

Local Chapter Constitution Template

Dated: Sept. 20, 2016

The name of this association shall be Revelstoke Chapter of EEPsA, subsection of the RTA (Revelstoke Teacher's Association) and chapter of the Environmental Educators' PSA.

MISSION STATEMENT

School District 19 students will become caring community members that have a sense of connectedness between themselves and nature. The students will understand how their choices affect their surroundings.

GOALS

The goals of this association shall be:

- supporting teachers and helping them to become more comfortable taking students outside
- providing pro d opportunities for our local teachers
- sharing a collective resource bin
- collaborating to share ideas

Base of operation

The operations of the association are to be carried on in SD 19 Revelstoke.

By-Laws

Article 1—Membership

Membership shall be open to any person who is a member of the local teachers' union and the PSA. The membership year shall be June - June.

Article 2—Fees and Financial Records

- a. Membership fees shall be established by resolution at each annual general meeting of the association.
- b. The financial records of the association shall be maintained by the treasurer and shall be open to the membership and to the executive of the parent provincial specialist association.

3—Officers

The officers shall be president, secretary, treasurer, professional development chairperson. Officers shall be elected for a term of one year at the annual general meeting.

President - The president shall have general responsibility for all matters and affairs of the Revelstoke chapter of EEPsA and be responsible for liaising with EEPsA. The president shall plan agendas for meetings.

Secretary - The secretary shall prepare and send out minutes of the previous meeting to all members and to EEPsA.

Treasurer - The treasurer shall keep a record of all financial transactions and prepare a financial statement for each executive meeting and annual general meeting. The treasurer shall submit an annual budget by September 15 to EEPsA.

Professional Development Chairperson - The professional development chairperson shall oversee the planning and execution of the professional development activities.

Article 4—Committees

- a. The executive committee shall be the officers of the association.
- b. Committees may be appointed by the executive committee from among the members of the association. Such committees shall be responsible to the executive committee.
- c. Wherever a vacancy occurs in the executive committee through any cause, the executive committee shall name a member to fill the vacancy until the next general meeting.

Article 5—Meetings

- a. The annual general meeting of the association shall be held each year at a time and place to be designated by the executive committee.
- b. Other general meetings of the association shall be held from time to time as ordered by the executive.

Article 6—Representations to outside agencies

Any representations made by the chapter to an authority outside the local teachers' union (on a local issue to the school board) or PSA (on a provincial matter to the Ministry of Education) should be conducted through the local teachers' union or the EEPsA executive.