Justice committee in liaison with PD Committee promote and/or develop in-service education programs to make teachers, students, parents and administrators, and school trustees more aware of social justice and social justice issues. (AGM, 2004).

19.A.04 That the Social Justice Committee compile and disseminate resources to the education community on ways to effect progressive social change in schools and society. (AGM, 2004).

19.A.05 That the Social Justice Committee develop, in liaison with the Bargaining Chairperson, affirmative action clauses which encourage and promote an equitable distribution of

- a) Persons/members/those in teaching positions
- b) First Nations and other minority groups in teaching positions, and
- c) Persons/members/those in administrative positions in Kamloops/Thompson School District (AGM, 2004).

19.A.06 That the Social Justice develop specific programs which identify and encourage women to pursue leadership positions within the district. (AGM., 1988).

19.A.07 That the Social Justice Committee in liaison with the Bargaining Committee continue to maintain, support and promote social responsibility changes within the policies of the Kamloops Thompson School District (AGM. 2004).

19.A.08 That the KTTA supports the right of women to breastfeed in public and that women who are breastfeeding infants be encouraged to do so at any KTTA meetings and functions. (GM 2005)

20. HEALTH & SAFETY

20.A.01 That a Health & Safety Committee should be composed of the Health & Safety Chair and other interested persons.

20.A.02 That a Health & Safety Committee should promote and develop in-service education programs to make teachers, students and parents aware of health and safety issues in schools.

20.A.03 That the Health & Safety Committee compile and disseminate information of relevance to teachers and administrators about Health & Safety issues.

21. LOCAL ACTION COMMITTEE

A. General

21.A.01 That the Local Action Committee consist of the following members:

- a) Local Action Chairperson, elected annually at the AGM. and other members appointed by the Local Action Chairperson and approved by the Executive.

B. Local Action Plan

21.B.01 That the committee draft a local action plan that is consistent with local or BCTF initiatives and that this plan will include a budget.

21.B.02 That the KTTA Executive must approve the local action plan before implementation.

21.B.03 That, within the approved funding allocation, the committee will implement the approved local action plan.

21.B.04 That the committee will submit a final report to the membership at the AGM and that this report will include a summary of actions taken and funds spent. (AGM 2006/2008)

22. ABORIGINAL EDUCATION

22.A.01 That the Aboriginal Education Committee consist of the following members: An aboriginal Education Committee Chair who is elected annually at the AGM and other members appointed by the Aboriginal Education Committee Chair and approved by the Executive.

22.A.02 The Aboriginal Education Committee Chair be the KTTA's representative on Aboriginal issues at BCTF meetings.

22.A.03 The Aboriginal Education Committee Chair give advice to the Executive on aboriginal matters.

22.A.04 That the KTTA seek to include the Aboriginal Education Committee Chair on the District Aboriginal Education Committee.(AGM, 2008)

23. Anti-Bullying/Anti-Harassment

A. General

23.A.01 The KTTA recognizes the right of all employees and KTTA Executive Committee members to work, to conduct business and otherwise associate free from harassment or sexual harassment.

23.A.02 The KTTA considers bullying and harassment in any form to be totally unacceptable and will not tolerate its occurrence. Proven bullying or harassment shall result in corrective actions. Such actions may include mediation, counselling, courses that develop an awareness of harassment, sanction, or discipline where the individual is an employee.

23.A.03 No employee or KTTA Executive Committee member shall be subject to reprisal, threat or reprisal or discipline as the result of filing a complaint of harassment or sexual harassment which the complainant reasonably believes to be valid. Employees found to be making frivolous or malicious complaints may be subject to sanctions.

23.A.04 All parties involved in a complaint agree to deal with the complaint expeditiously and to respect confidentiality. All parties shall sign an undertaking underscoring the need for confidentiality. Any breach of confidentiality shall result in corrective actions including sanction.

23.A.05 The complainant and/or the respondent shall be accompanied by a representative or request that representation be provided by the KTTA.

B. Definitions

23.B.01 Harassment shall be defined as including sexual harassment; or any improper behavior that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome; or objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates, or humiliates another person; or the exercise of power or authority in a manner which serves no legitimate work purpose and which a person

ought reasonably to know is inappropriate; or such misuses of power or authority as intimidation, threats, coercion and blackmail.

23.B.02 Bullying shall be defined as activity of repeated, aggressive behavior that may hurt another person, physically or mentally.

23.B.03 The definition of 'sexual harassment' shall include: any comment, look, suggestion, physical contact, or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behaviour is unwelcome; or any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment; or an implied promise of reward for complying with a request of a sexual nature; or a sexual advance made by a person in authority over the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

23.B.04 Examples of behavior or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors. Intent does not determine whether the behavior is bullying and harassment.

23.B.05 It shall not be considered harassment or bullying for KTTA Executive Committee members to engage in legitimate actions within the KTTA founded in the By-Laws and Policies including standing for office, criticizing the KTTA or its officers, supporting political positions or expressing political beliefs of any persuasion, or to take a stand on any public or union related issue.

23.B.06 It shall not be considered harassment or bullying for KTTA Table Officers to take reasonable action relating to the management and direction of employees or the place of employment.

C. Resolution Procedure- Step 1

23.C.01 When a complainant is a KTTA Executive Committee member and approaches the KTTA President, 1st Vice-president, or Health & Safety Chair and alleges bullying or harassment, the following shall initially apply:

1. All discussions shall be solely an attempt to mediate the complaint;
2. Any and all discussions shall be completely off the record and will not form part of any record;
3. Only the complainant, respondent, KTTA President, 1st Vice-president or Health & Safety Chair shall be present at such meetings
4. No sanction of any kind would be imposed on the respondent.

23.C.02 Should a resolution be reached between the complainant and the respondent at Step 1, it shall be written up and shared by both. Once the complainant and the respondent have reviewed and agreed to the resolution, all copies of the resolution shall be shredded.

23.C.03 In the circumstances where a respondent has acknowledged responsibility, the KTTA President or Health & Safety Chair may advise a respondent of the expectations of behavior in a neutral, circumspect memo. Such a memo shall be non-disciplinary in nature and shall not form part of any record. Only the respondent shall retain a copy of the memo.

D. Resolution Procedure- Step 2

23.D.01 If a complainant chooses not to meet with the respondent, or no agreement for resolution of the complainant has been reached, or an agreement for resolution has been breached by the respondent, a formal complaint may be filed with the KTTA President or Health & Safety Chair, if the KTTA president is the complainant or respondent.

23.D.02 The complaint shall include specific behaviours which form the basis of the complaint and the definitions of sexual harassment/harassment. The complaint shall also include particulars of specific incidences and time periods that those incidences occurred over.

23.D.03 The KTTA President shall notify in writing the respondent of the complaint and provide notice of investigation. The complaint shall be referred to an independent third party from a list of individuals approved by the KTTA Executive Committee and who shall proceed to investigate the complaint in accordance with the investigation procedures.

23.D.04 The third party investigator shall investigate the complaint, review the particulars of the complaint as provided by the complainant. Upon the conclusion of such a review, the third party investigator shall: (1) initiate an investigation of the complaint, (2) request further particulars from the complainant to establish whether an investigation will be conducted; or (3) recommend mediation or other alternative disputes resolution processes to resolve the complaint.

23.D.05 The investigation shall be conducted by a person who shall have training and/or experience in investigating complaints of harassment. The complainant may request that the investigator shall be of the same gender as the complainant and where practicable the request will not be denied. The principles of natural justice shall apply to investigations.

23.D.06 The investigation shall be conducted as soon as is reasonably possible upon such initiation and shall be completed in twenty (20) working days unless otherwise agreed to by the parties; such agreement not to be unreasonably withheld.

23.D.07 Either party may appeal the conclusion of the independent third party investigator. The KTTA Executive Committee shall appoint a neutral third party arbitrator with legal expertise to oversee the matter. Both parties shall have the right to make representations to this arbitrator who shall determine if there were errors in law or fact of the investigation. The proceedings and conclusions shall be confidential. The decision of the arbitrator shall be binding on the KTTA.

E. Remedies

23.E.01 Where the investigation determines harassment has taken place, the complainant shall, when appropriate, be entitled to but not limited to any necessary counselling to deal with the negative effects of the harassment or bullying. Where the complainant is an employee of the KTTA, the complainant shall also be entitled to a reimbursement of medical leave related to the incident.

F. Training

23.F.01 The KTTA shall be responsible for developing and implementing an ongoing bullying, harassment and sexual harassment awareness program for all employees and KTTA Executive Committee members.

23.F.02 The KTTA Executive Committee shall appoint an individual who has training in running an awareness program to conduct the program.

23.F.03 This awareness program shall initially be for all employees and KTTA Executive Committee members and shall be scheduled at least once annually.

23.F.04 The awareness program shall include but not be limited to:

1. the definitions of harassment and sexual harassment,
2. understanding situations that are not harassment or sexual harassment, including the exercise of a KTTA Table Officers managerial and/or supervisory rights and responsibilities in regards to employees or the legitimate political activities of the KTTA Executive Committee members.
3. developing an awareness of behavior that is illegal and/or inappropriate;
4. outlining strategies to prevent harassment and sexual harassment;
5. understanding malicious complaints or breach of confidentiality and the consequences of such.
(Exec., Oct.2014)

24. SOCIAL MEDIA

A. General

24.A.01 That KTTA social media is open to active members, honorary Karl Knapp award winners, and other individuals as approved by the KTTA Executive Committee hereinafter referred to as "participants".

24.A.02 That the moderators shall be the KTTA Released Table Officers and the Public Relations Chair.

24.A.03 That the KTTA encourages the use of KTTA social media for discussion by participants on the range of union and professional issues and that users of social media should be aware that all digital communication has the potential of being public beyond intended recipients.

24.A.04 That KTTA social media include the KTTA website, KTTA email groups, KTTA Facebook groups, and the KTTA Twitter account.

B. Guidelines for Suggested Use

24.B.01 That comments on social media are the opinions of the participants who write them. Unless comments are from a released officer of the KTTA, they should not be seen as necessarily the opinion of the KTTA.

24.B.02. That participants should use their real name in making comments.

24.B.03. That the KTTA encourages open discussion and debate as long as it is professional and respectful and that all users of KTTA social media are bound by the rules and enforcement provisions below.

C. Rules

24.C.01. That participants of social media must ensure that all postings on KTTA social media must respect legal and ethical bounds and must not violate the privacy rights of individuals and that particular care must be taken to avoid postings that identify particular students, either directly or indirectly, unless they are with appropriate approvals.

24.C.02 That personal attacks, harassment of any kind, unsubstantiated allegations, or homophobic, racist, sexist, or other offensive language, are not allowed.

24.C.03 That spam (multiple postings of the same content or message) is prohibited.

24.C.04 That forum "trolling" (posting inflammatory remarks, intentionally provoking others, or causing persistent distractions, etc.) is prohibited.

24.C.05 That before creating a new thread, participants should determine if a similar one already exists.

24.C.06 That the complaints about the conduct of participants inside the forums must not be posted in the forums themselves to avoid violation of rule 2 above and that participants with concerns about the conduct of others should report those concerns to the KTTA social media moderators.

24.C.07 That postings and discussions on sensitive internal issues, such as collective bargaining, shall not be forwarded to non-participants or moved into public media networks without consent of the Executive.

D. Enforcement

24.D.01 That the KTTA social media moderators reserve the right to remove any postings, or content of any other nature, from KTTA social media platforms that they consider to be inappropriate or in violation of any of the rules.

24.D.02 That the KTTA social media moderators reserve the right to ban any individuals who violate any of the rules and that in particular, individuals who violate rules 2, 3, 4 or 7 will be banned immediately.

24.D.03 That after an initial ban the participant on their own accord may contact the KTTA social media moderators to have their posting permissions reinstated and that any subsequent violation after that may result in a longer or permanent ban.

24.D.04 That participants who believe that the Guidelines and Rules for KTTA social media and forums are being violated may make a complaint to any of the KTTA social media moderators for review.

24.D.05 That appeals of bans will be heard by the Executive Committee. (Gen. Mtng, Oct.2014)

25. Privacy - General

25.A.01 That the Kamloops Thompson Teachers' Association (KTTA) is committed to protecting the privacy and confidentiality of our member's personal information.

25.A.02 That the KTTA is committed to complying with the British Columbia Personal Information Protection Act, S.B.C. 2003, c. 63 (PIPA). This includes managing and collection, use, disclosure, storage, and ultimate disposition of our member's personal information in ways that safeguard the privacy of our members.

B. Definitions

25.B.01 That for the purpose of this policy, "Personal Information" means information about an individual. It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual (examples of personal information include home address and phone number, social insurance number, and medical information of an individual).

25.B.02 That for the purpose of this policy, "Privacy Officer" means the individual appointed by the KTTA Executive Committee for ensuring that the KTTA complies with this policy and PIPA.

C. Personal Information Collected

25.C.01 That the purpose for collection of personal information by the KTTA is to fulfil its obligation to members and in the course of providing a variety of services.

25.C.02 That the types of information collected from members includes:

- 1) name,
- 2) home address and telephone number,
- 3) social insurance number,
- 4) birth date,
- 5) gender,
- 6) home email address.

25.C.03 That additional information may be collected to fulfil the KTTA's obligations to the member or to provide specific services.

D. Purposes for Collection, Use, and Disclosure

25.D.01 That the KTTA collect and use personal information for the purpose of fulfilling obligations to members as set out in the KTTA's procedures, policies, constitution, and bylaws, as well as the BCTF's Members' Guide to provide specific services as required, and to fulfil our role as the bargaining agent representing members.

25.D.02 That the purposes for which the KTTA collects and uses personal information include, for example:

- 1) to identify the member,
- 2) to communicate with the member,
- 3) to confirm the member's eligibility for service,
- 4) to comply with various professional, legal, and regulatory requirements,
- 5) to provide services related to the Salary Indemnity Plan, legal services, grievances, Workers' Compensation Board (WorkSafeBC) advocacy, and pension plan advocacy and assistance,
- 6) to provide professional development services, and

7) to conduct research.

25.E Protection of Personal Information

25.E.01 That the KTTA is committed to protecting personal information of members from unauthorized use or disclosure.

25.E.02 That the KTTA's commitment to protecting personal information means that the KTTA will:

- 1) use personal information only for the purposes identified,
- 2) not disclose personal information without permission unless required or authorized by law to do so,
- 3) employ appropriate security measures to ensure only authorized individuals have access to personal information,
- 4) keep personal information only as long as required, and
- 5) destroy personal information that is no longer required in a confidential and secure method.

F. Individual Access

25.F.01 That members have the right to request access to their personal information under the control of the KTTA and that the Privacy Officer will assist them with their access requests.

25.F.02 That access requests must be submitted by completing an access request form.

26.A Kamloops and District Labour Council.

26.A.01 That the KTTA Table Officers be delegates to the Kamloops and District Labour Council and further delegates be drawn from the general membership; elections to take place at the first General Meeting of each school year. (AGM 2019)

26.B BC Federation of Labour

26.B.01 That the KTTA delegates for the BC Federation of Labour be selected by a secret ballot vote at a General Meeting.

27. Hardship Fund

27.A Annual Hardship Fund

27.A.01 That each year, the KTTA Annual General Meeting shall establish an "annual Hardship Fund" of not less than \$1000 for membership hardship.

27.A.02 That the Released Table Officers may distribute amounts of not more than \$200 per member per year in the form of gift cards from this fund provided that such distribution is consistent with KTTA By-Laws and Policies and there is reasonable hardship.

27.A.03 That each year, the Executive Committee shall establish a guideline to reasonable hardship for this fund, to be reviewed annually, and receive a report of all monies distributed at least twice a year.

27.B Extraordinary Hardship Fund

27.B.01 That the KTTA shall continue a membership hardship fund based on existing donated funds and any additional funds established in the KTTA budget in a manner consistent with by-Laws and Policies.

27.B.02 That the KTTA Executive Committee may distribute amounts of not more than \$2000 per member per year as determined by the KTTA Executive Committee provided that such distribution is consistent with KTTA By-Laws and Policies and there is reasonable hardship.

27.B.03 That each year, the Executive Committee shall establish a guideline to reasonable hardship, to be reviewed annually.