

Constitution
of the
Provincial Intermediate Teachers Association
Last Amended at the October 2006 AGM

Name

The name of this association shall be the Provincial Intermediate Teachers' Association (P.I.T.A. or PITA).

Objectives

The objectives of this association shall be:

1. To provide specific information, services, encouragement, and direction to foster continuing learning and personal development of teachers and through them to facilitate pupil learning and development.
2. To encourage communication among intermediate 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 teachers to develop curricula and resources at local levels.
5. To be influential in the decision-making processes regarding intermediate curricula, learning conditions, and policies affecting children within the intermediate grades.

These objectives shall be carried out in accordance with Policy 33.06 (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 PITA 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 PITA fee. An association member shall be entitled to vote

and to hold office.

- 1.3 Student Associate membership shall be open to any student enrolled in programs of study in university/college programs leading to certification as a teacher upon payment of the appropriate PITA fee. A student associate shall be entitled to vote and hold office in PITA for positions other than President, Vice President, or any position as representative to an outside agency.
- 1.4 The Provincial Intermediate Teachers' Association at the Annual General Meeting may confer the honorary life membership. The honorary-life member's eligibility to vote or hold office depends on his/her BCTF member status.
- 1.5 Retired-teacher membership shall be open to any honorary-associate member of the BCTF upon payment of the appropriate PITA fee. A retired teacher/honorary-associate member shall be entitled to vote and hold office in PITA for positions other than president, vice-presidents, and representative to an outside agency.
- 1.6 Subscribers: subscription is available to any person who is not a regular, associate, student, retired, or honorary life member who subscribes to the PITA journals and newsletters. A subscriber shall not be entitled to vote or hold office.

Article 2 - Committees

- 2.1 Any member of PITA may hold office on the executive of the PITA, subject to the following:
 - a. Presidents/Vice-Presidents of PITA shall be active BCTF members.
 - b. The PSA Council delegate shall be the President.
 - c. Representation of PITA within the BCTF and to outside authorities and agencies shall be by active BCTF members.
 - d. The majority of a PITA Executive shall be active BCTF members.
 - e. All members of PITA's Executive shall be BCTF members.
- 2.2 The Executive Committee:
 - a. The Executive Committee consists of twelve (12) 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 of a president, vice-president, secretary, treasurer, membership/chapter coordinator, conference coordinator, newsletter editor, journal editor, web-master, member(s)-at-large, and immediate past-president.
 - c. The Table Officers shall be: President, Vice-President, Secretary, Treasurer, and Past President.
 - d. Past President shall hold office for one year.

- e. The Executive Committee shall, subject to the authority of the general meetings of the association, govern the association.
- f. A quorum of the Executive Committee shall be at least 50% of its member.

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 - Duties of the Officers

3.1 The President shall be the presiding officer of the association, the chairperson of the Executive Committee, and a member, ex officio, of all committees and subcommittees (appointed by the Executive Committee). They shall have general supervision of all matters and affairs of the association. The president shall be the PITA's representative at PSA Council meetings.

3.2 The Vice-President shall perform the duties of the president in their absence and other such duties as assigned by the president or Executive Committee.

3.3 The Secretary shall:

- a. Keep accurate minutes of all meetings of the Executive Committee and of all general meetings.
- 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, and accurately account for all monies within the budget allocation. They shall disburse monies beyond this allocation only on the instruction of 75 percent of the Executive Committee present at a meeting thereof, or on instructions of a majority of a general meeting.
- b. Deposit all monies received at the BCTF to the credit of the Provincial Intermediate Teachers' Association, and shall draw on these funds by BCTF voucher in accordance with a resolution of the Executive Committee.

3.5 The Membership/Chapter Coordinator shall:

- a. Keep accurate records of all types of membership and make a report at each executive and general meeting.
- b. Conduct a membership/chapter drive upon the instruction of the Executive Committee or of a general meeting.

- c. Keep accurate records of all chapter contacts and make a report at each Executive Committee meeting and at each general meeting.
- d. Receive all requests for foundation grants and rebates from chapters and submit these requests to the PITA Executive for approval.

3.6 The Conference Coordinator shall:

- a. Coordinate an annual provincial conference and make a report at each Executive Meeting and Annual General Meeting.
- b. Assist in the coordination of regional conferences.

3.7 The Newsletter Editor shall:

- a. At the request of the Executive Committee or general meeting, prepare the number of issues decided on for that year.
- b. Keep accurate records of all newsletters and make a report at each Executive Committee meeting and each general meeting.

3.8 The Journal Editor shall:

- a. At the request of the Executive Committee and/or the general meeting, prepare the number of issues decided on for that year.
- b. Keep accurate records of all journals and make a report at each Executive Committee meeting and at each general meeting.

3.9 The Web-Master shall:

- a. Maintain the Association's web page.
- b. Update the information included on the web page on at least a monthly basis.
- c. Make a report at each Executive Committee meeting and at each general meeting.

3.10 The Past-President shall:

- a. Act as nominating chairperson.
- b. Act as constitution chairperson.

3.11 Member(s)-at-Large shall:

- a. Carry out those duties assigned by the president and/or the Executive Committee, and/or a general meeting.

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. The Table Officers may fill any unexpected vacancy until the position can be filled by an 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 PITA 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 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.
- 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 and 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** Notices shall be given by mail, in the PITA 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 percent of active members of the association.

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 percent 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 PITA, have the right to inspect the books of account and records of the association. Regular inspection and auditing of the financial records of the PITA 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 23rd, 2004.

Policies and Procedures

1. Administration of the Provincial Intermediate Teachers' Association:

a. One of the first duties of the newly elected President is to meet with their Executive and committee chairpersons to review the constitution and by-laws and the policies and procedures of PITA.

- b. Chairpersons of committees shall make reports to the president and/or Executive Committee annually or as directed.
- c. A copy of all correspondence purporting to be on behalf of the Executive Committee or association initiated or received by Executive members or committee chairpersons shall be filed until the matters dealt with are no longer of concern.

2. Expenses:

Expenses for attendance at meetings will be paid as per the current BCTF policies.

3. Chapters of PITA:

Each group of intermediate teachers forming a chapter will be registered as a chapter of PITA upon receipt, by the chapter coordinator, of notification of the organization of said groups and the names of the presiding officers.

4. PITA Chapter Grants and Rebates:

- a. A rebate shall be made, upon request, to existing chapters subject to:
 - 1.) The number of PITA members in the organization.
 - 2.) Ratification by the PITA Executive Committee
- b. The PITA rebate to an active local chapter shall be:
 - 1.) \$50 plus \$3.00 per registered PITA member
 - 2.) Determined by April 30th and paid by June 30th of each year.
- c. A foundation grant of \$100 shall be made to each new chapter formed.