

**Vancouver Secondary
Teachers' Association**

**Policies & Procedure
Manual**

SEPTEMBER 2021

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1. Affiliation

POLICIES

- 1.01 Vancouver & District Labour Council (VDLC)
The VSTA affiliate with the VDLC effective September 2003. (2003-May-13, AGM)
- 1.03 BC Health Coalition
The VSTA become a member of the BC Health Coalition for \$75. (2019-Jan-24, EC)
- 1.05 Trade Unions for Energy Democracy (TUED)
That the VSTA join the Trade Unions for Energy Democracy initiative, a global, multi-sector initiative to advance democratic direction and control of energy in a way that promotes solutions to the climate crisis, energy poverty, and the degradation of both land and people, and responds to the attacks on workers' rights and protections. (2019-Apr-04, EC)

2. Annual General Meeting – BCTF

A. AGM Delegates

POLICIES

- 2.A.01 BCTF AGM delegates are nominated, then elected at a General Meeting. (1979-Jan-19, C; BCTF By-laws 2 and 8.2)

PROCEDURES

- 2.A.02 The President shall set the date for a General Meeting to elect AGM delegates. (1976-Jan-22, C)
- 2.A.04 [Two] Alternates for BCTF AGM delegates shall be those persons nominated but not elected as delegates. (1978-Jan19, C)
- 2.A.06 AGM delegates shall:
- A. Attend all meetings of VSTA delegates prior to the AGM
 - B. Review, as a group, all Resolutions and Recommendations in the BCTF AGM Resolutions Booklet
 - C. Conduct a discussion of AGM business with their school staffs
 - D. Attend all sessions of the AGM. Attend a post-AGM meeting of VSTA delegates, if called
 - E. Meet with school staffs again, if requested, after AGM (1979-Feb-22, C)
- 2.A.08 If a delegate does not plan to use his/her voting card for an upcoming session he/she may designate or appoint a proxy for that session. Otherwise, any cards not claimed or so assigned shall be voted by the President or his designate. (1978-Mar-8, EC)

B. VSTA Resolutions to the BCTF AGM or Rep Assembly

POLICIES

- 2.B.01 Resolutions can be initiated by individuals, schools, Executive Committee, or Council. (1975-Dec-10)
- 2.B.03 Council shall endorse Resolutions to the BCTF AGM which desire listing as endorsed by VSTA. (1975-Dec-10, C)
- 2.B.05 The Executive Committee may withdraw Resolutions forwarded to the BCTF if considered desirable to do so. (1976-Feb-5, EC)

C. Political Campaigns

PROCEDURES

- 2.C.02 A member running for a BCTF position must request, through a motion to Executive or Council, the requested amount before purchasing campaign materials for a total no greater than \$500 from the Political Action Budget. (2002-Feb-12, GM)

3. Annual General Meeting – VSTA

A. Agenda

POLICIES

- 3.A.01 The preparation of the agenda shall be the responsibility of the President.

PROCEDURES

- 3.A.02 The agenda of the AGM shall be in the following order:
1. Adoption of agenda as amended
 2. Adoption of minutes of previous AGM
 3. President's report
 4. Finance report
 5. Election of Scrutineers
 6. Nomination and election of VSTA Executive Committee members
 7. Extraordinary resolutions including by-law & constitutional amendments
 8. Reports of Standing Committees
 9. Presentations
 10. New Business
 11. Adjournment (2020-Jan-23, EC)

B. AGM Packages

POLICIES

- 3.B.01 The agenda, reports, candidates' statements and audited financial statements be available in schools at least one week prior to the AGM. (2006-May-18, AGM)

C. Election of Executive Committee Members

POLICIES

- 3.C.01 Election of Executive Committee members shall be by secret ballot. (1978-May-10, EC)

PROCEDURES

- 3.C.02 Ballot books shall be given out and signed for as members enter. One booklet per member. (1978-May-10, EC)
- 3.C.04 The election shall be conducted in the following order:
1. President
 2. 1st Vice-President
 3. 2nd Vice-President

4. Treasurer
 5. Local Representatives
 6. Aboriginal Chair
 7. Health & Safety Committee Chair
 8. Professional Development Committee Chair
 9. Social & Environmental Justice Committee Chair
 10. Working/Learning Conditions & Bargaining Committee Chair
 11. Technology Committee Chair
 12. Teacher Teaching On-Call Committee Chair
 13. Teacher of Colour Member-at-Large
 14. 2SLGBTQ+ Member-at-Large
 15. 6 Member-at-Large or 5 Member-at-Large when there is an immediate Past-President
(2020-Jan-23, EC)
- 3.C.06 If a ballot is not decisive, the name of the candidate with the lowest count shall be deleted and a further ballot taken. (2020-Jan-23, EC)
- 3.C.08 If the number of nominees is identical to the number of vacancies for any position, election will be by acclamation. (1978-May-10, EC)
- 3.C.10 A bulletin containing the Agenda, Committee and Financial reports, extraordinary resolutions including proposed Constitutional and By-law amendments, as well as a list of all persons nominated for office shall be circulated to the membership at least one week prior to the AGM. (1976-May-20, AGM)
- 3.C.12 To increase attendance, door prizes purchased with point from the VSTA credit card will be given out. (2020-Jan-23, EC)

D. Nomination and Election of Executive Members

POLICIES

- 3.D.01 The Nominating Committee will be tasked with receiving the nominations and instructing scrutineers regarding ballot procedures. (2020-Feb-06, EC)
- 3.D.03 Elections will be run by the Nominating Committee. (2020-Feb-06, EC)
- 3.D.05 Nomination for Executive Members shall be carried out in accordance with by-law 3.11.
- 3.D.07 The source of nominations shall not be published. (2020-Feb-06, EC)

PROCEDURES

- 3.D.02 Campaign statements by nominees for Executive Members shall be included in the Tackboard issue prior to the AGM. (2020-Feb-06, EC)
- 3.D.04 Circulation to the schools of any printed matter or campaign statements, in hard copy or online, from candidates is to be done only through the VSTA office and at VSTA expense. (2020-Feb-06, EC)

4. Bargaining

PROCEDURES

- 4.02 The following shall apply to negotiating procedures:
The team shall be composed of three members from each of VESTA and VSTA.

- a. Observers – A maximum of two from each of VESTA and VSTA plus one from BCTF Economic Welfare or P.D. division.
- b. Resources People – As needed by the team.
- c. Spokesperson – Selected by the negotiating team on the basis of negotiating skills.
- d. Caucus – Chairperson should not be the spokesperson.
- e. Caucus Procedure – if any negotiating team member or resource person sees a need, they will pass a note to the spokesperson who will call the caucus.
- f. Note-taking – In the bargaining session will be by a person other than the spokesperson.
- g. Voting Procedures – Negotiating members vote with a majority required
- h. Establishing Priorities – After Association priorities are established, joint VSTA/VESTA Executive or General Meeting. During bargaining, by the Negotiating Committee.
- i. Briefs – To be part of the package of negotiation, briefs, must be submitted to the joint VSTA/VESTA Learning Conditions Committee for incorporation. (1978-Sept-21, VTF EC)

5. Board/Education Policies

A. Administration

POLICIES

- 5.A.01 The VSTA speak to the Board in all appropriate venues to assert the need that our Administrative leadership reflect our diverse staff and students. (2018-Oct-04, EC)
- 5.A.03 Elected officers of the VSTA may provide references to applicants for positions of Principal and Vice-Principal provided that the referee clearly states that their opinion is strictly personal and is in no way intended to represent the opinion of any other VSTA members. It is understood that elected officers of the VSTA include Staff Reps, WLC/Bargaining Reps, Equity Reps, Health & Safety Reps, members of the Executive and Staff Committee Chairpersons. (2002-Sept-26, C)

B. Calendar

POLICIES

- 5.B.01 The VSTA representative to the Calendar Committee make it clear our position that unless the members impacted by Day 0s are appropriately compensated, we do not support any proposed calendar without Day 1/2 designations. (2018-Feb-15, EC)

C. Collaborative Inquiry Funds

POLICIES

- 5.C.01 The VSTA support in principle the creation of a mentorship program for teachers using the Collaborative Inquiry funds. (2016-Nov-17, EC)

D. Curriculum

POLICIES

- 5.D.01 THAT the VSTA request the VSB to direct site-based Admin to timetable and run at least one block of the following for each grade, grades 10-12:

English First Peoples 10, English First Peoples 11, English First Peoples 12, (Socials) BC First Peoples 12 or (Socials) Contemporary Indigenous Studies. (2020-01-09, EC)

E. Facilities

POLICIES

- 5.E.01 The VSTA oppose the installation of BC Hydro sub-stations beneath public schools or on school property. (2017-Jan-24, GM)
- 5.E.03 The VSTA is not in favour of having school buildings retained as “heritage” buildings. (1976-Jan-08, EC)
- 5.E.05 The VSTA oppose the selling of any VSB land or property. (2019-Apr-04, EC)
- 5.E.07 The VSTA oppose the closure and/or consolidation of any VSB schools. (2019-Apr-19, EC)

F. Foundation Skills Assessment (FSA)

POLICIES

- 5.F.01 The VSTA actively request that members do not participate in the writing of, marking of, or sitting on interpretation panels of Foundation Skills Assessment tests. (2001-May-23, GM)

G. Library

POLICIES

- 5.G.01 The VSTA ask the VSB to include on its SOA a line item that provides staffing to all secondary schools with a minimum of 8 blocks of library. (2021-Apr-08, EC)
- 5.G.03 The VSTA assert the VSB to provide VASS with a teacher librarian and a travelling library collection. (2021-Apr-08, EC)

H. Non-Instructional Blocks

POLICIES

- 5.H.01 The VSTA advise members not to accept non-instructional blocks other than those provided by the Collective Agreement, International Baccalaureate funding and international (visa) student funding. (2002-Feb-12, GM)

I. Technology

POLICIES

- 5.I.01 The VSTA engage with the Employer to create the joint parties *Technology Education Advisory Committee*. (2018-Nov-01, EC)
- 5.I.03 The VSTA request the Board make available to all TTOCs a laptop to do their work. (2020-Oct-08, EC)

J. Work of Other Unions

POLICIES

- 5.J.01 The VSTA take the position that VSTA members do not sponsor clubs or supervise students who would perform the work formerly done by members of other Unions. (1997-May-13, AGM)

- 5.J.03 The VSTA take the position that VSTA members do not perform the duties formerly done by members of other unions unless the duties are directly related to the performance of their own teaching assignments. (1997-May-13, AGM)

6. Committee Appointments

POLICIES

- 6.01 The President shall be empowered to recruit members to represent the Association on VSB representational committee subject to Executive endorsement. (1979-Feb-7, EC)

7. Conflict of Interest

POLICIES

- 7.01 The VSTA will take all reasonable steps to ensure that conflicts of interest are avoided. (2005-May-01, AGM)
- 7.03 It is the responsibility of locally elected officers to bring to the attention of the local any potential, apparent or real conflicts of interest. Conflicts of interest include, but are not limited to situations where:
- a) a local officer may in some way benefit materially or financially from exercising union duties; or
 - b) a local officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.
 - c) any person having held a VSTA In-House Table Officer position undertake not to apply for any VSB administrative position for two years (24 months) after leaving office. (2005-May-01, AGM)
- 7.05 A conflict of interest does not exist when a benefit arises from performance of duties that affect officers as one of a broad class of BCTF members. (2005-May-01, AGM)
- 7.07 When a conflict of interest arises, the local executive shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:
- a) the officer absents herself/himself from the discussion and vote on any matter that gives rise to the conflict;
 - b) the officer no longer represents members vis-à-vis the school board (ie., delegates the function of representing members to another officer);
 - c) the officer removes herself/himself from the decision-making of the local executive;
 - d) the officer takes a leave of absence until such time as the conflict no longer exists; or
 - e) the officer resigns her or his position with the local. (2005-May-01, AGM)
- 7.09 One of more steps may be appropriate, depending on the circumstances of the individual case. Steps (d) and (e) should only be exercised in compelling cases. (2005-May-01, AGM)

8. Council

PROCEDURES

- 8.02 Any VSTA member may attend Council with voice, but not vote. Only Council members and Executive members may vote. (1975-Sept-15, C)
- 8.03 Agenda and minutes shall be sent to schools in advance of scheduled Council meetings. (1978-Sept-28, C)

9. Donations/Conferences/Events

A. Events

PROCEDURES

9.C.02 When EC decides to purchase tickets to a gala fundraiser, whomever signs up will be recorded in the minutes. If an EC member can no longer attend after signing up, it is up to that member to find their own replacement and to notify the office who the replacement will be.

(2019-Jan-10, EC)

10. Endorsements

A. Labour Organizations

POLICIES

10.A.01 The VSTA endorse the Canadian Postal Workers-Delivering Community Power Campaign.

(2019-Feb-7, EC)

B. Political

POLICIES

10.B.01 The VSTA approve in principle the practice of endorsing candidates for the Vancouver School Board and providing financial support for those candidates.

(2002-Feb-12, GM)

11. Executive Committee

POLICIES

11.01 The membership of the VSTA Executive Committee shall be as proscribed by by-law 3. (1979)

A. President and Vice-Presidents

POLICIES

11.A.01 The responsibilities and role of the President and Vice-Presidents shall be as prescribed under by-law 3.7 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following responsibilities:

1. Liaison
 - a) Is maintained with Staff Reps
 - b) Is maintained with the Vancouver School Board
 - i) Trustees
 - ii) Senior Management
 - iii) Standing Committee meetings a) standing b) Ad Hoc
 - c) Is maintained with Executive on changes in VSB or BC Government Policy
 - d) Is maintained as the official spokesperson for the Association in matters relating to other groups in the community and in the media
 - e) Is maintained with VESTA, VASSA, BCTF and other local associations
2. Office Management

- a) Responsible for establishing and maintaining up-to-date records of all matters pertaining to VSTA organization and operation
 - b) Ensures all correspondence and inquiries received are appropriately dealt with
 - c) Responsible for direction and supervision of TFEU Employees
3. Communication and publication
 - a) Keeps VSTA handbooks up-to-date
 - b) Monitors all official VSTA Publications
 4. Shall be responsible for preparation and circulation of agenda for Executive Committee, Council and General Meetings. (1975-Dec-16, EC)

B. Treasurer

POLICIES

- 11.B.01 The responsibilities and role of the Treasurer shall be as prescribed under by-law 3.9, by-law 7.1 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:
1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of accounting
 2. Shall be responsible for overseeing VSTA Finance Policy (2021-Mar-04, EC)

C. Local Representatives

POLICIES

- 11.C.01 The VSTA release LRs one day each month to study the RA Agenda, to attend BCTF EC meetings, to read BCTF EC minutes or to do any other work related to preparing for the RA. (2019-Apr-18, EC)
- 11.C.03 The alternative LRs be: president – 1st alternate; 1st vice-president – 2nd alternate; 2nd vice-president – 3rd alternate; and that the first eligible to serve be sent to each BCTF RA as alternates. (2019-Apr-18, EC)
- 11.C.05 The Local Representatives report regularly to Executive and to Council. (2019-Apr-18, EC)

PROCEDURES

- 11.C.02 As LRs are representatives of the VSTA to the BCTF (and vice-versa), any motions brought forward to the BCTF RA and/or BCTF AGM must be approved by VSTA Council or at a VSTA General Meeting before being submitted to the BCTF. LRs represent VSTA positions on issues at the BCTF RA and BCTF AGM. LRs are responsible for submitting motions to the RA according to their timelines. (2019-Apr-18, EC)

D. Members-at-Large

POLICIES

11.D.01 The responsibilities and role of the Members-at-Large shall be as prescribed under by-law 3.1, 3.3, 3.5 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of Executive Meetings
2. Shall be responsible for representing the interests of the general membership

(2021-Mar-04, EC)

E. Health & Safety (H&S) Committee Chairperson

POLICIES

11.E.01 The responsibilities and role of the H&S Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.5 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of standing committee meetings
2. Chairing: Rules of Order
3. Recording: Minutes shall be kept
4. Motions:
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Mar-04, EC)

F. Professional Development (Pro-D) Committee Chairperson

POLICIES

11.F.01 The responsibilities and role of the Pro-D Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.3 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of standing committee meetings
2. Chairing: Rules of Order
3. Recording: Minutes shall be kept
4. Motions
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Mar-04, EC)

G. Social & Environmental (SEJ) Justice Committee Chairperson

POLICIES

11.G.01 The responsibilities and role of the SEJ Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.4 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of standing committee meetings
2. Chairing: Rules of Order
3. Recording: Minutes shall be kept
4. Motions
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Mar-04, EC)

H. Teacher Teaching On-Call (TTOC) Committee Chairperson

POLICIES

11.H.01 The responsibilities and role for the TTOC Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.7 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of standing committee meetings
2. Chairing: Rules of Order
3. Recording: Minutes shall be kept
4. Motions
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Sept-09, EC)

I. Technology (Tech) Committee Chairperson

POLICIES

11.I.01 The responsibilities and role of the Tech Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.6 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

1. Liaison
 - a) Is maintained with In-House Table officers

- b) Is maintained with VSTA staff in charge of standing committee meetings
- 2. Chairing: Rules of Order
- 3. Recording: Minutes shall be kept
- 4. Motions
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Mar-04, EC)

J. Working and Learning Conditions/Bargaining (WLC/B) Committee Chairperson

POLICIES

11.J.01 The responsibilities and role of the WLC/B Committee Chairperson shall be as prescribed under by-law 3.1, 3.3, 3.5, 7.2 and elsewhere in the by-laws and in Policies and Procedures. In addition, they will have the following duties:

- 1. Liaison
 - a) Is maintained with In-House Table officers
 - b) Is maintained with VSTA staff in charge of standing committee meetings
- 2. Chairing: Rules of Order
- 3. Recording: Minutes shall be kept
- 4. Motions
 - a) Any motions to be referred to Exec should come to IHTOs first for assistance with wording
 - b) Any motions passed must have 50% quorum at the Standing Committee meeting.

(2021-Mar-04, EC)

12. Finance

A. General

POLICIES

12.A.01 The Finance Committee shall be defined by the Constitution and By-laws of the Association.

(2018-Apr-05, EC)

12.A.03 The Finance Committee shall meet a minimum of three times per fiscal year. (2018-Apr-05, EC)

B. Accounting

POLICIES

12.B.01 The VSTA financial statements shall be audited by a firm of auditors.

(2018-Apr-05, EC)

PROCEDURES

12.B.02 The VSTA AGM shall appoint the auditors for the coming year.

(2018-Apr-05, EC)

12.B.04 The VSTA fiscal year will commence on August 1 of each year.

(2018-Apr-05, EC)

C. Budget

POLICIES

- 12.C.01 The Executive shall not incur unbudgeted expenses in excess of 10 percent of the approved budget without the consent of a General Meeting. (2018-Apr-05, EC)
- 12.C.03 The Finance Committee will allocate a budget for each standing committee based on the previous years' spending along with feedback provided by the standing committee chairs. (2018-Apr-05, EC)

D. Bursaries

POLICIES

- 12.D.01 VSTA may grant bursaries to students at VSB secondary schools. (2018-Apr-05, EC)

E. Childcare

POLICIES

- 12.E.01 Additional Child care expenses incurred by members while on union business will be considered reimbursed by the Association as per the BCTF policy. The BCTF will only reimburse members for dependent costs that would not otherwise be incurred by the member. (2018-Apr-05, EC)
- 12.E.03 The VSTA will provide childcare at General Meetings and Annual General Meetings upon request, within 3 working days, by a VSTA member. (2018-Apr-05, EC)

F. Equipment

POLICIES

- 12.F.01 The Association will provide appropriate equipment (i.e. laptops) for union business. (2018-Apr-05, EC)
- 12.F.03 There is an expectation that the IHTOs will have a cell phone to conduct union business. IHTOs have the option of using their own personal phone or obtaining a phone for association business only. (2018-Apr-05, EC)

PROCEDURES

- 12.F.02 Equipment will remain the property of the Association. The user will be responsible to pay for the repair or replacement of lost, stolen or damaged equipment unless the device is damaged or stolen at the worksite. Worksite includes all secondary schools or sites, the VSB, the BCTF, BCTF AGM, Representative Assembly or Zone meeting, and any other venue where union business is conducted. Disputes will be reviewed and resolved by the Executive Committee. (2018-Apr-05, EC)
- 12.F.04 IHTO Cell phone expenses must be accompanied by an itemized explanation. The association will pay up to \$100 per month for charges related to union business. (2018-Apr-05, EC)

G. Fees

POLICIES

- 12.G.01 Membership fees shall be set at the Annual General Meeting. (2018-Apr-05, EC)

PROCEDURES

- 12.G.02 Fees for members shall be collected through the VSB. (2018-Apr-05, EC)

H. General Expenses

POLICIES

- 12.H.01 Members should not be out-of-pocket in respect of necessary expenses when on union business. (2018-Apr-05, EC)
- 12.H.03 Members may get an advance from the Association for expenses associated with union business. (2018-Apr-05, EC)
- 12.H.05 When IHTOs are required to host a member or non-VSTA member for incidentals (i.e. coffee/meal) while on union business, reasonable costs may be claimed. (2018-Apr-05, EC)

PROCEDURES

- 12.H.02 All expenses must be claimed on Association Cheque Request forms. Receipts are required.
- 12.H.04 Cheque Request forms must be completed in ink and submitted within 30 days of the fiscal year end, July 31, of the year the expense was incurred. (2018-Apr-05, EC)
- 12.H.06 All expenses must be approved by one (1) of the signing officers of the Association. (2018-Apr-05, EC)

I. Purchasing

POLICIES

- 12.I.01 The Association will hold one credit card under the name of the Association/President. All credit card rewards will benefit the Association. (2018-Apr-05, EC)
- 12.I.03 Purchases for the Association will be billed or charged to the credit card whenever possible. Individuals making purchases on behalf of the Association will be reimbursed. (2018-Apr-05, EC)

PROCEDURES

- 12.I.02 Credit card statements will be addressed to the Association. Purchase receipts are required for statement verification. (2018-Apr-05, EC)

J. Salaries & Benefits – IHTOs

POLICIES

- 12.J.01 Summer Work
For the first two (2) weeks of July, there will be at least one IHTO in the office. All IHTOs will work the two (2) weeks prior to school start. IHTOs will be compensated for time worked. (2018-Apr-05, EC)
- 12.J.03 Special Allowance
No member shall have their remuneration reduced as a result of being elected to an IHTO position. Members elected to an IHTO position who receive an allowance in addition to their salary for teaching duties (i.e. Department Head) shall continue to receive the allowance while holding office. (2018-Apr-05, EC)

PROCEDURES

- 12.J.02 Request for IHTOs to be paid for work during the summer will be sent in writing to the Vancouver School Board, Human Resources. The request must be signed by the Treasurer. (2018-Apr-05, EC)
- 12.J.04 The VSB will be informed in writing of members who are elected to an IHTO position. Their salary and allowances will be outlined in the notification. (2018-Apr-05, EC)

K. Transportation & Travel Expenses (including Accommodation and Meals)

POLICIES

- 12.K.01 Accommodation and Meals
When travelling on union business and where the accommodation is billed directly to the Association, members and staff must ensure that all personal expenses charged against the hotel account are paid to the hotel before checking out. (2018-Apr-05, EC)
- 12.K.03 That members on union business, be provided with per diem meal expenses. Meals and gratuities may be claimed according to the BCTF Expense Policy except in special circumstances subject to the approval of the Executive Committee. BCTF Executive members, Local Representatives, BCTF AGM Delegates, and any other designated BCTF representative(s), who are on BCTF business, are not entitled to claim expenses from the Association. (2018-Apr-05, EC)
- 12.K.05 Transportation and Travel
Use of personal vehicle on behalf of the Association, for union business, may be claimed for mileage. The vehicle mileage rate is based on the CRA (Canada Revenue Agency) posted yearly rates.
- i. Members on union business are expected to pool the use of cars whenever possible.
 - ii. When two or more members are travelling to a meeting in the same car, only the driver may claim reimbursement at the approved mileage rate.
 - iii. The members shall carry automobile insurance for passenger hazard, third party liability, collision, etc.
 - iv. The VSTA shall not reimburse a member for losses incurred from accidents, parking or traffic violations.
 - v. Parking costs may be claimed. (2018-Apr-05, EC)
- 12.K.07 Car Sharing, Taxis and Public Transit
Car sharing, taxi charges and public transit costs may be claimed. Taxi charges may be claimed when no other form of transportation is convenient and/or available when on union business. Ride sharing/ride hailing charges will not be reimbursed. The cost of public transportation may be claimed without providing a receipt. (2020-Feb-06, EC)
- 12.K.09 Cycling on behalf of the Association for union business may be claimed for mileage as per the BCTF Members' Guide policy. (2018-Apr-05, EC)
- 12.K.11 Other forms of transportation
Plane, train, bus, ferry or other travel require prior authorization by one of the signing officers of the Association. (2018-Apr-05, EC)

PROCEDURES

- 12.K.02 Anyone claiming mileage or other travel expenses is required to record and submit a Cheque Request form for reimbursement. Anyone claiming reimbursement for meals or parking must submit a receipt. (2018-Apr-05, EC)

13. Local Sub-Associations

POLICIES

- 13.01 THAT the VSTA create a Vancouver Music Teachers' Local Specialist Association and that the Constitution and By-laws for this LSA be as outlined in the documents provided to the October 25, 2018 VSTA Council Meeting. (2018-Oct-18, C)

- 13.03 The VSTA Council approve of the establishment of a Local Sub-Association for Technology Education. (2017-Oct-26, C)

14. Meetings (VSTA)

A. Behaviour at VSTA Meetings

POLICIES

- 14.A.01 The VSTA is committed to providing a safe, secure, and respectful environment that is free from bullying and harassment at all VSTA-sponsored meetings.
The policy applies to all members attending VSTA-sponsored events.

1. Definition of bullying and personal harassment

- a. Bullying and personal harassment is defined as behaviours that would be understood by a reasonable person to be contrary to the development and maintenance of a respectful relationship. These behaviours include, but are not limited to, incidents that are:
 - i. vexatious; conduct, comments, actions, or gestures which are humiliating, offensive, hurtful, or belittling.
 - ii. repeated; conduct, comments, actions, or gestures that when taken in isolation seem minor, but when repeated can lead to a conclusion of harassment.
 - iii. a single incident of sufficient seriousness to have a significant impact on the recipient or the environment.
 - iv. hostile or unwanted.
 - v. affecting the member's dignity, well-being, or physical integrity.
 - vi. resulting in a harmful or poisoned environment.
- b. Examples of bullying and personal harassment include, but are not limited to:
 - i. written or verbal comments, actions, gestures, or other behaviours or "jokes" which are humiliating, offensive, hurtful, or belittling.
 - ii. intimidation.
 - iii. abusing authority.
 - iv. yelling or shouting at an individual or group (except where intended to alert another to danger).
 - v. attempting to discredit an individual or group by spreading false information about her or him or them.

2. Actions that are not included in this policy

- a. Nothing in this policy is meant to fetter lively discussion of different points of view and vigorous debate, as reflected in the BCTF Commitment to Solidarity statement, or the exercising of authority as provided for in the Simplified Rules of Order used at VSTA meetings.
- b. The policy is also not meant to discourage well-meaning, active engagement in the union and should be seen as a way to prevent complaints and/or support the resolution of complaints, rather than a means to limit engagement, influence political decisions, or restrain participation.

3. Member responsibilities

Every member has the right to be treated in a fair, reasonable, and respectful manner.

Members covered by this policy are responsible for creating a respectful environment by:

- a. ensuring behaviours are respectful and appropriate at all times.
- b. accepting responsibility for one's actions, reactions, and behaviours, and their impact on others.
- c. making one's concerns known promptly and appropriately.
- d. being a part of the solution by raising concerns directly with the member in private, by approaching the conversation with an open mind, by clarifying one's concerns in a respectful manner with resolution being the focus and goal.

4. No reprisals

No adverse action, including retaliation, shall be directed to either a member making a complaint or receiving a complaint. All complaints are made in good faith and on the basis of reasonable beliefs.

5. False or frivolous complaints

Members shall not make false or frivolous complaints.

Every reasonable effort will be made to ensure confidentiality throughout the process except where disclosure is necessary for the purposes of investigation or as required by law.

This process is not intended to circumvent or supercede any other process or remedy that may be available (i.e. collective agreements, Human Rights Codes, Constitutions, criminal charges, civil litigation, etc. (2018-Dec-06, EC)

PROCEDURES

14.A.02 When a member feels that they are the target of bullying or harassing behaviours, they may:

- a. Raise concerns directly with the member in private, by approaching the conversation with an open mind, by clarifying one's concerns in a respectful manner with resolution being the focus and goal. A member may also write them a letter (date it and keep a copy). Notes should be kept regarding all incidents of unwelcome or harassing behaviours including details such as when, where, how often, who else was present and resulting impact. If these efforts to get the person to stop are unsuccessful, or if the member does not feel comfortable approaching them directly, then a complaint can be filed as below.
- b. Contact one or more of the VSTA In House Table Officers.
The VSTA In House Table Officers may speak with the member accused of bullying or harassing behaviours and attempt to resolve the issue. All complaints will be taken seriously and the President and/or designate will act on all complaints and endeavour to resolve them quickly, confidentially, and fairly.

They may:

- i) Propose mediation
- ii) Write a letter of expectation outlining the concerns and the expected behaviour at VSTA sponsored meetings

- iii) With the support of Executive, request that the member not attend VSTA sponsored meetings until such time as the member is able to comport themselves in a respectful manner
- iv) With the support of the Executive, where a school union representative has been asked not to attend meetings until a complaint or concern has been resolved and/or they commit to adhering to this policy, the School Union Team at the school concerned be asked to select an alternate to attend the meetings in the interim. (2018-Apr-05, EC)

B. Catering

POLICIES

- 14.B. 01 All in-house VSTA meetings/events provide vegetarian food, unless alternatives are specifically requested, in order to help reduce the Association's carbon footprint. (2019-Feb-07, EC)

C. Executive Committee

POLICIES

- 14.C.01 The agenda for Executive Committee meetings shall include the time of adjournment.

(1978-Sept-06, EC)

D. Guests at Executive Meetings

POLICIES

- 14.D.01 Meetings of the VSTA Executive are open to all invited guests and all VSTA members who wish to listen and observe proceedings. The Chair may set a time limit to any discussion. The Agenda is set by the In House Table Officers and the Executive Committee prior to the meeting.

(2018-May-24, EC)

15. Mentorship Release Days

POLICIES

- 15.01 Release days can be accessed by EC members or other members to work on grants or other projects as specified by the In-House Table Officers. They are also intended to provide release time for the Treasurer, Standing Committee Chairs, LRs & other EC members to build capacity for the VSTA and to provide support for the IHTOs. (2019-Apr-18, EC)

PROCEDURES

- 15.02 EC members are to let the IHTOs know when they would like release time and for what purpose. The IHTOs will communicate with VSTA staff. Release time will be used at the VSTA office, unless the member is attending a meeting on behalf of the VSTA. (2018-Apr-05, EC)

16. New Teachers

POLICIES

- 16.01 A reception for new teachers shall be held each fall. (1975-Sept-17, C; 2019-Apr-18, EC)

17. Organization of the Association

POLICIES

- 17.01 The organizational structure of the VSTA shall be:
1. An Annual General Meeting (AGM) made of members of the Association and as prescribed by by-law 6.1.
 2. General Meetings as prescribed by by-law 6.2
 3. Vancouver Teacher Federation (VTF) meetings as prescribed by the VTF Constitution and by-laws.
 4. A Council with membership and terms of reference as prescribed by by-law 4 and elsewhere in Policies and Procedures.
 5. Staff Councils/Committees as prescribed by by-law 5, Article A.5 of the VSB/VTF Collective Agreement and elsewhere in Policies and Procedures.
 6. VSTA Standing Committees as prescribed by by-law 7 and elsewhere in Policies and Procedures.
 7. Sub-Associations as prescribed by by-law 8 and elsewhere in Policies and Procedures.

(By-laws)

18. Public Relations

POLICIES

- 18.01 A teacher cannot officially speak on behalf of the Association unless designated or authorized to do so by the Executive. (1979-Apr-18, EC)
- 18.03 The President is the official spokesperson for the Association in matters relating to other groups in the community and in the media. (1975-Mar-09, EC)

PROCEDURES

- 18.02 Any member who writes to the press *or publishes opinions online* must understand that they represent only their opinion and must make this clear especially if they sign together with a position held with the Executive. (1977-Mar-09, EC)

19. Retirees' Dinner

POLICIES

- 19.01 The VSTA invite the Immediate Past President to the annual Retirees' dinner for only one year following their departure from the office. (2019-Feb-07, EC)

20. Salary Indemnity Fund

POLICIES

- 20.01 The VSTA-SIF be closed to new members. The premium payments (fees) cease for new members. For the year 2017-18 the closed Fund pay the daily benefit of 15% of the member's daily salary on the last day of paid sick leave and benefits for a maximum of 40 days after the expiration of paid sick leave. If the by-law recommendations of the Executive Committee regarding the VSTA-SIF fail, the Fund continues as present and is open to new members.

- (2017-May-04, EC)
- 20.03 The interest accrued from the SIF Fund be deposited into the VSTA's General Operating Fund. (2019-Mar-07, EC)
- 20.05 The general membership should not have access to the personal and medical information of the Association's members. (2019-Mar-07, EC)
- 20.07 If an SIF member has been granted the BCTF SIP, then the member shall be granted the SIF Claim. (2019-Mar-07, EC)
- 20.09 The daily benefit be 15% of the member's daily salary on the last day of paid sick leave. Benefits attributed to any one type of illness or injury for which benefits were first approved after September 1, 2018, even though the absence occurs in more than one year, shall be paid for a maximum of 45 days. (2018-May-15, AGM)

21. Social Justice

A. Anti-Racism

POLICIES

- 21.A.01 The VSTA affirm our commitment to combatting racism and supporting marginalized person(s) in our District. (2019-Jan-10, EC)
- 21.A.03 The VSTA express solidarity with the Black Lives Matter movement in Vancouver. (2020-Jun-04, EC)
- 21.A.05 The VSTA advocate for the suspension of the SLO program and that the VSB implement mental health supports, restorative justice programs, and community partnerships that support the safety and well-being of Black and Indigenous school community members. (2020-Dec-03-GM)
- 21.A.07 The VSTA assert that all future anti-racism and Indigenous education in-service be explicitly grounded in a sense of place with the foundational goals of deepening knowledge and educating employees about the following:
1. How the Indian Act governs the lives of all people living in Canada explicitly and implicitly.
 2. The pre- and post-invasion history of the Musqueam, Squamish, and Tsleil Waututh peoples so we can better understand our relationship to the unceded land we work on.
 3. Our place in Canada in relation to Indigenous Peoples.
 4. The contributions and sacrifices made by Settlers of Colour in Vancouver and British Columbia beginning with a special focus on the contributions of Chinese, Japanese, Indian (Sikh), Jewish, and Black settlers.
 5. The contributions and the sacrifices made by other marginalized groups who have endured in this country despite laws designed to disrupt equity and success
 6. The contributions and struggles of other marginalized and newcomer groups in BC: Vietnamese, Syrians, Ukrainians, People of the Balkan Region, Dukhobors etc.
 7. Our relationship to the United States and the racist policies that create inequity for its citizens and how those policies influence our way of thinking and knowing in Canada. (2021-March-11, C)

B. Environmental Justice

POLICIES

21.B.01 Climate Change

The VSTA:

- a. Recognize that climate change:
 - i. Presents an existential threat, being a “global emergency” according to the 2018 Intergovernmental Panel on Climate Change (IPCC) report
 - ii. Has already had negative impacts both internationally and in Canada, as evidenced by the breaking of heat records, prolonged and more aggressive forest fire seasons, and increased extreme weather patterns
 - iii. Is a product of inequality, with 70% of the world’s global emissions caused by 100 of the world’s largest companies
 - iv. Will have the biggest impact on working-class people and developing countries
 - v. Requires immediate and wide-reaching action within the next decade to avoid disaster and therefore:
- b. Express our solidarity with climate student strikers fighting for real climate action.

(2019-Mar-12, C)

C. Indigenous

POLICIES

21.C.01 Indigenous Acknowledgement

The VSTA encourage members to consider using an acknowledgement in our work email that we work on the unceded and traditional territory of the Musqueam, Tsleil Waututh, and Squamish Coast Salish peoples.

(2015-Mar-26, C)

21.C.03 Acknowledging the Authority of Indigenous People on their Ancestral Land

The VSTA support the Supreme Court of Canada decision acknowledging the authority of Indigenous people on their ancestral lands.

(2019-Jan-31, C)

21.C.05 Stand in Solidarity for the Immediate Termination of BC Hydro’s Site C Dam

The VSTA stand in solidarity with West Moberly First Nations, Prophet River First Nation, the Union of BC Indian Chiefs, Amnesty International, the Peace Valley Landowners Association, and many others who call for the immediate termination of BC Hydro’s Site C dam in Treaty 8 Territory.

(2017-Dec-07, EC)

21.C.07 Unist’ot’en Camp

The VSTA oppose the unjust treatment of the Wet’suwet’en at Unist’ot’en Camp by the Canadian and BC governments, and RCMP at the behest of the industry, when 14 people were arrested for defending their unceded territory.

(2019-Jan-31, C)

D. Restorative Justice

POLICIES

21.D.01 The VSTA encourage the VSB to provide restorative justice training for administrators.

(2019-Jan-10, EC)

21.D.03 The VSTA provide a day of in-service restorative justice for the School Union Team members.

(2019-Jan-10, EC)

E. Status of Women

POLICIES

2.E..01 Menstrual Products

The VSTA advocate for the installation of coin-free menstruation product dispensers in all elementary and secondary school restrooms in Vancouver. (2019-Jan-24, EC)

22. Staff Committee

POLICIES

22.01 The VSTA encourage all schools to bring to their Staff Committee the recommendation that the rep that is appropriate to that issue is consulted in relation to any systemic school wide issues that fall under the theme of social and environmental justice. (2019-Jan-10, EC)

23. VSB Surveys

POLICIES

23.01 VSTA members shall not answer VSB questionnaires unless first cleared through the VSTA office. (1979-May-17, C)

23.03 The VSTA request that the VSB send surveys via the VSTA or that they provide the option for anonymity. (2021-02-25, C)

VSTA Motions to BCTF

1. Private School Funding – Charter challenge

The Executive Committee bring a report to the Spring RA regarding the legal feasibility of launching the following charter challenge: Government allocation of public funds to private school education is in violation of Section 15 of the Canadian Charter of Rights and Freedoms.

(2016-Nov-24, C)

2. Healthy School Food Program

The BCTF lobby the Provincial Government to implement a healthy school food program.

(2018-May-24, EC)

3. Applied Design, Skills, and Technologies (ADST)

The Federation call upon the provincial government to:

1. Mandate Applied Design, Skills, and Technologies (ADST) courses as party of the graduation program.
2. Ensure that all students have equitable access to ADST education within all public schools.
3. Ensure that all public schools have the proper space, equipment, resources, facilities, specialist teachers, and teacher training for ADST education programs.
4. Recognize the crucial importance of ADST for community cohesion, for the intellectual development, and for the social, emotional, and mental health of all students at all grade levels.
5. Recognize technical literacies as vital components of the learning process in all aspects of the K-12 curriculum.
6. Provide sufficient funding and legislative and/or regulatory structures to ensure that ADST education programs are no longer casualties of cutbacks within the public system and to restore those that have been lost to cutbacks.

(2018-May-24, EC)

4. Calling Out, Selecting, or Expressing Preference for Particular TTOCs

BCTF locals work to eliminate the practice of contract teachers calling out, selecting, or expressing a preference for particular TTOCs to fill a teacher absence

(2018-May-03, EC)

5. Article 54 of Teachers Act

The BCTF lobby the provincial government to amend Article 54 of the Teachers Act to limit the publication of consent resolution agreements to cases in which discipline has resulted in dismissal.

(2018-Nov-29, C)

6. Automated External Defibrillator (AED)

The BCTF lobby the provincial government to see that public schools are equipped with AEDs.

(2018-Nov-29, C)

7. BCTF Simplified Rules of Order, Part 5, Section 3 amendment

The BCTF Simplified Rules of Order, Part 5, Section 3 (page 171) of the Member's Guide be amended as follows:

“One of the main responsibilities of the chairperson is to use their authority to ensure that all people attending a meeting are treated equitably.”

(2018-Nov-29, C)

8. **Bargaining Strategy – Why parents should choose public education**
Any bargaining strategy that the BCTF undertakes include a campaign aimed at parents along the lines of “why parents should choose public education” for their children. (2019-Nov-21, C)
9. **Bargaining Strategy – Identifying Private School Funding**
Any bargaining strategy that the BCTF undertakes include a campaign that identifies private school funding as money that should be in the public system to pay for our bargaining package. (2019-Nov-21, C)
10. **Withdrawal of Service – Not target extra-curricular**
The BCTF does not target extra-curricular activities as part of escalation to a full withdrawal of services. (2019-Nov-21, C)
11. **Bargaining Package Improvements – Class size provision and non-enrolling ratios**
In light of the Jackson Arbitration the BCTF Bargaining Committee, re-draft our bargaining package to focus on achieving improvements to class size provisions and non-enrolling ratios. (2019-Nov-21, C)
12. **Subsidizing Private Schools**
The BCTF engage in an email campaign directed to MLAs to request that the Government stop subsidizing private schools. (2019-Nov-21, C)
13. **Task Force – Secondary Education in BC**
The BCTF create a task force to create a vision for Secondary education in British Columbia. (2019-Nov-21, C)
14. **Lobby Government to abandon its subsidies**
The BCTF EC lobby the government to abandon its subsidies (such as tax breaks, reduced royalties and regulatory requirements) to LNG and suspend construction of the Site C dam pending a thorough re-evaluation of the project including economic and environmental impacts and its implications for the province’s commitment to the UNDRIP. (2019-Nov-21, C)
15. **Climate Change and Environment in the Curriculum**
The BCTF work with the Ministry of Education to include Climate Change and the Environment in the curriculum. (2019-Nov-21, C)
16. **Condemn Government Subsidization of Private Schools**
The BCTF work with the Canadian Teachers’ Federation (CTF) to condemn the government subsidization of private schools and to bring this issue to the forefront of a national discussion. (2019-Nov-21, C)
18. **Anti-oppression training for Chairpersons**
All chairpersons for BCTF meetings undergo mandatory anti-oppression training. (2019-Nov-21, C)
19. **One Member One Vote**
The BCTF investigate the feasibility of "one member one vote" for the BCTF AGM 2021 and report back to the Winter RA. (2020-10-29, C)

20. **Digital Tools/Web-Based Programs**

The BCTF assert that teachers have the right to refuse using digital tools/ web-based programs as they may lead to complete privatization, corporatization and replacement of teachers in public education. (2020-11-26, C)

21. **Local Executive Committees SURT**

The BCTF create a SURT for Local Executive Committees to ensure that EC members understand their roles and responsibilities in regarding governance and the Commitment to Solidarity.

(2021-04-29, C)

22. **K-12 Media/Digital Literacy Curriculum**

The BCTF lobby the Provincial Government for a more robust curriculum K-12 in media/digital literacy, specifically around “fake news”.

(2021-04-29, C)