

LEARNING FORWARD B C
A Professional Learning Network

MISSION AND PHILOSOPHY (Revised April 22, 2012)

The mission of Learning Forward British Columbia is to provide opportunities for all educators to engage in quality professional learning that focuses on improving student engagement, learning and achievement in the province of British Columbia.

CONSTITUTION AND BYLAWS

Article 1: **Name and Purpose:**

Section 1: This organization shall be known as Learning Forward BC - A Professional Learning Network.

Section 2: The purpose of Learning Forward B C shall be to:

- a. provide province-wide leadership for the enhancement of professional learning,
- b. develop a reciprocal relationship with the Learning Forward, the parent organization.
- c. promote processes for effective professional learning,
- d. provide support and resources for members and other educators, and
- e. provide the opportunity to learn from and to share with others.

Article II **Affiliation:**

Section 1: Learning Forward BC – A Professional Learning Network, shall be affiliated with Learning Forward.

Article III: **Membership and Dues:**

Section 1: The membership categories shall be active and associate. Eligibility requirements and privileges shall be as follows:

- a. Any educator whose duties include providing supervision, planning, instruction, and/or consultative services in staff development shall be eligible for active membership. Active members shall have full rights and privileges.
- b. Any organization that has a staff development component shall

be eligible for associate membership. Associate members shall receive all mailings but shall not have the rights of:

- i. Holding office and
- ii. Voting.

Section 2: Dues shall be set annually by the Board of Directors at the AGM. For 2012 – 2013 the membership fee shall be \$35.00

Article IV: Officers:

Section 1: The Board of Directors of Learning Forward BC shall be: President, Past President, President Elect, Secretary, Treasurer, Communications Director, Membership Director, Professional Learning Coordinator, and up to nine Members-at Large. Officers shall be active members of Learning Forward B. C. and Learning Forward.

Section 2: Roles and responsibilities of Learning Forward BC Board of Directors:

- a. The roles of the Board of Directors shall be as follows:
 - a. The president shall preside over all meetings of the Board of Directors, appoint all members of committees and any other committees not otherwise provided for in the constitution, see that all provisions of the constitution are fulfilled by appropriate officers and committee chairpersons, serve as liaison for any business involving an external organization, and serve as ex-officio member of all committees. The president and/or his/her designate shall attend two Learning Forward Affiliate meetings per year and report back to the board on each of the meetings. The president shall prepare the affiliate report for the annual affiliate meeting.
 - b. The president-elect shall preside over all meetings in the absence of the president and assume responsibility for all duties if the position of president becomes vacant. The president-elect shall serve for one year and then become president for a two year term. This person is to attend all Board meetings and to participate in conference calls as well as Learning Forward technical assistance calls. The president-elect shall solicit members interested in serving on the Learning Forward B. C. Executive, Learning Forward BC Committees and the

Symposium Committee. The president-elect shall assist the president in the preparation of the annual affiliate report for the annual affiliate meeting.

- c. The past-president shall provide advice and counsels the “newly” appointed president with his/her duties. The past president shall serve for a one year term. He/she is to attend Board meetings as specified in the constitution, participate in conference calls and assist other Executive members with their duties, if called upon. Is responsible for conducting the elections at the Annual General Meeting.
- d. The secretary shall keep all records and minutes of all meetings of the Board of Directors, be responsible for all correspondence, issue notices of meetings, and perform other duties as specified by the president. The secretary shall keep a current mailing list of all members’ names and addresses.
- e. The treasurer shall keep a record of membership, receive monies for the board of Directors, pay all bills authorized by the president, keep an accurate and current record of all receipts and expenditures of the council’s funds, and make reports at the annual general meeting and at other times as requested by the president.
- f. The communications director shall publish the newsletter and maintain ongoing communication with the members.
- g. The membership director shall maintain a current record of the membership and is responsible for member recruitment.
- h. The professional learning coordinator will oversee professional directions such as networking sessions, conference planning and other relevant professional learning activities and related committees as required.
- i. The members-at-large shall represent their regions at Learning Forward BC meetings, bring information regarding local initiatives, identify areas that require additional professional learning activities and contribute their expertise and skills in Learning Forward BC

sponsored committees and activities.

- ii. The Responsibilities of the Board of Directors shall be as follows:
 - a. All Learning Forward BC Board members will commit to attend three of four regular business meetings planned during the school year. The rationale for this being that there needs to be participatory dialogue to build understanding and commitment to build the Learning Forward B.C. capacity to carry the Board mandate.
 - b. All Learning Forward BC Board members will commit to be part of at least one working committee
 - c. All Learning Forward BC Board members will commit to be present at least one special event per year.

Section 3:

- a. Five members of the Board shall constitute a quorum.
- b. The Board shall act as the governing body of the council. In the event an office, (other than the presidency) is vacated, the Board shall select a replacement for the unexpired term.
- c. The Board will schedule at least four regular business meetings per year and shall meet additionally as necessary to conduct the business of the council.

Section 4: The election of officers and term of office for each shall be as follows:

- a. All officers shall be elected to serve terms of one year. Terms may be extended at the discretion of the Board.
- b. The Board of Directors shall be elected during the annual general meeting.
- c. All newly elected Board members shall assume their duties at the conclusion of the annual general meeting.

Article V:

Committees

Section 1: The Board shall be represented on each committee of the organization.

Article VI:

Meetings:

Section 1:

- a. Learning Forward B. shall hold an annual general meeting and other such meetings and conferences as will promote the purposes of the organization.
- b. The Board will hold at least four Board of Directors business meetings per year.

Article VII:

Dissolution

Section 1: If, at any time, Learning Forward BC. shall cease to carry out the purposes as herein stated, all assets and property held by the Council, whether in trust or otherwise, shall, after the payment of all liabilities, be paid over to an organization which has similar purposes and has established its tax exempt status under existing Revenue Canada Statutes and Laws. The designated organization shall be endorsed by a majority vote of the Board.

Article VIII:

Amendments

Section 1: Any member may propose changes to the constitution or bylaws by sending the proposed changes to the presidents at least thirty days prior to an annual general meeting. Proposed changes must be distributed to all members one month prior to the annual general meeting. The proposed changes must be approved by two-thirds of the active members present at the annual general meeting.

Article IX:

Parliamentary Authority

Section 1: The rules contained in Robert's Rules of Order Revised shall govern Learning Forward BC. in all cases in which they apply and in which they are not inconsistent with this constitution and any special rules of order

Learning Forward BC may adopt.

Article X:

Canada Revenue

Section 1: The purpose for which the association is organized is exclusively educational as defined in the Internal Revenue Law and notwithstanding any other provisions of those articles, this organization shall not carry on any other activities not permitted to be carried out by an organization exempt from Federal Income Tax under existing statutes of Revenue Canada.