

# CONSTITUTION of the ENVIRONMENTAL EDUCATORS' PROVINCIAL SPECIALIST ASSOCIATION (EEPSA)

Updated September 2021

## **Name**

The name of this association shall be the Environmental Educators' Provincial Specialist Association, herein called EEPSA.

## **Objectives**

1. To promote and advance the teaching of environmental education throughout BC.
2. To develop awareness of environmental education issues among EEPSA members.
3. To maintain and improve a communication network among EEPSA executive, chapters, and other members.
4. To communicate with related associations within and outside BC.
5. To forward recommendations and advice concerning environmental matters to the Executive Committee and other committees of the BCTF.
6. To provide professional development leadership in environmental education.

## **Article 1 – Membership**

1. The membership year shall be for 12 consecutive months from the date the application is processed by the BCTF.
2. Membership in the PSA shall be open to any person holding any form of BCTF membership (active, associate, student, honorary, retiree) on payment of the appropriate PSA fee.
3. Active and associate members of the BCTF will pay the regular membership fee.
4. A reduced membership fee shall be offered to students in post-secondary programs leading to teacher certification in BC, retired teachers, and teachers teaching on call (TTOCs).
5. All PSA members are eligible to vote and hold office in the PSA. Only active BCTF members can serve as president or vice-president or represent the PSA.

## **Article 2 – PSA Subscribers**

1. An institution or person who does not hold any form of BCTF membership can become a subscriber to the PSA on payment of the "Subscriber" fee.
2. The subscription year shall be for 12 consecutive months from the date the application is processed by the BCTF.
3. Subscribers are not eligible to vote, hold office, or represent the PSA.

## **Article 3 – Honorary Life Members**

1. Honorary life membership in the PSA may be conferred by the Annual General Meeting of the PSA.
2. An honorary life member's eligibility to vote and hold office will depend on the member's current BCTF membership status.

#### **Article 4 – Fees and Financial Records**

1. Membership fees shall be equal to or greater than \$25 and shall be established by resolution at the Annual General Meeting after at least 30 days' notice of such resolution is given to all members.
2. The financial records of the association shall be maintained by the BCTF office. The fiscal year shall be July 1 to June 30.

#### **Article 5 – Government of EEP SA**

1. The sovereign body of the association shall be the general meeting.
2. Between general meetings, the executive shall be the governing body to conduct the current business of the association as outlined by the policies of the general meeting.

#### **Article 6 – Executive**

1. The officers of the association shall consist of president, past president, vice president, secretary, treasurer, membership coordinator, local chapter coordinator, communications chairperson, professional development chairperson, and two members-at-large. In the event that the position of past president is unnecessary because the past president is serving in another executive position or the president is serving a second consecutive term, three members-at-large may be elected.
2. The officers shall be elected for one-year terms at the annual general meeting.
3. Executive vacancies shall be filled by executive appointment until the next annual general meeting.
4. The executive of EEP SA is non-hierarchical and operates on the basis of collegiality and consensus. The responsibilities of each person are as follows:
  - A. The president shall have general responsibility for all matters and affairs of EEP SA and be responsible for liaising with the PSA Council. In consultation with the vice-president, the president shall plan agendas for all meetings.
  - B. The past president shall act in an advisory capacity to the executive.
  - C. The vice-president, in the absence or disability of the president, shall perform the duties of the president. The vice-president shall assist the president in planning agendas for executive and general meetings. The vice-president shall chair executive and general meetings.
  - D. The secretary shall prepare and send out minutes of the previous meeting to the executive members.

- E. The treasurer shall keep a record of all financial transactions and prepare a financial statement for each executive meeting and annual general meeting.
- F. The local chapter coordinator shall liaise with and support local chapter leaders from across the province.
- G. The communications chairperson shall oversee the planning and execution of the communications strategy to inform the EEP SA membership of information pertinent to environmental education in BC.
- H. The professional development chairperson shall oversee the planning and execution of the professional development activities.
- I. The membership coordinator shall encourage membership in EEP SA and correspond with local chapters regarding membership.
- J. The members-at-large shall be part of various committees and generally help where necessary.

### **Article 7 – Meetings**

1. The executive shall meet at the call of the president or on demand of a majority of its members. Meetings shall be held as regularly and frequently as the business of the association requires, but shall be no fewer than three a year.
2. A quorum of a meeting of the executive shall consist of a simple majority of the members named herein, one of whom shall be the president or the vice-president.
3. Members of the executive must be notified of the meetings at least one week in advance.
4. There shall be at least one general meeting per year.
5. All general meetings shall be held at a time and place designated by the executive of the association, and may be held online rather than face-to-face.
6. The business of the annual general meeting shall include:
  - a. Reports
  - b. Financial statement
  - c. Nomination and election of officers
  - d. Such other business as may be necessary
7. A quorum of a general meeting shall consist of one more than 15 percent of the voting membership.

### **Article 8 – Voting**

1. Voting rights shall be restricted to PSA members.
2. A ballot vote or electronic vote may be demanded by one-third of the members present at any meeting.
3. Election of officers shall be held by ballot or electronically if not acclaimed.

### **Article 9 – Chapters**

1. The executive shall have authority to grant recognition to chapters of the association, which may be district or regional.
2. A group seeking recognition as an EEPsA chapter shall submit the names of the chairperson and the other officers to the executive. Each chapter shall adopt a constitution and by-laws to govern its operation. No clause in the constitution and by-laws of the association shall be inconsistent with the constitution and by-laws of the association or the BCTF.

#### **Article 10 – Responsibilities to the BCTF**

1. The officers shall provide prompt and accurate information as required by the BCTF.
2. No representation shall be made to any authority or agency outside the BCTF on any matter that is properly the concern of the BCTF except through BCTF officers.

#### **Article 11 – Constitution and Amendment**

1. A copy of the constitution, together with its by-laws, shall be filed in the BCTF office.
2. This constitution may be amended or revised by a three-quarters majority vote at any regular session of the annual general meeting, provided that notice of motion has been given to all members no less than one month before the meeting.
3. The constitution and by-laws of EEPsA shall not be construed or applied in a manner contrary to the provisions of the BCTF constitution. Any matters arising which are not specifically covered by the by-laws of EEPsA shall be governed by Robert's Rules of Order.