

Constitution
of the
Provincial Intermediate and Middle Years Teachers' Association
Last Amended at the October 2022 AGM

Name

The name of this association shall be the Provincial Intermediate and Middle Years Teachers' Association (myPITA).

Objectives

The objectives of this association shall be:

1. To provide specific information, services, encouragement, and direction to foster continued learning and personal development of teachers and through them to facilitate pupil learning and development.
2. To encourage communication among intermediate and middle years teachers to share in their interests, concerns, and practices as they carry out professional responsibilities.
3. To foster continued liaison with the faculties of education at the universities and with the students of the faculties concerning matters of mutual professional interest.
4. To encourage and assist intermediate and middle years teachers to develop curricula and resources at local levels, at provincial levels when appropriate as per BCTF policy, and to facilitate the sharing of resources between teachers.
5. To be influential in the decision-making processes regarding intermediate curricula, learning conditions, and policies affecting children within the intermediate and middle years grades.

These objectives shall be carried out in accordance with Policy 33.06 (the representation policy for PSAs) of the Members' Guide of the BCTF.

Base of Operation

The business of the association shall be carried out in the province of British Columbia, but chiefly through the British Columbia Teachers' Federation office located in Vancouver.

Article 1 - Membership

- 1.1 Active membership shall be open to any person who is an active BCTF member upon payment of the appropriate myPITA fee. An active member shall be entitled to vote and hold office.
- 1.2 Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate myPITA fee. An associate member shall be entitled to vote

and to hold office.

- 1.3 Student associate membership shall be open to any student enrolled in university/ college programs leading to certification as a BC teacher upon payment of the appropriate myPITA fee. A student associate shall be entitled to vote and to hold office in myPITA for positions other than President, Vice President, Treasurer, or Secretary.
- 1.4 The Provincial Intermediate and Middle Years Teachers' Association, at the Annual General Meeting, may confer an honorary life membership. The honorary life member's eligibility to vote or hold office depends on their BCTF member status.
- 1.5 Retired teacher membership shall be open to any honorary retired member of the BCTF (retired from active BCTF membership) upon payment of the appropriate myPITA fee. A retired teacher member shall be entitled to vote and hold office in myPITA for positions other than President, Vice President, or Secretary.
- 1.6 Subscriber membership is available to any person who does not qualify to be a regular, associate, student, or retired member of the BCTF. Subscription membership shall be open to such persons upon payment of the appropriate myPITA fee. A subscriber shall not be entitled to vote or hold office.

Article 2 - Committees

- 2.1 The composition of the myPITA Executive Committee shall abide by the following restrictions:
 - a. The majority of a myPITA Executive shall be active BCTF members.
 - b. All members of myPITA's Executive shall be BCTF members.
- 2.2 The Executive Committee:
 - a. The Executive Committee consists of fourteen (14) members and the Past President for one year following a change of office by election.
 - b. The officers of the association shall carry out the duties as outlined in the myPITA policies and procedures manual
 - c. All myPITA members elected to the executive as a Member at Large will undertake one of the co-ordination portfolios as outlined in the myPITA policies and procedures manual.
 - d. The Table Officers shall be: President, Vice President, Secretary, Treasurer, and Past President.
 - e. One seat shall be reserved for a myPITA member who identifies as Indigenous and one seat shall be reserved for a myPITA member identifying as being from an otherwise racialized or equity seeking group
 - f. The Past President shall hold office for one year.
 - g. The Executive Committee shall, subject to the authority of the general meetings of the association, govern the association.
 - h. A quorum of the Executive Committee shall be at least 50% of its sitting members.

2.3 Other Committees:

- a. From time to time, committees may be formed by resolution at the general meeting or at an Executive Committee meeting.

Article 3 - Responsibilities of the Executive Committee Members

3.1 The President shall:

- a. Be the presiding officer of the association, the chairperson of the Executive Committee, and a member, ex officio, of all committees and subcommittees.
- b. Have general supervision of all matters and affairs of the association.
- c. Be myPITA's representative at PSA Council meetings unless unavailable, at which time the Vice President shall attend in their place.
- d. Undertake one of the Executive Committee coordination portfolios as defined in the Policies and Procedures manual.

3.2 The Vice President shall:

- a. Perform the duties of the President in their absence and other such duties as assigned by the President or Executive Committee.
- b. Undertake one of the Executive Committee coordination portfolios as defined in the Policies and Procedures manual.

3.3 The Secretary shall:

- a. Keep accurate minutes of all meetings of the Executive Committee and of all general meetings and be responsible for submitting those minutes to the BCTF.
- b. Subject to instruction of the Executive Committee, the general meeting, and/or of the President, carry on all correspondence associated with the business of the Executive Committee.

3.4 The Treasurer shall:

- a. Receive, disburse, deposit, and accurately account for all monies within the budget allocation. They shall disburse monies beyond this allocation only on the instruction of 75% of the Executive Committee present at a meeting, or on instructions of a majority of a general meeting.
- b. Prepare budgets for myPITA conferences and report to Executive Meetings and the AGM on myPITA's financial health.
- c. Communicate with the BCTF Accounting Department to ensure accurate and timely resolution of myPITA's financial obligations

3.5 Members at Large shall:

- a. Take on a coordination portfolio as defined in the Policies and Procedures manual.

3.6 All Executive Committee members shall attend at least 75% of scheduled Executive Committee meetings.

Article 4 - Elections

- 4.1** All positions of the Executive Committee shall be filled by elections at the Annual General Meeting, with the exception of that of the Past President. Officers elected at the Annual General Meeting shall continue in office until the subsequent Annual General Meeting. Table Officers may appoint myPITA members to temporarily fill vacant seats until the position can be filled by election at an Annual General Meeting.
- 4.2** The new Executive Committee shall assume office upon the date of their election.

Article 5 - Fees

- 5.1** The myPITA annual membership/subscription fee shall be established by resolution at each Annual General Meeting.

Article 6 - Meetings

- 6.1**
- a. Meetings of the Provincial Intermediate and Middle Years Teachers' Association shall be open only to members in good standing together with guests admitted with the approval of the meeting.
 - b. A quorum of general meetings shall be a majority of the Executive and those active members present.
 - c. Robert's Rules of Order shall govern the running of the meeting.
 - d. Voting shall be by show of hands or by a voice vote except when a secret ballot is demanded by one-third vote of the members present. Voting in a Virtual Meeting shall be by show of hands or by voice vote where possible, and by poll when necessary.

6.2 The Annual General Meeting:

6.2.1 The Annual General Meeting shall be held in the fall of each year and, whenever possible, in conjunction with a Fall Conference, for the purposes of:

- a. Receiving Executive Committee reports.
- b. Electing officers of the Association.
- c. Setting the annual membership fee.
- d. Ratifying the budget for the following year.
- e. Conducting such other business as may be interpreted to be in pursuit of the objectives of the association.

6.2.2 Notice shall be given in the myPITA Newsletter, not less than seven days prior to the holding of the Annual General Meeting. Special General Meetings shall be held at the call of the Executive Committee or at the call of at least 15% of active members of the association. Notice of Special General Meetings shall be provided electronically at least 24 hours prior to the meeting.

6.3 Executive Committee Meetings:

6.3.1 The Executive Committee shall meet at least twice a year.

6.3.2 The Executive Committee shall meet at the call of the President or at the call of at least 50% of the Executive Committee.

Article 7 - Examination of Records

7.1 Any member of the association shall, by giving 30 days written notice to the President of myPITA, have the right to inspect the accounts and records of the association. Regular inspection and auditing of the financial records of myPITA will be done as a regular part of the annual audit of the BCTF.

Article 8 - Amendments to the Constitution

8.1 The constitution may be amended by an assenting vote of at least 75 percent of the members present at the Annual General Meeting, provided that notice of such amendment shall have been circulated to the membership at least seven days prior to the meeting.

Article 9 - Amendment to the Policies and Procedures

9.1 Amendments to policies and procedures can be made at any Executive Committee meeting or general meeting.

Article 10 - Outside Representation

10.1 As a recognized Provincial Specialist Association, this association shall conform to the constitution and by-laws and to the policies of the BCTF.

10.2 Representations shall not be made by the association to any authority or agency outside the BCTF on any matter that is properly the concern of the BCTF without due consent.

Article 11 - Date of Ratification

11.1 This constitution was ratified by the Annual General Meeting of October 21st, 2022.