



BCTLC Constitution

Leadership in public post-secondary education & learning technology

1. Name

The name of the organization shall be the British Columbia Teaching and Learning Council, hereinafter referred to as “BCTLC” or as “the Council”.

2. Affiliations

The BCTLC is affiliated with BCcampus, ETUG (Educational Technology User Group), UCIPD (Universities, Colleges and Institutes Professional Developers) and national equivalents.

3. Bylaws

This document contains the general bylaws of the Council that regulate the transaction of business and the affairs of the Council.

4. Mission and Purpose of Council

The Council defines itself as a community of leaders from British Columbia’s public post-secondary education system with a mission to provide local, provincial and national leadership on issues, challenges and directions around teaching, learning technologies, scholarly practice, student learning, and related topics to facilitate the enhancement of high quality teaching and learning cultures across the BC system.

The seven purposes of the Council are to:

1. Create a provincial environment where emerging and challenging teaching, learning and technology issues can be candidly discussed, directions planned out and possible solutions presented to institutions for consideration.
2. Fulfill an advocacy role, seeking to inform and persuade educational leaders for the development and sustainability of quality post-secondary education teaching, student learning, and learning technologies in the BC education system.
3. Raise awareness and share knowledge around teaching and learning with individuals in decision-making and leadership positions across the whole education system.

4. Facilitate communication and collaboration among members for purposes of advancing collective understandings, inter-institutional efficiencies and sharing services.
5. Collaborate with other BCTLC affiliates and counterparts in the BC post-secondary system as necessary and appropriate.
6. Build partnerships with external groups and institutions for the betterment of our provincial post-secondary education system and where possible, that of other provinces and nations.
7. Have representation and/or ability to provide updates/reports to provincial committees and to decision-making bodies (RUCBC, BCAIU, BC Colleges, Ministry of Advanced Education).

5. Membership

Membership is open to those who currently occupy a leadership position responsible for the management and implementation of teaching and learning, and learning technologies, in their home institutions and who have the ability to speak on behalf of their institutions including all universities, colleges and institutes in British Columbia. Normally, members will be at the director level.

There are up to two positions available for each of the 25 institutions (universities, colleges or institutes) in British Columbia's public post-secondary system¹ to ensure that there is representation from both learning technologies and teaching and learning areas of the institution (if they are not directed by the same position).

Ex-officio members² of the council include:

- BCcampus
- Educational Technology Users Group Chair(s)
- Yukon University

Selection of institutional or organizational representatives will be up to each organization, college, institute or university, ensuring that the representative(s) occupy a leadership position and have the ability to speak on behalf of their institution/organization.

There will be no membership fees. BCcampus will financially assist the Council in its operational needs, along with hosting meetings, committee work and associated gatherings.

On any matters requiring a vote, there will be one vote per institution.

¹ For the list of eligible institutions please consult the Ministry of Advanced Education website at: <http://www.aved.gov.bc.ca/publicpsed/welcome.htm>. Please note that for the purposes of the Council, and given autonomous governance structure, UBC-Okanagan and UBC Point Grey will each have its own position

² Ex-officio in this case is meant to describe only participatory rights indicating that by virtue of being Chairs or Directors of ETUG, **Yukon College** and BCcampus they are members of the BCTLC. They are afforded the same rights for Council participation, including debating, making formal motions and voting.

6. Powers

The Council shall have authority to establish its own bylaws and to appoint committees or task forces in order to fulfill its purposes.

7. Bylaws

Bylaws may be adopted, amended, suspended or rescinded by a simple majority of members of the Council present and voting at any meeting at which quorum is declared, provided that written notice of motion be sent to the entire membership not less than ten days prior to the date of the meeting. Voting on bylaw adoptions, amendments, suspensions or rescindments by secure electronic means is acceptable with at least two weeks' notice followed by two weeks in which to vote. In the case of electronic voting, a simple majority of votes cast shall be considered equivalent to a simple majority of members present. There will be one vote per institution.

8. Constitutional Amendments

This constitution may be amended by a two-thirds majority of members of the BC Teaching and Learning Council present and voting at any meeting, provided that written notice of the proposed change or substance thereof be sent to the entire membership not less than ten days prior to the date of the meeting and provided either that at least two-thirds of the members are in attendance or alternatively that quorum is declared and fully two-thirds of all members have votes counted either at the meeting or prior to it via secure electronic means.

9. Dissolution of the Council

The BC Teaching and Learning Leadership Council may be dissolved by a two-thirds majority of members present and voting at any meeting, provided that written notice of the proposed dissolution be sent to the entire membership not less than ten days prior to the date of the meeting and provided either that at least two-thirds of the members are in attendance or alternatively that quorum is declared and fully two-thirds of all members have votes counted either at the meeting or prior to it via secure electronic means.

10. Officers Constituting the Executive Committee

a. Number

The officers of the BCTLC shall be a Chair, Past-Chair and Chair-Elect and these three officers then succeed to the next position at the completion of their one-year non-renewable term. An officer may not be re-elected to serve successive terms. Officers must be members of the BCTLC and fit the membership requirements.

1. The Chair shall arrange meetings, consult with members in the preparation of agendas, distribute agendas at least ten days in advance of meetings and liaise with affiliates and other relevant organizations. The Chair must have demonstrable managerial, public relations, record-keeping, and technology and communication skills.

2. An immediate Past-Chair (to be selected by the other Council Members), who shall chair the Nominating Committee and oversee elections. Past-Chairs, who retire or are no longer part of their institution's teaching and learning centre (e.g., returned to a teaching role), may serve as past Chair in an ex-officio capacity for one year.
3. A Chair-Elect who shall perform Secretarial and Communications duties internally, namely maintain a current list of members, maintain minutes of meetings, and organize communications with the Officers and the membership, and who shall fulfill the Chair's duties should the Chair be unable to or absent.

Additionally, the following positions shall be created as needed.

4. A Treasurer (*ex officio*), who shall be responsible for all finances associated with BCTLC business. Since no money currently is involved in the business of the Council, this seat can remain vacant until such time as it becomes necessary to fill it.
5. Three members-at-large elected to ensure representation of respective stakeholders (e.g., universities, colleges, institutes) who may lead working groups or committees as needed and report on activities.

These positions are two-year non-renewal terms.

b. Election and Term of Office

The officers of the BCTLC shall be elected by the core membership at the April General Meeting by written or electronic ballot. A Nominating Committee, consisting of the Immediate Past-Chair, as chair, and two other members selected at the previous April General Meeting of the Council, shall present a slate of nominees reflecting the various provincial regions and sizes of institutions. If there is more than one nomination for an office, the meeting shall agree on election rules before voting. No one shall be nominated without his/her consent.

The officers will assume responsibilities of office at the close of the Spring General Meeting or June 1st if there is no April General Meeting. The term of office, for all officers, is two years with the exception of the Past-Chair, Current-Chair and Chair-Elect, which are one-year roles. To start the Council, newly elected members-at-large will assume 1 or 2 year terms to provide some continuity within the Council as members change.

Each officer shall hold office through the term of office (i.e., until a successor has been duly appointed or elected or until he/she resigns or shall have been removed from office in the manner hereinafter provided.) In circumstances such as a vacancy in any office because of death, resignation, removal, disqualification or otherwise, the membership can extend by majority vote of an existing Executive Committee members through the unexpired portion. This action can be taken at a regularly scheduled meeting, or by electronic means.

c. Removal of Officers

Any officer may be removed by a ⅔ majority vote of the membership whenever in their judgment the best interests of the BCTLC will be served thereby, but such removal shall be without prejudice to the rights, if any, of the person so removed.

d. Remuneration of Officers

The officers shall receive no remuneration for acting as such and shall neither directly nor indirectly receive any profit from their positions.

e. Expenses to Serve as Officer

When a member becomes an officer of the Council, all travel, communication and related expenses are borne by the officer's institution or department's budget. When possible, all meetings that do not involve travel to the lower mainland will be conducted through a synchronous system hosted by BCcampus (e.g., Skype, Adobe Connect, Blackboard Collaborate). For the two face-to-face meetings each year in the Vancouver area, officers are encouraged to consider using hotels offering government rates. All food and materials required for hosting the meetings will be covered by BCcampus. Additional meals incurred during travel to the meeting will be borne by the officer or the institution's budget.

f. Duties and Expectations of Officers

The general duties and expectations of the officers of the Executive of the BCTLC are as follows:

- read the governance manual thoroughly and be aware of your roles and responsibilities
- physically attend both membership meetings and stay the entire time unless prevented by extraordinary circumstances
- contribute to any discussion either electronically or in person requiring consensus, and vote on all measures submitted for a vote either electronically or in person
- serve in leadership role on at least one committee at some point during your three-year term
- serve in a mentoring role to new members to the BC-TLL and the Executive
- secure funding from your own institution to attend BCTLC meetings (beyond what BCcampus supports in terms of food during meeting time)
- be guided by the mission and purposes of the Council

11. Meetings

a. Number

There shall be two scheduled general meetings of the Council per year held face-to-face and open to the entire membership. These meetings shall happen at or around the following times and will be called by the Chair:

1. October: mid to late
2. April: mid to late

There shall be other meetings of the Council as warranted by working groups, committees and so forth that will most often meet via online synchronous conferencing (e.g., Skype, Adobe Connect, Collaborate etc.)

b. Location

Meetings will normally be held in the lower mainland Vancouver area with BCcampus supporting the Council with provision of meeting location arrangements and hosting capabilities including technology access and services. One meeting every two years will be held outside of the lower mainland. When any institution is unable to be present for one of the scheduled meetings, BCcampus will support the member with technologies to allow for video or voice engagement and attempts will be made to design inclusive activities.

c. Rules

Members may at any time create, adopt, or amend rules of order to govern the proceedings of meetings of the Council. The functions of Council and the conduct of its members shall be governed by the regulations 1) contained in the Constitution of the Council and 2) contained in Sturgis, Standard Code of Parliamentary Procedure.

d. Attendance

A member of the Council who is unable to attend a meeting may delegate another person from their institution (a delegate acting like a proxy) to attend and vote during the absence of the member but not to act as an officer. This delegate should be someone in a role that has the authority to act on behalf of the member to make decisions on the part of the institution etc. as outlined in the membership section.

e. Quorum

A simple majority of the members of BCTLC or their delegates shall constitute a quorum for any meeting.

f. Voting

Each individual member of the Council shall be entitled to one vote. The Chair may vote.

12. Conflict of Interest

Where an officer, or a member of his/her immediate family, has any pecuniary or personal interest in any matter, or otherwise has a conflict of interest, the officer:

- shall disclose his/her interest at a meeting of the executive prior to any discussion or consideration of the matter;
- shall not participate in a discussion of or vote on the matter;
- shall not attempt to influence the voting on such matter in any way;
- Every declaration of a conflict of interest shall be recorded in the minutes of the meeting.

13. Amending the Bylaws

These Bylaws may be cancelled, altered, or amended by a Special Resolution at the Spring General Meeting or by an electronic vote of the membership.

Proposals to change the Bylaws may be made by either the Executive or by at least fifteen (15) members.

Written notice of motion informing members of the details of the proposed change(s) to the Bylaws must be provided to the Chair-Elect at least 25 days prior to the Spring General Meeting of the Council and circulated to the membership at least 15 days prior. Electronic communication by email shall be considered as written notice.

The notice of the Spring General Meeting must be received by members at least fourteen (14) days prior to the meeting and must include details of the proposed resolution to change the Bylaws.

The amended Bylaws take effect after approval of the Special Resolution.

BCTLC Constitution and Bylaws were created by a committee which included the following individuals: Heather Smith (Director for the Centre for Teaching, Learning and Technology, University of Northern British Columbia and committee chair), Peter Arthur, (Director, Centre for Teaching and Learning, University of British Columbia Okanagan), Stephanie Chu, (Director, Teaching and Learning Centre, Simon Fraser University), Teresa Dawson (Director, Learning and Teaching Centre, University of Victoria), Grant Gregson (Coordinator, Teaching and Learning Centre, Emily Carr University of Art and Design) Liesel Knaack (Director, Centre for Innovation and Excellence in Learning, Vancouver Island University), Theresa Southam (Coordinator, Teaching and Learning Institute and Aboriginal Services, Selkirk College), Maureen Wideman, (Director of Teaching and Learning, University of the Fraser Valley), Mary Burgess (Executive Director (Acting), BC Campus, ex-officio),