

CONSTITUTION OF THE Education and Training Employees' Association

ARTICLE 1 – Name of Organization

The name of the Association is the Education and Training Employees' Association.

ARTICLE 2 – Purposes

The purposes of the Association are:

1. To be responsible for relations between employees and employers, including, but not limited to, the right to bargain collectively on behalf of the employees within the jurisdiction of the Association. These responsibilities are to be performed in a timely manner.
2. To provide our teachers with a professional identity, recognizing that teaching is a respectable profession carried out by trained professionals with specific expertise.
3. To promote the highest possible industry standards in wages, working conditions and professional development.
4. To promote the health and safety of the members.
5. To promote at all times democracy within the Association by maintaining the principles of freedom of expression for all members, regardless of sex, sexual orientation, age, marital status, parental status, religious belief political belief national origin, physical disability, colour or race.
6. To provide a political voice for ESL teachers and other instructors, especially in regards to government policy that may affect our collective interest.
7. To organize and help organize English-as-a-Second-Language (ESL) schools and other training institutes.
8. To promote the provision of the best possible educational services in the Province of British Columbia.
9. To establish and maintain membership in the Federation of Post-Secondary Educators.

ARTICLE 3 – Jurisdiction

1. The Association shall have jurisdiction over instructors and staff in training institutions in the province of British Columbia

ARTICLE 4 – Amendments

1. The Constitution may be amended by Special Resolution and accepted by a two-thirds majority vote of members at the Annual General Meeting, or a Special Meeting duly called for that purpose.

BY-LAWS OF THE Education and Training Employees' Association

ARTICLE I – Membership

1. Membership is open to all employees within the jurisdiction of the Association, regardless of sex, sexual orientation, age, marital status, parental status, religious belief, political belief, national origin, physical disability, colour or race. No person shall be eligible for membership who is employed in a managerial capacity.
2. Each person signing an application for membership must agree to comply with the Constitution and By-Laws of the Association.
3. For purposes of these By-Laws, "member" includes any person previously employed who might reasonably anticipate renewal of such employment in future and who could be deemed an employee in the appropriate Bargaining Unit for purposes of a certification application under applicable laws.
4. All members will receive a copy of the Constitution and By-Laws at the beginning of their membership and will continue to receive any updated versions as they occur.

ARTICLE II – Dues and Assessments

1. The regular membership dues of this Association shall be 1.85% per cent of gross earnings per member per month. New member Bargaining Units shall pay the current rate of dues to ETEA upon ratification of their first collective agreement and receiving wages under said agreement. There shall be no initiation fee.
2. Any person failing to pay her/his membership dues for a period exceeding three (3) months shall be automatically suspended from membership. The foregoing does not apply to members on unpaid, educational, maternity, parental, sick or general leave from a Bargaining Unit position.
3. When a member ceases to be employed, but can demonstrate a reasonable expectation of renewed employment in future, she/he retains full membership rights without paying per capita assessment for a period of six (6) months, with the exception of those on leave mentioned in item two (2).

ARTICLE III – Local Bargaining Units

1. Any new Bargaining Unit that is certified as a member of ETEA will be given a Local number upon certification.
2. Each Bargaining Unit will elect Executive Officers, which will include a minimum of a President and a Treasurer for that unit. Only members in good standing of a Local shall be eligible for election as an officer of that Local.
3. Each local may have additional executive officers including but not limited to: Vice President(s), Secretary, Director, Member-at-large.
4. Each Bargaining Unit will elect Shop Stewards. The number will depend on the terms of that unit's Collective Agreement. Only members in good standing of a Local shall be eligible for election as a Shop Steward of that Local.
5. Each Bargaining Unit will pay to ETEA dues at the current rate.

6. ETEA Central Council shall return to each Local Bargaining Unit funds that it receives from said units. The funds returned will be based on the total ETEA retains after paying the required percentage to maintain membership in FPSE and ETEA.
7. Officers of each Local shall be empowered to act between Annual General Meetings on all matters legislative, judicial and administrative, as they pertain to their respective Locals, provided that these actions do not contravene the ETEA Constitution.
8. Each Local will forward a written record of all policies and procedures it adopts to conduct business as a separate Local to ETEA Central Council.

ARTICLE IV – Central Council

1. Presidents from each ETEA Local will automatically sit on the ETEA Central Council to fill the positions of President and Vice President(s). A Treasurer, who is elected, will also sit on the central council.
2. Officers of the Association shall have all powers herein provided during their tenure in office and shall be empowered to act between Annual General Meetings on all matters legislative, judicial and administrative. They shall not have the power to amend or alter the Constitution.
3. Nominations and election of the Executive positions of each Local shall take place prior to the ETEA Annual General Meeting. Nomination and election of the Treasurer of the ETEA central council shall take place at the ETEA Annual General Meeting. Elections shall, in all cases, be held by secret ballot.
4. The ETEA Treasurer can not concurrently serve as the President of their Local, but may serve in any other Executive positions in their Local.
5. The term of any office shall be from one ETEA Annual General Meeting to the next ETEA Annual General Meeting. Members are not precluded from serving successive terms.
6. In the event that an executive member from a Local resigns, nominations and elections will be held for all members of that Local to vote in.
7. In the event that the Treasurer resigns, nominations and election will be held for all ETEA members to vote in.

ARTICLE V – Duties of ETEA Central Council

1. Each year members of the Central Council will appoint a President and First Vice President. The President of the Central Council shall act as the FPSE Local 21 President.
2. The First Vice President of the Association shall assume the duties and authority of the President in her or his absence.
3. The First Vice President shall be responsible for maintaining full records of all meetings, documents and correspondence of ETEA.
4. The Treasurer shall be responsible for keeping a true and proper record of all monies received and expended, and for maintaining accurately and properly ETEA's bookkeeping system. The Treasurer shall issue financial reports at intervals defined in Article VI, item 3.
5. Shop Stewards from each Local shall be responsible for dealing with grievances from within that Local in accordance with with timelines set out in their respective Collective Agreements.
6. The Central Council will determine what the required percentage of union dues is necessary from each Local to maintain membership in ETEA. This must be approved at a General Meeting of all ETEA members.

ARTICLE VI – Finances

1. All cheques issued by the Association and all legal documents shall require the signature of any two of the President, First Vice President and Treasurer.
2. All major financial transactions of the Association shall be made by cheque.
3. A financial report shall be conducted every two (2) years in the month of April, by an independent accountant, and the report shall be presented at the AGM in May of the same year.

ARTICLE VII – Revenue

1. The revenue of the Association shall be derived from the membership dues and assessments as determined by a vote of the membership attending Annual or Special General Meeting called for that purpose.
2. The revenue shall be used for general servicing of the membership, organizing, administration, membership in the Federation of Post-Secondary Educators, and other purposes authorized at the Annual General Meeting.
3. An annual budget shall be approved at each Annual General Meeting.

ARTICLE VIII – Meetings

1. The Association shall hold an Annual General Meeting in May of each year. Other membership meetings may be called as deemed appropriate by the Executive.
2. Special meetings shall be called by the Association's Executive, where the Executive receives a petition from fifteen per cent (15%) of the Association membership.
3. Twenty (20) Association members shall constitute a quorum at any meeting. A member is any person covered by an ETEA Collective Agreement or is on the payroll of an ETEA certified Unit. The quorum number shall be revisited annually.
4. Robert's Rules of Order shall govern procedure for all meetings of the Association.
5. Two (2) weeks' notice must be given for all General Meetings.
6. The Executive will advise all members, be they on leave, laid off, or on holidays, about all meetings.

ARTICLE IX – Voting

1. All members of the Association are voting members.
2. Voting by proxy shall be allowed in a meeting where a member in attendance at the meeting demonstrates to the satisfaction of the chair that, she/he has a signed authorization form from a member in good standing, to vote by proxy on behalf of that member. Authorization pursuant to this provision may be limited to a particular motion.
3. Along with notification of all meetings, the Executive will include an intended agenda of issues to be discussed and voted upon at the meeting.
4. A membership meeting may commission referenda regarding issues pertinent to the union.

ARTICLE X -- Committees

1. The Executive shall appoint such committees as are required for the proper functioning of the Association and the carrying out of its membership in the Federation of Post-Secondary Educators.

ARTICLE XI -- Alteration of By-Laws

1. The By-Laws of the Association may be altered by a special resolution of two-thirds of the membership voting at an Annual General Meeting, or at a Special General Meeting.

Accepted at the ETEA General Meeting April 23, 2008, and the ETEA Annual General Meeting May 23, 2008.