

**CONSTITUTION AND BY-LAYS
OF
THE BRITISH COLUMBIA EDUCATORS FOR DISTRIBUTED
LEARNING PSA**

1. The name of the association is the British Columbia Educators for Distributed Learning Provincial Specialist Association of the British Columbia Teachers Federation.
2. The address is 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2
Telephone: (604) 871-2283, 1-800-663-9163
Listserv: psa-edl@bctf.bc.ca
3. The objectives of the British Columbia Educators for Distributed Learning PSA, pursued in co-operation with the British Columbia Teachers Federation, are:
 - a) To promote the provision of instructional services to all students who for medical or other reasons need or choose alternate education programs inside or outside a regular school setting.
 - b) To stimulate improvement in the quality of distance education and hospital-homebound education services through the dissemination of new ideas and trends, in and outside British Columbia, in the field of distributed learning.*
 - c) To foster professional growth within the membership.
 - d) To promote professional development of all teachers in BC in distributed learning.
 - e) To maintain a liaison with local, national, and international organizations involved with distance education, hospital-homebound education, and the broader field of distributed learning.
 - f) To support and cooperate with other provincial specialist associations of the British Columbia Teachers Federation.
 - g) To promote research in all avenues and aspects of distributed learning.
 - h) To represent the concerns of distance educators, hospital-homebound teachers, and other distributed learning teachers of BC in discussions about issues relating to their roles and working conditions.

* Distributed learning denotes the many avenues of learning via electronic and non-electronic means than can be accessed at any time or in any setting by students.

**BY-LAWS OF THE BRITISH COLUMBIA
EDUCATORS FOR DISTRIBUTED LEARNING
PROVINCIAL SPECIALIST ASSOCIATION**

Part 1 — Membership

1. Membership in the PSA shall be granted to individuals who subscribe to the PSA s constitution and who comply with these by-laws
2. Membership categories and the rights of members are as follows:
 - a) Regular member — an active member of the BCTF and local who has joined the PSA. This member is entitled to vote and hold office.
 - b) Associate member — a person who is an associate member of the BCTF and has joined the PSA. This member is entitled to vote and hold office in the PSA, other than positions of president, vice-president, and representative to an outside agency.
 - c) Student member — a person enrolled in a BC University/College faculty of education who has joined the PSA. Such student members shall not have the right to vote or hold office in the PSA unless they have also become associate members.
 - d) Retired member — a retired BCTF member who has joined the PSA. This member shall not be entitled to vote or to hold office.
 - e) Honorary-life member — a person upon whom the PSA wishes to confer lifetime membership without fee. The member s eligibility to vote or hold office depends upon his/her BCTF member status.
 - f) Subscriber — a person who is not a regular, associate, student, retired, or honorary-life member who subscribes to the PSA journals and newsletters. This person shall not be entitled to vote or hold office.
3. Membership fees in all categories are set by resolution at the Annual General Meeting after 60 days notice of such resolution is given to all members. Current fees are as follows:

Regular BCTF Members	\$25.00
Associate Members	\$25.00
Student Members	\$10.00
Subscriber (Non-BCTF Members or institutions)	\$45.48 (includes GST)
4. The membership fee is due annually, and expires one year after the date that membership is first processed by the BCTF.
5. A person shall cease to be a member in good standing of the PSA
 - a) by delivering his/her resignation in writing to an officer of the PSA; or
 - b) not having paid annual dues

Part 2 — Meetings of Members

6. General meetings of the PSA shall be held at the time and place that the executive officers decide. On all matters not specified in these by-laws the BCTF simplified rules of order (based on Robert's Rules of Order) shall govern procedure.
7. Every general meeting, other than the annual general meeting, is an extraordinary general meeting.
8. Notice of the Annual General Meeting shall specify the place, day, and hour of the meeting, and, in the case of special business, the general nature of that business. Each member shall receive written notice of the Annual General meeting at least 60 days in advance of that meeting. However, if a member does not receive such notice of a meeting, e.g. by accidental oversight, this will not be grounds to invalidate the proceedings at that meeting.
9. The Annual General Meeting will be held once in every calendar year at a time and place designated by the executive officers of the Association. Such an annual meeting shall take place not more than 15 months after the holding of the last preceding Annual General Meeting.
10. An extraordinary general meeting is called by the president on receipt of written call for such a meeting by six members in good standing. The requisition for such a meeting shall state the purpose, be signed by the six members and be delivered or sent by registered mail to the address of the president.

Part 3 — Proceedings at General Meetings

11. A member in good standing present at a meeting of members is entitled to one vote.
12. Voting will be by show of hands, except for,
 - a) the election of executive officers at the Annual General Meeting and,
 - b) when a secret ballot is demanded by one-third of the members present.
13. Six members in attendance at a general meeting shall be the quorum.
14. Voting by proxy is not permitted.
15. Minutes of general meetings will be prepared.

Part 4 — Executive Officers

16. Executive officers must be members in good standing of the PSA.
17. a) The executive officers of the PSA are the president, first vice-president, second vice-president, secretary, treasurer, immediate past-president, member-at large, newsletter editor, web manager, membership officer, curriculum officer, and conference committee chairperson. *Members may elect up to 4 more members and 1 judge.*
b) The executive officers are elected for a one year term at the Annual General Meeting.
c) All officers are eligible for re-election.
1. Meetings of the executive officers may be called on one week's notice.
2. An executive officer shall receive no remuneration for services rendered but may be reimbursed for authorized expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the PSA.
3. Should an executive officer resign or be unwilling or unable to perform assigned duties, the remaining officers may elect a replacement to serve the balance of the term. Notwithstanding this, however, when the presidency becomes vacant, the first vice-president shall assume the presidency and the executive shall elect a new first vice-president.

Part 5 — Proceedings of Executive Meetings

4. The executive officers shall convene a minimum of two meetings per year to dispatch business, and regulate their meetings and proceedings as necessary.
5. The quorum at an executive meeting shall be four executive members.
6. Three executive officers upon notice of the secretary may convene a meeting of the executive officers.
7. Minutes of the meeting shall be prepared.
8. Members of the PSA may attend executive meetings as observers.
9. The executive officers shall submit to the BCTF, on or before September 30 of each year, an outline of the proposed activities of the PSA for the current school year.

Part 6 — Committees

10. Ad hoc committees may be appointed by the executive officers from the membership.
11. Both the terms of reference and the term of office of ad hoc committees shall be determined by the executive officers.

Part 7 — Duties of Executive Officers

12. The president shall normally preside at all meetings of the PSA and its executive.
13. The president is the chief executive officer of the PSA and shall supervise the other officers in the execution of their duties.
14. The first vice-president shall carry out the duties of the president during his/her absence.
15. The secretary shall
 - a) conduct the correspondence of the PSA;
 - b) issue notices of meetings of the PSA and executive officers;
 - c) keep minutes of all meetings of the PSA and executive officers;
 - d) have custody of all records and documents of the PA except those required to be kept by the treasurer;
 - e) maintain the register of members.
16. The treasurer shall
 - a) keep financial records, including books of account, necessary to comply with BCTF accounting policy.
 - b) Render financial statements to members at each Annual General Meeting and also in the first newsletter published after each Annual General Meeting.
17. The curriculum chairperson shall arrange to house and maintain the PSA s library.
18. The web manager shall promote the activities of the PSA by maintaining and updating a current website on the Internet.
19. The membership chairperson shall maintain a register of all members.
20. The newsletter chairperson shall arrange to publish a minimum of two issues a year of CONTACT, the PSA s newsletter.

21. In the absence of the secretary from a meeting, the executive officers shall appoint another person to act as secretary at the meeting.

Part 8 — Audit and Examination of Records

22. The fiscal year of the PSA shall be from July 1 to June 30.
23. The financial records of the PSA are maintained at the BCTF office.
24. Funds accruing to the PSA are kept on deposit with the BCTF.
25. Regular inspection and auditing of the financial records of the PSA will be done as part of the annual audit of the BCTF.
26. Upon written request to the president of the PSA, any member may examine the records of the PSA.

Part 9 - Dissolution

27. Dissolution of the PSA shall be by ordinary resolution at an annual general meeting. In the event of dissolution, all funds remaining after payment of the PSA's just debts will be placed in trust with the BCTF for future use should the PSA be revived.

Part 10 — Representations to Agencies Outside the BCTF

28. Any business the PSA finds necessary to conduct with any person, organization, or agency outside the BCTF on any matter that is properly the concern of the BCTF shall be conducted through the offices of the BCTF.

Part 11 — Constitution and By-laws - Amendment

29. The constitution and by-laws shall be amended by at least 75% of the members present at any regular session of the Annual General Meeting.
30. Proposed amendments to the constitution and by-laws must be presented in writing to the executive at least 60 days before the Annual General Meeting at which they are offered for ratification. A copy of the proposed amendments will be circulated to members prior to the AGM.
31. Amendments to the constitution shall not take effect until they have been approved by the BCTF Executive Committee.
32. A copy of this constitution and by-laws shall be filed in the BCTF office.
33. A copy of this constitution by-laws shall be provided to each member of the PSA.

Part 12 — Policy and Procedures Handbook

34. The BCEDL PSA Executive has established a Policies and Procedures Handbook which contains guidelines for conduct of BCEDL PSA business. Policies provided in the BCEDL PSA Handbook shall not conflict with the BCEDL PSA Constitution and By-laws.

Ratified by the BC Educators for Distributed learning PSA at its AGM held _____, 2001

President

First Vice-President

Treasurer

Secretary

Treasurer

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Goals

1. To promote the provision of instruction to students through the medium of distance education, hospital-homebound education, and distributed learning.
2. To promote awareness of the unique roles of the distance educator, hospital-homebound teacher, and distributed learning teacher.
3. To support the professional development of teachers in the areas of distance education/distributed learning and hospital-homebound education.
4. To improve the working conditions of distance educators, hospital-homebound teachers, and distributed learning teachers.
5. To strengthen the PSA through the organization of regional chapters.
6. To liaise with local, national, and international organizations involved with distance education, hospital-homebound education, and distributed learning.

Objectives and Activities

1. Develop awareness among parents and related professionals of service provided by our members
 - 1.1 Publicize the role of our members through *Contact*, our newsletter, and the PSA's website.
 - 1.2 Maintain communication and cooperation with other PSAs of the BCTF.
 - 1.3 Encourage continuing BCTF recognition of and support for the needs of non-enrolling teachers.
 - 1.4 Plan and produce a videotape describing the work of teachers who facilitate distributed learning.
2. Increase membership in the PSA
 - 2.1 Identify and contact teachers newly-appointed to distance education, hospital-homebound, and distributed learning positions in BC.
 - 2.2 Promote benefits of membership through *Contact*, our newsletter, and our website.
 - 2.3 Promote membership at conferences and workshops.
 - 2.4 Provide leadership and support for the development of nine regional chapters of the PSA.
3. Provide professional development opportunities for members.
 - 3.1 Promote joint regional meetings of distance educators, hospital-homebound teachers, and distributed learning teachers.
 - 3.2 Convene a joint provincial conference of distance educators, hospital-homebound teachers, and distributed learning teachers.
 - 3.3 Request the Ministry of Education through the BCTF to continue support grants for PSA annual conferences.
 - 3.4 Publish two issues of *Contact* newsletter to update members on developments in distance education, hospital-homebound education, and distributed learning.

4. Encourage collegial sharing of skills and resources related to distance education, hospital-homebound education and distributed learning.
 - 4.1 Encourage members to participate in workshops and courses related to the facilitation of distributed learning.
 - 4.2 Encourage members to make presentations at conferences.
 - 4.3 Invite members to submit to Contact articles for publication (i.e.) shareable teaching strategies, titles of new resources, etc.
 - 4.4 Employ networking systems (i.e.) e-mail for members to share knowledge, skills, and resources.

5. Promote distributed learning as a field of study.
 - 5.1 Encourage post-secondary institutions with teacher-training programs to include in their curricula studies in distributed learning.
 - 5.2 Encourage members to undertake or participate in research studies relating to any aspect of distributed learning.

Evaluative Criteria

In May 2001 the PSA Executive will evaluate the extent to which the above objectives have been achieved. Methods of evaluation will include an examination of

1. Responses by members to questionnaires, surveys, and to requests for sharing knowledge, skills, and resources via e-mail and Contact.
2. Increase in attendance at and participation in regional meetings, workshops, and annual conference.
3. Efforts made to advise, inform, and work with PSA Council in the pursuit of PSA objectives.