

BCCASA Constitution

1. Name

The name of this association shall be the British Columbia Culinary Arts Specialist Association (BCCASA).

2. Purpose of the BCCASA

The objectives of this non-profit provincial specialist association shall be to foster high standards of culinary arts programs in British Columbia schools by:

1. Supporting and communicating with members and subscribers.
2. Improving learning and working conditions.
3. Acting as a hub for ideas, trends and developing shared understandings.
4. Liaising with other associations and federations to pursue common goals.
5. Promoting and advancing the teaching of Culinary Arts in secondary schools throughout British Columbia.
6. Encourage and support students enrolled in the Culinary Arts program to enrol in post secondary culinary education.
7. Maintaining and improving a community network of BCCASA executive and BCCASA members.
8. Communicating with post-secondary facilities that provide both culinary arts and teacher education.
9. Highlighting standards of practice and developing shared understandings.
10. Furnish recommendations and advice to the Executive Committee of the BCTF affecting the teaching of Culinary Arts
11. Advocating through the BCTF, for Ministry of Education support and recognition.

In accordance with 33.06 of the Members' Guide to the BCTF

Base of Operation

Throughout the province of British Columbia, but chiefly through the BCTF office, located in Vancouver.

BCCASA By-Laws

By-Law No. 1 - MEMBERSHIP

1. Membership in the BCCASA shall be open to person holding any form of BCTF membership (e.g. active, associate, student associate, honorary retiree) on payment of appropriate PSA fee.
2. The membership shall be for 12 consecutive list months from the date the application is processed by the BCTF.
 - 2.1. Active and associate members of the BCTF will pay the “Member” fee.
 - 2.2. A reduced membership fee shall be offered to the students in post-secondary programs leading to teacher certification in BC (student associate); teachers who retired from active membership in the BCTF (honorary retirees) and teachers on call (TTOCs).
3. All BCCASA members are eligible to vote and hold office in the BCCASA. Only BCTF members can serve as President or vice president or represent the BCCASA. A retired teacher/honorary –associate member shall be entitled to vote and hold office in the PSA for positions other than president, vice president and representative to an outside agency. An associate member shall be entitled to vote and hold office in the PSA for positions other than president, vice president and representative to an outside agency.
4. A student shall not have the right to vote or hold office in the PSA unless he/she has become an associate member.

By-Law No. 2 - PSA Subscribers

- 2.1. An institution or person who does not hold any form of BCTF membership can become a subscriber to the BCCASA on payment of the “Subscriber” fee.
- 2.2. The subscription year shall be twelve (12) consecutive months from the date the application is processed by the BCTF.
- 2.3. Subscribers are not eligible to vote, hold office or represent the BCCASA.

By-Law No. 3 – Honorary Life Members

- 3.1. Honorary life membership in the BCCASA may be conferred by the Annual General Meeting of the BCCASA.
 - 3.1.2 Honorary-life membership may be conferred by the PSA. An honorary life member's eligibility to vote will depend on the member's current BCTF membership status.
- 3.2 An honorary-life member may be nominated to the Executive for review.
 - 3.2.1. An honorary-life member nominee must have been an active BCCASA member in good standing, held an executive role for at least two terms and have contributed in a significant way to the PSA and the teaching of culinary arts in British Columbia.
- 3.3 An honorary-life member may hold office for Executive positions other than President, Vice-president, and representative to an outside agency.
 - 3.1.2 Honorary-life membership may be conferred by the PSA. An honorary life member's eligibility to vote will depend on the member's current BCTF membership status.

By-Law No. 4: - Fees and Financial Records

- 4.1. All annual membership/subscription fees shall be established by resolution at each annual general meeting.
- 4.2 An annual financial statement shall be presented to the membership at the annual general meeting.
- 4.3 Financial records shall be maintained by the BCTF accounting service, which shall provide the required financial statement to the BCCASA executive.

By-Law No. 5: - Executive Committee

- 5.1. The Executive shall consist of the elected officers of the association, and the Past President.

The elected officers shall be:

- President
- Chair Person
- 1st Vice-President
- 2nd Vice President
- Secretary
- Treasurer
- 1st Director
- 2nd Director

- 5.2. The All members of the PSA executive shall be BCTF members.
- 5.3. The majority of the PSA's executive shall be active BCTF members.
- 5.4. The PSA's president, vice president and outside representatives shall be active BCTF members.
- 5.5. Elections will occur at the Annual General Meeting and the term of each officer shall commence on that day and continue for two years.
- 5.6. The election of Officers shall take place at the Annual General Meeting every odd year starting with 1999.
- 5.7. Whenever a vacancy occurs between election dates for any Executive position, the Executive shall appoint a member to fill the un-expired term of office.
- 5.8. Members may vote by proxy if they are unable to attend. Such proxy must be filed with the secretary before the meeting opens.
- 5.9. All Executive nominees shall have a minimum of two (2) years teaching experience.

By-Law No. 7 – Representation outside of the BCTF

- 7.1 As a recognized provincial specialist association, this association shall conform to the constitution and by-laws and to the policies of the BCTF.
- 7.2. Representation shall not be made by the association to any authority or agency outside the BCTF on any matter that is properly the concern of the BCTF without due consent.

By-Law No. 8 - Meetings

- 8.1. The annual general meeting of BCCASA shall be held at a time and place to be designated by the Executive.
- 8.2. All BCCASA members are to be notified two weeks in advance of the annual general meeting.
- 8.3. All BCCASA meetings will be governed by the “Simplified Rules of Order” generally in use by the BCTF (BCTF Membership Guide).
- 8.4. Reference will be made to the latest version available of “Robert’s Rules of Order” in the event that the “Simplified Rules of Order” fail to offer a solution.
- 8.5. The business of the annual general meeting shall include:
 - Receipt of reports
 - Receipt of financial statements
 - Nomination and election of officers every second odd year starting with 1999.
 - Such other business as may properly be brought before the annual general meeting.
- 8.6. Other general meetings of BCCASA may be held from time to time as offered by the Executive.

By-Law No. 9 - Voting

- 9.1. All BCCASA members have a right to vote. Subscribers to the BCCASA do not have voting rights.

- 9.2. Voting shall be by a show of hands except when a ballot is demanded by one third of the members present. Election of Executive members shall be by secret ballot.
- 9.3 The quorum at the annual general meeting shall consist of one more than fifteen (15) percent of the voting membership of the BCCASA
- 9.4. The quorum for an executive meeting shall consist of a minimum of 3 elected officers.

By-Law No. 10 – Examination of Records

- 10.1. Upon written request to the president of BCCASA, any PSA member may examine the records of the PSA.
- 10.2. Regular inspection and auditing of the financial records of the PSA shall be done as a regular part of the annual audit of the BCTF.

By-Law No. 11 – Constitution and By-Laws and Amendments

- 11.1. The constitution and by-laws may be amended only at an annual general meeting or a special general meeting by special resolution be a three-quarter majority vote of the members present, provided that the notice of resolution to change he constitution shall have been given fourteen (14) days prior to the first session of that meeting.
- 11.2. The constitution and by-laws of BCCASA shall not be construed or applied in a manner contrary to the provisions of the BCTF.

By-Law No. 12 – Filing

- 12.1. A copy of the constitution and by-laws of the BCCASA shall be filed in the BCTF office.

By-Law No. 13 – Chapters

- 13.1. The purpose of a chapter is to promote effective culinary arts programs within the district(s).
- 13.2. BCCASA members from one or more school districts may apply to the Executive Council for recognition as a chapter of the BCCASA.

- 13.3. There shall be no more than one (1) chapter of the BCCASA in a school district.
- 13.4. Copies of the chapter constitution, by-laws and subsequent amendments, shall be filed and approved by the BCCASA Executive.
- 13.5. A chapter shall have a President and a Treasurer.
- 13.6. Only BCCASA members shall have the right to vote or hold office in a chapter and:
 - The President and Vice Presidents shall be active BCTF members.
 - The majority of the chapter's executive shall be active BCTF members.
 - Representation of the chapter to outside authorities and agencies shall be by active BCTF members.
- 13.7. The chapter may invite subscribers and associated professionals to attend chapter meetings within BCTF policy.
- 13.8. No chapter shall incur expense on behalf of the BCCASA nor shall any chapter commit the BCCASA to any declaration except as authorized by the BCCASA executive.
- 13.9. Any chapter may submit a notice of withdrawal from chapter status to the BCCASA following a majority vote of the chapter membership.
- 13.10. A chapter may be dissolved by the Executive after due notice if it becomes inactive or fails to comply with the provisions of the BCCASA by-laws.
- 13.11. Chapters shall receive financial support from the BCCASA on an annual basis based on the chapter's membership numbers.
- 13.12. Chapters will receive \$50 annually plus \$10 per BCCASA member. A list of membership must be submitted annually to the BCCASA executive by October 1st for review in order to receive funding.

Revisions

October, 1999 by Susan Leswal, Past President
October 2012 by Eric MacNeill, Past President
October 2019 by Trevor Randle, President

