

**CONSTITUTION and BYLAWS  
Of The  
B.C. RETIRED PRINCIPALS' AND VICE-PRINCIPALS' ASSOCIATION**

CONSTITUTION

ARTICLE 1: NAME

The name of the Association shall be the B.C. Retired Principals' and Vice-Principals' Association, or the BCRPVPA, hereinafter known as the Association.

ARTICLE 2: PURPOSES

The purposes of the Association are:

2.1 To maintain an active affiliation with the British Columbia Principals' and Vice-Principals' Association (BCPVPA);

2.2 To promote the interests and the welfare of its members;

2.3 To communicate with Members regarding issues of common interest and the activities of the Association;

2.4 To encourage and foster liaison among Association members and Principals and Vice-Principals.

Adopted October 24, 1997

Revised May 2007

Reviewed March 2015

Reviewed April 2021

## BYLAWS

### ARTICLE 1: MEMBERSHIP

#### 1.1 Active Member:

Any retired educator formerly a Principal or Vice-Principal in the public school system, who submits the annual membership dues and is accepted by the executive committee.

#### 1.2 Honourary Life Member:

Honourary Life Membership may be bestowed upon any member following the passage of a resolution to this effect by the Association. Honourary Life Members shall have their dues waived.

#### 1.3 Associate Member:

Any person who is not eligible for Active membership may apply to the Executive Committee for Associate membership and on acceptance and on payment of annual membership dues, shall become an Associate member of the Association entitled to all benefits but without voting rights.

a) Upon the death of that Active or Honourary Life Member, the spouse shall be eligible to apply for Associate membership.

1.4 All Members shall uphold the constitution and comply with the Bylaws.

#### 1.5 A person shall cease to be Member of the Association:

a) by delivering or mailing a notice of resignation in writing to the Association at its address,

b) by failing to pay the annual fee within three months of receiving written notification of the payment lapse.

c) on death, or

d) on being expelled.

1.6 A Member may be expelled upon passage of a special resolution at an Annual General Meeting.

### ARTICLE 2: DUES

2.1 The annual membership dues shall be established upon passage of a resolution to this effect at the Annual General Meeting and shall be binding upon all Active and Associate Members.

2.2 The annual membership dues for new Members as determined in 2.1 must be paid by January 31. Subsequent annual dues will be deducted automatically by the Teachers' Pension Corporation in July of each year.

2.3 Special levies may be made from time to time upon passage of a resolution to this effect at a Special, Regular or Annual General Meeting.

2.4 Any Member of the Association who fails to pay dues or special levies shall be deemed to be a Member not in good standing until payment of such monies.

### ARTICLE 3: VOTING AT MEETINGS

3.1 Only Active Members in good standing are entitled to vote at meetings of the Association.

3.2 Voting at all meetings shall be by show of hands except for the election of officers as approved by Robert's Rules of Order.

### ARTICLE 4: REFERENDUM

4.1 A referendum shall be held when requested by:

a) the President, or

b) the Executive Committee, or

c) 10 % of Active Members in good standing, in writing, to the President.

4.2 A notice of a Referendum vote shall be submitted to the membership, in writing, at least six (6) weeks prior to a general, special or Annual General Meeting.

4.3 A referendum requires a 60% majority vote of those voting to pass and shall be binding upon all Association Members.

### ARTICLE 5: MEETINGS

5.1 The Annual General Meeting of the Association shall be held during the month of May. Notice of the next year's meeting date will be published before the end of the Membership Year.

5.2 General or Special Meetings shall be called by the President, acting under the direction of the membership or the direction of the Executive Committee.

5.3 There shall be a minimum of two (2) General Meetings during the school year. Notice of the next year's meeting dates will be published before the end of the Membership Year.

5.4 The procedures at all meetings shall be as defined in Robert's Rules of Order, when not in conflict with any article or clause in the Bylaws.

### ARTICLE 6: QUORUM

6.1 A quorum at a General Meeting or the Annual General Meeting shall be the Members in attendance.

6.2 A quorum at all committee meetings shall be a majority of the committee membership.

### ARTICLE 7: MEMBERSHIP YEAR

7.1 The Membership Year shall be from July 1 to June 30.

### ARTICLE 8: FISCAL YEAR

8.1 The Fiscal Year shall be from July 1 to June 30.

## ARTICLE 9: OFFICERS and EXECUTIVE MEMBERS

9.1 The officers of this Association shall be the President, the Past President, Vice-President, the Secretary and the Treasurer.

9.2 The Executive Committee of the Association shall consist of the President, Past President, Vice-President, Secretary, Treasurer and 5 to 9 Members-at-Large.

9.3 Unless elected by acclamation, the members of the Executive Committee of the Association shall be elected by secret ballot at an Annual General Meeting with nominations being accepted from the floor.

9.4 If for any reason a vacancy occurs in the membership of the Executive Committee, the President, acting on the advice of the remaining members of the Executive Committee, may appoint a Member to fill the vacancy until the next Annual General Meeting.

## ARTICLE 10: DUTIES of the EXECUTIVE COMMITTEE

10.1 The duties of the Executive Committee shall be as defined in Robert's Rules of Order when not specified in any clause of the Bylaws.

a) conduct periodic reviews of the Constitution and Bylaws of the Association.

10.2 The President shall:

a) be the presiding officer of the Association,

b) be the chairperson of the Executive Committee,

c) be an ex-officio member of all committees,

d) ensure that reports on the business of the Association be presented at the Annual General Meeting,

e) attend Chapter Council of the BC Principals' & Vice -Principals' Association

f) manage the correspondence for the Association,

g) chair the Communications Committee,

h) meet with the BCPVPA regarding Mentoring partnership.

The Secretary shall:

a) follow Robert's Rules of Order and maintain a record of the minutes of all meetings.

The Vice-President shall:

a) be the presiding officer of the Association during the absence of the President,

b) be an ex-officio member of all committees,

c) attend Chapter Council of the BC Principals' & Vice-Principals' Association,

d) chair the Member Services Committee with special responsibility for the areas of Membership and Sunshine.

The Past President shall:

a) be responsible for Nominations/Elections at the Annual General Meeting,

b) be responsible for other duties assigned by the Executive Committee,

c) contact and arrange speakers for all General Meetings, upon the direction of the Executive Committee.

The Treasurer shall:

a) maintain the financial records of the Association,

b) make a financial report to the Executive and to Members at all General and Annual General Meetings,

c) develop and submit a proposed budget including the annual dues to support that budget for consideration at the Annual General Meeting,

d) submit the approved proposed budget to the Chief Financial Officer of the BC Principals' & Vice-Principals' Association.

The Members-at-Large shall:

a) serve and assume various responsibilities within the Communications Committee and/or the Member Services Committee to assist the executive committee. Areas of responsibility of the Communications Committee include Technology, Website, Newsletters, Yammer, Mail-Outs, Mentorship, and Surveys. Areas of responsibility of the Members Services Committee include Membership, Sunshine, Speakers, Affinity and Benefits, Scholarships, and Pensions. Each area of responsibility will have several Members-at-Large serving on it and sharing the duties with the lead individual. The lead individual will change yearly to promote knowledge of the Association and succession.

#### ARTICLE 11: ASSOCIATION EXPENSES

Due to the volunteer nature of the Association, all Members attend meetings and functions at their own expense. However upon submission of the appropriate expense claim form:

11.1 Executive Committee Members shall be reimbursed for materials, gifts, and services incurred on behalf of the organization. Receipts must be provided prior to reimbursement.

11.2 Executive Committee Members who are required to attend meetings and functions on behalf of the Association may be reimbursed for expenses incurred provided the expenses have been authorized by the President and the Treasurer.

#### ARTICLE 12: NOMINATIONS

12.1 The Nominating Chairperson shall be the Immediate Past President.

12.2 The Nominating Chairperson shall submit a slate for the members of the Executive Committee at the Annual General Meeting.

12.3 Nominations will be accepted from the floor of the Annual General Meeting.

#### ARTICLE 13: CONSTITUTIONAL AMENDMENTS

13.1 The Constitution may be amended provided:

a) a notice of motion is circulated to the membership at least six (6) weeks prior to the Annual General Meeting,

b) the motion is passed by at least a 75% majority of Members present at the Annual General Meeting.

#### ARTICLE 14: BYLAW CHANGES

14.1 The Bylaws of the Association may be amended provided:

a) a notice of motion is circulated to the membership at least thirty (30) days prior to any Regular, Special or Annual General Meeting,

b) the motion is passed by the majority of Members present at that meeting.

#### ARTICLE 15: POLITICAL ACTION

The Association will normally not take a political position on issues. However, on occasion, the Association may choose to make a statement addressing a current issue when it believes such action is in the best interests of the overwhelming majority of its Members. Such action will normally not occur without the assent of a meeting of the BCRPVPA or, preferably, the assent of a significant majority of Members.

In the case that action is taken, the Association will maintain a position of independence from specific political party affiliations and will work within the system to influence decisions affecting Members.

#### ARTICLE 16: PRIVACY STATEMENT

16.1 The Association shall develop and maintain a current privacy statement that shall be attached as Appendix A.

#### ARTICLE 17: DISSOLUTION OF THE ASSOCIATION

17.1 Should the Association be dissolved, the disposition of the assets of the Association shall be decided by a majority vote of those Members present at the final General Meeting.

Adopted January 20, 1998

Revised May 2007

Reviewed and Notice of Motion March 2015

Reviewed and Notice of Motion May 2021

## Appendix A

### **BC Retired Principals' and Vice-Principals' Association Privacy Policy**

BCRPVPA

Telephone: 604-689-3399 | Fax: 604-877-5380 | Toll-Free:

1-800-663-0432 |

#### BCRPVPA Privacy Policy

The BC Retired Principals' and Vice-Principals' Association respects and upholds an individual's right to privacy and to protection of his/her personal information. The BC Retired Principals' and Vice-Principals' Association is committed to ensuring compliance with applicable privacy legislation. This document sets out the policy of the BC Retired Principals' and Vice-Principals' Association with respect to Members.

#### **Definitions:**

Personal information for the purposes of this policy means information about an individual. It does not include aggregate information, which cannot be associated with a specific individual, but it does include the name, title, address, e-mail address, telephone number of an individual. It also includes that information that allows communication with pension services.

"BCRPVPA" for the purposes of this policy means the BC Retired Principals' and Vice-Principals' Association. "Third party" for the purposes of this policy is an individual or an organization other than BCRPVPA.

#### Our Responsibilities

##### **1. Accountability**

The BCRPVPA is accountable for the personal information in its possession or control, including information that has been transferred to a third party for processing. Individuals within BCRPVPA may be delegated to take responsibility for the day-to-day collection and processing of personal information.

##### **2. Purposes for Collection, Use & Disclosure**

The BCRPVPA collects and uses personal information about its Members only for the following purposes:

- To determine eligibility for membership
- To provide information on membership benefits and to otherwise communicate with potential members and Members
- To provide membership services
- To process payment for our services
- To comply with legal and regulatory requirements

##### **3. Consent**

Membership in the BCRPVPA constitutes consent to collect, use, and disclose personal information for the purposes stated in this Policy.

A Member who wishes to refuse or withdraw consent must notify the President or Vice-President in writing.

#### **4. Limiting Use, Disclosure, and Retention**

Personal information will not be used or disclosed for any purpose other than those for which it was collected, except as required by law, or with consent.

#### **5. Accuracy**

The BCRPVPA will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. The BCRPVPA relies on the individual to ensure that certain information, such as contact information, is current, complete, and accurate.

#### **6. Safeguards**

The BCRPVPA will make all reasonable efforts to ensure that personal information is protected against such risks as loss, theft, unauthorized access, disclosure, copying, use, modification, or destruction.

#### **7. Individual Access**

Members have the right to request access to their personal information under the control of the BCRPVPA. Members will be assisted with access requests, made in writing, to the BCRPVPA, c/o 200 – 525 West 10<sup>th</sup> Avenue, Vancouver, BC V5Z 1K9.

#### **8. Openness Concerning Policies and Practices**

The BCRPVPA will make available specific information about its policies and practices regarding the management of personal information. To contact the BCRPVPA for further information regarding policies and practices, refer to Section 11 below.

#### **9. Website**

The BCRPVPA website is [www.bcrpvpa.ca](http://www.bcrpvpa.ca) Access is also an external link off the BCPVPA website: [www.bcpvpa.bc.ca](http://www.bcpvpa.bc.ca)

#### **10. Revisions To This Privacy Policy**

The development of BCRPVPA's policies and procedures for the protection of personal information is an ongoing process. Changes in technology and legal requirements may require revisions.

#### **11. Concerns or Questions Regarding BCRPVPA's Privacy Procedures**

For questions or concerns regarding privacy at BCRPVPA contact the President.

The BCRPVPA executive officers will investigate any complaints received in writing and take appropriate measures to resolve the complaint. The Member will be informed of the outcomes of the investigation.

For general questions regarding privacy regulations or for a copy of the Personal Information Protection Act contact the Office of the Information and Privacy Commissioner for British Columbia at PO Box 9038, Stn. Prov. Govt., Victoria, B.C. V8W 9A4, or online at [www.oipc.bc.ca](http://www.oipc.bc.ca)