

(Dated: October 19, 2012)

NAME

The name of this association shall be the British Columbia Culinary Arts Specialist Association
Herein after called BCCASA.

OBJECTS

The objects of this association shall be:

To promote and advance the teaching of the Culinary Arts throughout British Columbia.
To maintain and improve a community network of BCCASA executive and BCCASA members.
To communicate with related Associations within and outside British Columbia.
To furnish recommendations and advice to the Executive Committee of the BCTF affecting the teaching of Culinary Arts.
To facilitate the development of the Apprenticeship program at the Secondary School level.
To encourage students enrolled in the Culinary Arts program to enroll in the Career Preparation Program.

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

BASE of OPERATION

Throughout the province of B. C., but chiefly through the British Columbia Teachers' Federation office, located in Vancouver.

BY-LAWS:

ARTICLE 1: MEMBERSHIP

- 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.
- The membership year shall be for 12 consecutive lists months from the date the application is processed by the BCTF.
- Active and associate members of the BCTF will pay the "Member" fee.
- A reduced membership fee shall be offered to the students in post-secondary programs leading to teacher certification in BC (student associates); teachers who retired from active membership in the BCTF (honorary retirees) and teachers on call (TTOCs).
- All BCCASA members are eligible to vote and to hold office in the BCCASA. Only BCTF active 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 to hold office in the PSA for positions other than president, vice-president and representative to an outside agency.
- A student shall not have the right to vote or hold office in the PSA unless he/she has become an associate member.
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ARTICLE 2: PSA subscribers

- 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.

- The subscription year shall be 12 consecutive lists months from the date the application is processed by the BCTF.
- Subscribers are not eligible to vote, hold office, or represent the BCCASA.

ARTICLE 3: Honorary life members

- Honorary life membership in the BCCASA may be conferred by the Annual General Meeting of the BCCASA.
- All honorary life members' eligibility to vote and hold office will depend on the member's current BCTF membership status.

ARTICLE 4: FEES AND FINANCIAL RECORDS

All annual membership/subscription fees shall be established by resolution at each annual general meeting. Membership /subscription fees are payable to the BCTF office.

An annual financial statement shall be presented to the membership at the annual general meeting.

Financial records shall be maintained by the BCTF accounting service, which shall provide the required financial statement to the BCCASA executive.

ARTICLE 5: EXECUTIVE COMMITTEE

All members of the PSA executive shall be BCTF members.

The majority of the PSA's executive shall be active BCTF members.

The PSA's president, vice-president and outside representatives shall be active BCTF members.

The executive officers of BCCASA shall consist of President, Chairperson, 1st.

Vice-President, 2nd. Vice-President, Secretary, Treasurer and 2 Directors..

Elections will occur at the Annual General Meeting and the term of each officer shall commence on that day and continue for two years.

The election of Officers shall take place at the Annual General Meeting every odd year starting with 1999.

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.

Members may vote by proxy if they are unable to attend. Such proxy must be filed with the secretary before the meeting opens.

ARTICLE 6: DUTIES OF OFFICERS

PRESIDENT:

The President shall be the presiding officer of BCCASA and shall have general supervision of all matters and affairs of BCCASA. The President will be responsible for conferring Scholarships for BCCASA.

CHAIRPERSON:

As the past-president, the chairperson will provide assistance and continuity to the incoming president.

1st. VICE - PRESIDENT:

In the absence of, or disability of the President, the 1st. Vice- President shall perform the duties of the President. The

1st. Vice-President also has the role of scholarship chairperson.

2nd. VICE-PRESIDENT:

The 2nd. Vice-President has the roles of Newsletter Editor and Webmaster.

SECRETARY:

The Secretary shall prepare and send out minutes of the previous meeting and notice of

the next meeting at least 14 days prior to the meeting. This notice shall be sent to all executive committee members. The secretary shall keep executive committee address and telephone lists updated and shall prepare and sign correspondence in the name of BCCASA when authorized to do so by the Executive.

TREASURER:

The Treasurer shall keep a record of all financial transactions and prepare a financial statement for the annual general meeting. The Treasurer and one of the following: the President or the Secretary, are the signing officers of BCCASA. Two signatures must authorize payment of all funds in the name of BCCASA. The Treasurer together with the executive committee shall prepare the budget for the year in accordance with BCTF guidelines.

DIRECTORS:

The 2 Directors shall encourage and promote membership in BCCASA and maintain an up to date membership roster. They will be responsible for the planning, promoting and executing of BCCASA conferences.

ARTICLE 7: REPRESENTATION OUTSIDE THE BCTF

As a recognized provincial specialist association, this association shall conform to the constitution and by-laws and to the policies of the BCTF.

Representations 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.

ARTICLE 8: MEETINGS

The annual general meeting of BCCASA shall be held at a time and place to be designated by the Executive. All BCCASA members are to be notified two weeks in advance of the annual general meeting. All meetings will be governed by Robert's Rules of Order. The business of the annual general meeting shall include:

Receipt of reports.

Receipt of financial statement.

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.

Other general meetings of BCCASA may be held from time to time as ordered by the Executive.

ARTICLE 9: VOTING

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

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.

The quorum at the annual general meeting shall consist of one more than 15 percent of the voting membership of BCCASA.

The quorum for an executive meeting shall consist of a minimum of 3 elected officers.

ARTICLE 10: EXAMINATION OF RECORDS

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

ARTICLE 11: CONSTITUTION, BY- LAWS AND AMENDMENTS

The constitution and by-laws may be amended only at an annual general meeting or a special general meeting by special resolution by a three-quarter majority vote of the

members present, provided that notice of resolution to change the constitution shall have been given 14 days prior to the first session of that meeting.

The constitution and by-laws of BCCASA shall not be construed or applied in a manner contrary to the provisions of the BCTF.

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

This constitution was ratified by the Annual General Meeting of October 19, 2012.