

BCATML
Executive Handbook

December 2006

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Welcome to the BCATML Executive!

Thank you for volunteering your time and energy! This handbook has been written to help you understand the roles and responsibilities of each of the executive members, as well as the duties of the conference committee.

- Attend 3 to 5 executive meetings a year held on Saturdays.
- Monitor the BCATML website and BCATML email.
- Prepare articles for our newsletter.
- Prepare an annual report on your language activities as a BCATML rep.
- Attend BCATML special events and conference.
- Attend school Language Department meetings and report back to the executive and/or general membership on decisions and directions.
- Bring issues, questions, concerns, letters and suggestions from teachers to the executive.
- Sit on district and provincial committees when possible, reporting activities back to BCATML executive.
- Provide input on proposed district and provincial policies as needed.
- Provide workshops in your language.
- Support our fall conference, e.g., by lending a hand, joining the conference committee, doing a workshop, leading a forum.
- Respect and follow the BCTF code of ethics and policies.

Positions on the executive include:

President, Vice-President, Secretary/Membership, Treasurer, Website Coordinator, Conference Chair, Elementary/Middle Years French rep, Secondary French rep, German rep, Japanese rep, Mandarin rep, Punjabi rep, Spanish rep, Other Languages rep.
(Some of these positions shift from year to year.)

In addition there are provincial Committees to which BCATML sends a representative. They include:

- SCOLA (Standing Committee on Language Articulation)
- BCTF French Coalition
- BC Heritage Languages Association
- BC Language Coordination Association

You have much to contribute to this executive, this organization and modern language teachers of British Columbia. Thank you!

BRITISH COLUMBIA ASSOCIATION OF TEACHERS OF MODERN LANGUAGES

CONSTITUTION

Name

The name of this association shall be the British Columbia Association of Teachers of Modern Languages, a provincial specialist association of the British Columbia Teachers' Federation, hereinafter known as BCATML.

Objectives

The objectives of the BCATML shall be:

1. to promote and advance the teaching of modern languages throughout the province,
2. to communicate to members information related to modern language instruction,
3. to furnish recommendations and advice to the BCTF Executive Committee and other committees of the BCTF on matters affecting language teaching and language teachers,
4. to establish and maintain contact with other modern language associations.

Article 1 - Membership

The membership year shall be for 12 consecutive months from the date the application is processed by the BCTF.

1. Active- Active membership shall be open to any person who is an active member of the BCTF upon payment of the appropriate PSA fee. An active member shall be entitled to vote and hold office.
2. Associate- Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate PSA fee. 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.
3. Student Associate- Student Associate membership shall be open to any student enrolled in programs of study in university/college programs leading to certification as teachers upon payment of the appropriate PSA fee. A student associate 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.

4. Retired- Retired teacher membership shall be open to any honorary-associate member of the BCTF, upon payment of the appropriate PSA fee. A retired teacher/honorary-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.
5. Honorary-life- Honorary-life membership may be conferred by the PSA. The honorary-life member's eligibility to vote or to hold office depends upon his/her BCTF-member status.
6. Subscriber-Subscription is available to an institution or a person who is not a regular, associate, student, retired, or honorary-life member. A subscriber shall not be entitled to vote or hold office. The subscription year shall be for 12 consecutive months from the date the application is processed at the BCTF.

Article 2 - Voting

1. Voting privileges:
 - a. All full members in good standing shall have the right to vote at all general meetings of the BCATML
 - b. All affiliate and student members shall not have the right to vote at general meeting of the BCATML.
2. Voting procedures:
 - a. Voters shall be reminded prior to voting that only full members in good standing have the right to vote.
 - b. Voting shall be by show of hands at the general meeting.
 - c. Voting at all general meetings may be by ballot, if two-thirds of the voting membership present so request.

Article 3 - Fees

1. Membership fees for each type of membership shall be established by resolution at the Annual General Meeting of the BCATML.

Article 4 - Meetings

1. The Annual general Meeting:
 - a. The Annual General Meeting of the BCATML shall be held each year at a time and place designated by the Executive Committee.
 - b. At least two weeks prior to the meeting written notice of same shall be given to all members.
 - c. The business of the Annual General Meeting of the BCATML shall include the election of officers, receipt of reports, and any other business deemed necessary.

2. General meetings:
 - a. General meetings of the BCATML shall be held at the call of the Executive Committee, with two weeks' prior written notice.
 - b. A general meeting may be called upon the request of 10 percent of the voting membership

3. Executive meetings:
 - a. Executive meetings shall be called by the president.
 - b. There shall be at least four Executive meetings held during the year.
 - c. There shall be a minimum of seven days' prior notice given to the members of the Executive Committee.
 - d. Emergency Executive meetings may be held as deemed necessary by the president.
 - e. Executive meetings will be called by the president upon request of the majority of the Executive Committee.
 - f. A quorum of the Executive members shall be the majority of the Executive Committee.
 - g. Table officers' meetings may be called at the discretion of the president.

Article 5 - Committees

1. The executive committee shall consist of the past president and the following 13 members in good standing, all to be elected at the Annual General Meeting of the BCATML, for a term of one year.
 - a. Table officers:
 - i. Past-president
 - ii. President
 - iii. Vice-president
 - iv. Secretary/Membership
 - v. Treasurer
 - vi. Newsletter Editor
 - vii. Conference Chair

 - b. Other members:
 - i. Elementary/Middle Years Representative
 - ii. French representative
 - iii. German representative
 - iv. Japanese representative
 - v. Mandarin representative
 - vi. Punjabi representative
 - vii. Spanish representative
 - viii. Other Languages representative

2. Each member of the Executive Committee shall be an active member of the BCTF and the BCATML.

3. Vacancies

- a. Whenever a vacancy appears in the Executive Committee of the BCATML, the Executive Committee shall appoint a member, who has demonstrated a willingness to serve, to fill said position until the next Annual General Meeting is called.
 - b. Any person on the Executive of the BCATML who fails to attend three meetings without valid reason, shall be deemed to have resigned.
4. The duties of the Executive Committee shall be as defined in Robert's Rules of Order as interpreted by the BCTF constitution.
5. All meetings shall be conducted according to Robert's Rules of Order as defined by the BCTF.

Article 6 - Appointments and Sub-committees

1. Appointed positions
 - a. The Executive Committee shall appoint members to fulfill responsibilities deemed necessary.
 - b. Members appointed to fulfill responsibilities deemed necessary shall be responsible to the Executive Committee.
2. Sub-committees of the Executive Committee may be created by the President or the Executive Committee as necessary and are responsible to the same.
3. With the approval of the Executive Committee, sub-committee and other committee chairs may appoint members to their committees.

Article 7 - The audit

1. There shall be an annual audit.

Article 8 - Chapters

1. The Executive Committee shall have authority to grant recognition to chapters of the BCATML, to establish the boundaries of the chapters, and to establish regulations governing the organization of the chapters.
2. Such recognition shall depend on the submission by the chapter of its constitution to the Executive for approval and on the annual completion of an LSA report.
3. The Executive of the BCATML shall advise in the formation of a chapter, if necessary
4. Chapters shall adhere to the BCATML guidelines and to the policies of the BCTF.

Article 9 - Business with agencies and organizations outside the BCTF

1. Any business which the BCATML finds necessary to conduct with any person, agency, or organization outside the BCTF, or any matter that is properly the concern of the PSA shall be conducted through the officers of the BCTF.
2. Any official representative on behalf of the BCATML can only be made with the approval of the president of the BCATML.

Article 10 - Amendments to the constitution

1. The constitution may be amended by a 75 percent majority vote of members present at any general meeting, providing notice of such amendment/s has been submitted in writing to the Executive at least 30 days prior, and to the membership at least 14 days prior to that meeting.
2. A copy of this constitution is to be filed with the BCTF.

Constitution amended: October 24, 2003

BCATML Expenses and their Reimbursement

Your expenses to attend an executive or conference meeting will be covered. Therefore, record gas mileage and parking costs, although most of the time, the hotel will give a free parking pass to you. For those coming from out of town to attend a meeting, hotel and some meal expenses will be covered. The BCATML follows the guidelines used by the BCTF.

Your TOC costs will be covered if you need to be released on a school day. Provide the contact information to the secretary and your release will be arranged beforehand.

Other miscellaneous expenses may be reimbursed. These might include things such as paper, envelopes, stamps, etc. Check with the treasurer for what qualifies as an expense.

Long distance calls may be reimbursed if related and necessary to the BCATML work you do. Again, when in doubt, check with the treasurer.

You may be asked if you would like to attend a conference on behalf of the BCATML. If the executive pre-approves to cover your expenses, or a portion of them, then there is an expectation that you write an article and report back to the executive with your findings. Possible conferences might include WAFLT, BCLCA, BC Heritage Languages Association, and/or if you are on the conference committee, OMLTA.

BCATML President

The role of the president is to be the spokesperson of the organization, to organize, prepare and chair executive meetings, to report findings on language issues, and liaise and seek guidance with the BCTF, the Ministry of Education, CASLT, other language organizations, and other PSAS.

There is also an expectation to attend and report on BCTF PSA Council meetings, or if need be, to send someone on the executive to represent the BCATML at meetings.

As well, the President is automatically co-chair of the Conference committee and has the responsibility of liaising with the hotel regarding the needs of the BCATML conference as well as arranging executive and conference meeting times and space.

BCATML Vice-President

The Vice-President's role is to support the BCATML President in performing his/her duties and to stay abreast of language issues throughout the province (and country if possible).

The Vice-President chairs any meetings which the President cannot attend.

BCATML Treasurer

Report to the executive the financial statements at each executive meeting.

Communicate with the Michelle Steele or Elizabeth Lambert, BCTF, about financial procedures

Explain, distribute and collect expense forms at every meeting.

Monitor the finances, prepare cheque requisitions and maintain communication with the BCTF and the executive

Analyze and make recommendations to the executive based on the financial status of the BCATML

Assist the president in preparing any grant proposals.

Prepare an annual statement and present at the AGM on an overhead transparency.

BCATML Secretary/ Membership

Gather personal & work contact information for each executive member & submit to BCTF.

Contact president one week prior to each meeting to check on the agenda.

Record minutes of each executive meeting and then submit to president for approval before distributing to executive members.

Print a copy of minutes for each executive member, the agenda, and a 'things to do' sheet for each member for each executive meeting.

Record minutes of AGM and then copy and submit to president for edits. S/He will then forward to the BCTF within 90 days of conference.

Copy AGM minutes and have available for membership at the following year's AGM. Bring ballots to AGM.

Bring BCATML laptop computer to each meeting.

Keep list of hardware and software owned by current BCATML executive (what we have and who has what)

Remind the president to get membership data from BCTF during the first week of the month prior to executive meeting. Report the current membership numbers at each executive meeting.

Keep track of data base, noting expiry dates; sort for geographical clusters & gaps, long-time members, new members, whether student members have renewed, etc. Object: retain members!

BCATML Newsletter Editor

Collect newsletter articles and prepare layout for printing.

Contact language reps and other executive members to remind them of needs for the newsletter.

Communicate with publishers about the possibility of advertising in the newsletter. Ads are presently \$150 for one page, \$100 for a half page, and \$75 for a quarter page.

Communicate with other language education newsletter editors for the possibility of sharing articles e.g., CASLT

Prepare a draft and share with another member of the executive for advice before sending to the president who will then send on the BCTF

BCATML Website Coordinator

Post current executive information and contact coordinates.

Stay abreast of and post new sites of interest to second language teachers.

Keep links up to date.

Post documentation needed for conference presenters and registration.

Keep conference information (workshops, presenter information, directions, etc.) up to date.

Post photos and conference highlights.

Moderate listserv.

BCATML Language Representatives

Attend and report on your language at executive meetings.

Share BCATML information with colleagues and language teachers.

Promote our conference by sharing registration information.

Submit newsletter items: research, articles, classroom activities, interesting resources, print-ready activities.

Seek out presenters for our conference. Ensure that presenter proposals are submitted on time to Presenters Coordinator.

Bring relevant issues and events to the attention of the executive.

Network to improve communication and increase membership.

Check out and report on websites. Submit ideas and links to Website Coordinator so that these may be shared with members.

Attend other conferences and report back; write articles.

Contact publishers for up-to-date product information.

Keep up-to-date on current research and pedagogy.

Contact list of people *other than publishers* to possibly attend, present, or have a table at our conference, including consulates, universities, colleges, bookstores.

Meet with the outgoing representative for mentoring & receive binder.

November 1 – deadline for newsletter submissions

February 1 – deadline for newsletter submissions

*Seek out conference presenters for April 1st deadline

May 1 - deadline for newsletter submissions

July 15 - deadline for newsletter submissions

BCATML Conference Committee Chair

Months BEFORE:

Decide lunch menu (with input from committee).
Determine quantity of sessions, number of rooms .
Reserve hotel rooms.
Negotiate and sign contracts.
Oversee lanyard and bag purchase.
Purchase gifts and plaques for executive retirees.
Create evaluation boxes and signs (Student Helper Supervisor).
Prepare and photocopy evaluation forms for individual sessions and overall conference (Student Helper Supervisor).
Ensure that conference program photocopied (Newsletter Editor)
Identify at least two or three photographers for conference day.

One Week BEFORE:

Allocate room assignment with AV and registrar.
Estimate total conference numbers with registrar.
Review conference duties.
Reserve restaurant for conference night dinner for executive.
Continue any unfinished jobs – e.g. stuffing, registration, signs
Assign tables for publishers and commercial displays

One Day BEFORE:

Prepare morning speech & agendas.
Check parking, luncheon menu, evaluation sheets, roles and responsibilities.
Stuff handout packages (gloves) – student helpers assist.
Collate name tags/receipts into alphabetical order.
Have gifts & thank you cards ready for presenters .
Review presenter AV needs with AV Department.
Meet all hotel staff and review all aspects of convention – e.g., menu, AV, numbers, parking passes, and signs on meters.
Review that there are 2 or 3 photographers with digital cameras.
Review table assignments for publishers and commercial displays.
Continue any unfinished jobs – e.g., stuffing, registration, signs.

Morning of CONFERENCE

Meet with exec at 6:30 a.m.

Exec members transport bags and supplies to registration and presenters' tables.

Student helper supervisor greets high school students.

Welcome university student helpers at registration area.

Confirm that 2 or 3 photographers ready to take pictures all day.

Confirm that parking passes ready for pickup at desk.

Put up signs.

Check with AV Dept.

Check that breakfast has been laid out.

Get walkie-talkie or carry cellphone.

Confirm lunch numbers before 9:30 a.m.

Greet keynote speaker.

Give gift and card to keynote.

Afternoon of AGM

Clean up presenters' and registration tables after lunch, before 2:00 .

Treasurer should deposit cheques.

Bring transparency list of people running for election + open positions.

Treasurer's report – make sure overhead is ready, bring overhead felts

Prizes – use draw process.

Check with secretary to bring last year's AGM minutes, ballots.

Oversee cleanup – signs down – get student helpers (Student helper supervisor).

Check with students on collation of evaluations.

Oversee and delegate cleanup of student room.

Check to see that retiree plaques and thank you letters are ready.

Check with students on collation of evaluations.

Put away any equipment and supplies.

Evening of Conference

Dinner at restaurant

Thanks to everyone and congratulations

Day after conference:

Clean-up as necessary; ensure finances in order, e.g. 9:30 – 11:00 am.

Finish cheque recording (registrar, treasurer and ?)

New executive meeting

Focus on conference success (general evaluation forms) and suggestions for improvement, newsletter responsibilities, meeting dates, upcoming issues needing attention.

BCATML Conference Registrar

Summer

Work with BCTF to set up registration template – coordinate efforts with conference committee (Membership Secretary) to ensure all necessary information is captured.

Establish session limits in conjunction with conference committee (Conference Chair and Presenters Coordinator).

September

Monitor registrations, session numbers and communicate regularly to Conference Chair and Treasurer.

Check with BCTF for how to handle on-site registrations (assuming a manual process and later on-line input or ??)

Two weeks before conference

Continue to monitor registrations.

Adjust session totals as necessary (in consultation with Conference Chair).

Day of conference

Oversee on-site registration according to BCTF procedure.

After conference

Liaise with BCTF to ensure on-site registrations have been processed. Cross-check registration lists (coordinate with Membership Secretary). Note steps to improve process for next year and to update this document.

BCATML Presenters/A-V Coordinator

February to March

Collate submissions for April 1st deadline.

Look for missing areas and seek out presenters directly through language coordinators. Consult with Conference Chair/President.

Decide, with Conference Committee, on appropriate gift.

April

Create possible list of presenters to submit to conference committee for approval.

Respond to presenters with confirmation email, asking for A-V needs (note that these should be kept to a minimum = very costly). Provide hotel information, e.g., block rate for out-of-town presenters only if conference committee has approved these expenses ahead of time.

Keep track of all presenters and categorize according to Generic, French-lem/mid, French-sec, German, Japanese, Spanish, Mandarin, e.g.,

Presenter	Contact Info	Workshop Title & Description	A-V Needs	Communication RSVP/Confirm

One month before conference

Confirm A-V needs and allowable expenses.

Liaise with Conference Chair and hotel A-V Dept.

Purchase and wrap presenter gifts (before or at September Conference Committee meeting).

Two weeks before conference

Confirm session attendance numbers. Indicate that this is an estimate only and that there will likely be more attendees on conference day (plan for more photocopies).

After conference

Send a thank you letter with evaluation package after conference. (Student helper coordinator will have evaluation packages.)

BCATML Publishers/Trades Coordinator

February to June

Solicit publishers/trades to purchase tables (\$200 per table).

Send cheques to treasurer.

Send confirmation letters out, offer stuffing of promotional material into conference bags @ \$75 per item; clarify specific needs.

Two weeks before conference

Prepare the hotel floor plan of where companies will be placed. (Note the careful placement of competitors.)

Confirm names of each company's representatives (as these sometimes change between booking and conference day.)

Create packages for each company, e.g., conference program, map, etc.

Create labels for each company's representatives.

Morning of conference or night before:

Label all Publishers'/Trades' tables with masking tape.

Set up Publishers' table near registration.

Deliver packages (student helper) to companies who don't pick up.

BCATML Student Helpers/Evaluations

May-June

Send letter of agreement to school contact person.
Coordinate with him/her number of students available.

September

Check in with contact person. Confirm numbers of students available.
Meet with students and contact teacher to explain expectations (e.g., Friday Conference Committee meeting day).
Check that t-shirts are washed and ready for the conference.
Review previous evaluation forms and modify if necessary.
Photocopy enough copies for all sessions (plus extras): individual session evaluations and overall conference evaluations.

Day before conference

Conduct a tour of the hotel with the students.
Distribute t-shirts (these must be returned right after the conference).
Invite students to assist with stuffing promotional material into registration packages.

Day of conference

Meet with students at 7:00 am and walk groups to their stations.
Supervise during first session.
Check on them between sessions, during lunch, and end of the day
Supervise students as they clean up, collate evaluations.
Collect collated evaluations from student helpers
Collect t-shirts.

After conference

Summarize and report back to the executive.
Send letter of thank you, cc principal, plus cheque to the school.

CONFERENCE ROLES CHECKLIST

Chair: _____
be everywhere!

Greeter/director: _____
direct people to Registration/Presenters/keynote

Registrar: _____
oversee onsite reg.

Registration Supervisor: _____
oversee package pick-up/clean-up

Publishers: _____
check tables/companies' needs

Presenters: _____
provide packages/gifts

AV checker: _____
check equip/liaise with hotel AV Dept.

Student Helpers/ _____
Evaluations:
oversee students

Photographers: _____
take pictures in ALL sessions

Lunch coordinator: _____
reserve VIP table, oversee meal lineup

AGM organization: _____
thank you cards, plaques Set up room

BEFORE OCTOBER

Presenter Gifts: _____
Purchase/wrap presenter gifts

Draw prizes for AGM: _____
Liaise with Publisher/Displays to
gather draw prizes/Bring to AGM

BCATML ACTIVITY REPORT FOR _____
200__-200__

TYPE OF ACTIVITY <small>(e-mail to ... / meeting with ... / workshop for ... etc.)</small>	DATE	TOPIC / PURPOSE
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School districts, Universities, Teacher associations, etc.

Non-government agencies (BCTF, CPF, Language groups, etc.)

Ministry of Education (Committees, Exam work, consultation, etc.)

Future October PSA days (BCTF procedure statement 30.A.14):

2007 - 2008: October 19, 2007
2008 - 2009: October 24, 2008
2009 - 2010: October 23, 2009
2010 - 2011: October 22, 2010
2011 - 2012: October 21, 2011
2012 - 2013: October 19, 2012
2013 - 2014: October 25, 2013
2014 - 2015: October 24, 2014
2015 - 2016: October 23, 2015

PSA Calendar of Important Events

Each PSA is unique, so it is difficult to fill out a generic calendar. Some PSAs hold their annual general meetings in the fall; others hold their AGMs in the winter or the spring. The following calendar cites Federation requirements and suggestions for PSA planning.

May–June (or as soon as possible after the PSA’s AGM)

- Executive offers spring activities.
- Association recruits members and subscribers.
- Editor prepares fall publications, schedules the year’s publications, and notifies Elizabeth Lambert.
- Executive schedules events for coming year and notifies Elizabeth Lambert for PD Calendar.
- New executive plans the year’s work, including budget.
- Old and new executive committees hold combined meetings.
- Old executive submits to the members and subscribers a written report of the past year’s activities and a financial statement in a newsletter or at the annual general meeting. Eligibility for subsequent year’s per capita grant hinges on the PSA’s providing those reports.
- Past secretary or president notifies head office (Elizabeth Lambert) of names and addresses of new executive, new fee structure, and new signing officers.
- President keeps in touch with PSA Council Executive and BCTF staff liaisons.

July–August

- Association recruits members and subscribers.
- Editor prepares pre-Christmas publication.
- Executive plans program and budget for the year.
- Treasurer reviews BCTF-prepared annual financial statement of PSA for past year.
- President keeps in touch with PSA Council Executive and BCTF staff liaisons.

September

- Association recruits members and subscribers.
- Executive plans and budgets, and president submits per-capita-grant application to Elizabeth Lambert by September 30. Editor provides the information to members and subscribers through newsletter.
- Executive sets meeting schedule and gives dates to all PSA executive members and Elizabeth Lambert.
- President keeps in touch with PSA Council Executive and BCTF staff liaisons.
- Secretary revises officers list and notifies Elizabeth Lambert.

September 30

- Deadline for submission of per capita grant application.

October

- Association recruits members and subscribers.
- Editor prepares January publication.
- Executive assists chapters and PD chairpersons with programs and conventions.
- Professional-development co-ordinator gets fall activities under way.
- President keeps in touch with PSA Council Executive and BCTF staff liaisons.

November

- Executive finalizes next term's meeting dates.
- President keeps in touch with PSA Council Executive and BCTF staff liaisons.
- President reports to members and subscribers on fall activities. Executive plans winter program.
- Treasurer notifies BCTF of fee change ratified at fall AGM.

December

- Deadline for resolutions to BCTF Annual General Meeting (December 15)).
- Editor prepares pre-PSA AGM publication.
- Executive plans for January.

January–February

- Editor prepares spring publications.
- Executive finalizes plans for activities during the term.
- Executive plans AGM.
- Executive appoints nominations committee.
- Treasurer monitors budget.
- Association recruits members and subscribers.

March–April

- Treasurer recommends to AGM PSA fee for following year. Executive reviews policies and suggests amendments to constitution. AGM ratifies. Secretary informs BCTF (Elizabeth Lambert) of changes. Nominating committee plans election of officers and obtains information about nominees.

April 15

- BCTF takes count for per capita grant for following year.

May

- Executive reviews beginning of this calendar.