

CONSTITUTION OF THE LAURIER TEACHERS UNION

I NAME

1. The Union shall be called "LAURIER TEACHERS UNION" (hereinafter referred to as the Union).
2. The Union is a member of the QUEBEC PROVINCIAL ASSOCIATION OF TEACHERS and shall respect the Constitution and By-Laws of the QPAT.

II AIMS

1. To promote, protect and advance the professional, economic and social interests of its members.
2. To negotiate Collective Agreements on behalf of its members.
3. To speak for teachers in the evolution of the English school system.
4. To promote the cause of public education in Quebec.

III MEMBERSHIP

1. There shall be two (2) classes of membership in the Union - Active and Associate.
2. Active membership shall be available to all persons who are employed by the Sir Wilfrid Laurier School Board and whose occupation is to teach students by virtue of the Education Act and/or of the Collective Agreement in force and who have applied for membership, paid their Initiation and Union Fee and have been duly accepted as Active members.
3. Associate membership shall be available to persons formerly holding Active membership who have paid annual fee in accordance with the Handbook of Policies and Procedures and who are not holding an administrative position at the time of resignation or retirement. Such members shall not be entitled to vote or to hold office. They shall, however, be entitled to receive communications and specific services as determined by the Board of Directors.
4. Any member who has not been disciplined in accordance with Article XX and who pays the Union fees in accordance with Article IV shall be considered a member-in--good-standing.

IV FEES

1. Each member shall pay an Initiation Fee as specified in the Handbook of Policies and Procedures.
2. Each member shall also pay a Union Fee, the amount of which shall be determined each year at the Annual General Meeting.
3. The member who leaves the employ of the school board and who, at any time during the

following school year re-enters the employ of the aforementioned school board shall be exempted from payment of another Initiation Fee and from the procedure of acceptance of his/her application by the Board of Directors.

V COMPOSITION OF THE BOARD OF DIRECTORS

1. The Board of Directors shall comprise 15 members and shall consist of:
 - a) The President who shall be elected by all the Active Members of the Union
 - b) Four members of the Executive who shall be elected by all the Active Members of the Union
 - c) Ten Sector Directors, nine of whom shall be elected by the Active Members in the schools or centres they represent, and a Director for Teachers Without Full-time Contracts, who shall be appointed annually by the Board of Directors not later than October from a list of teachers whose candidacy has been endorsed by at least five teachers without full-time contracts from at least two schools
 - d) The Sector Directors are apportioned in conformity with the Handbook of Policies and Procedures:
 - i) Two directors of Secondary Schools (Greater Laval)
 - ii) Three Directors of Elementary Schools (Greater Laval)
 - iii) One Director of Secondary Schools (Greater Laurentian)
 - iv) One Director of Elementary Schools (Greater Laurentian)
 - v) One Director for Teachers Without Full-time Contracts (Youth Sector)
 - vi) One Director of Centres (Adult and Vocational)
 - vii) One Director of Alternate Education

VI COMPOSITION OF THE EXECUTIVE

1. The Executive of the Union shall be composed of:
 - a) the President
 - b) the General Chairperson
 - c) the Secretary-Treasurer
 - d) the Director of Membership Welfare
 - e) the Director of Pedagogical Affairs

VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

1. The duties of the Board of Directors are:
 - a) To have in charge the general interest of the Union and to establish the policies of the Union in the intervals between general meetings, provided such policies are not in conflict with those already established at general meetings
 - b) To appoint committee members and to name representatives when necessary to further the objectives of the Union
 - c) To see that the books of the Secretary-Treasurer are audited each year or more often, if required
 - d) To authorize the holding of a referendum
 - e) To act as the staffing committee of the Union
 - f) To hold meetings of the delegates at least four (4) times per year
 - g) To modify the Handbook of Policies and Procedures when necessary, in conformity with the Constitution
 - h) To accept new members
 - i) To remove a school delegate in accordance with Article XV (3)
 - j) To borrow money upon the credit of the Union
 - k) To acquire and dispose of assets
 - l) To approve the policy governing Union publications
 - m) To authorize payment of all legitimate expenses in the conduct of Union business
 - n) To name the Signing Officers for the Union
 - o) To name an Acting President for purposes of Article XVII from among the Directors at the first Meeting of each year
 - p) To name, if it so chooses, a Director when a vacant position remains following the application of Article XII
 - q) To fix a date for elections in the month of May
 - r) To carry out any other specific duties outlined in the Constitution

VIII POWERS AND DUTIES OF THE EXECUTIVE

The Executive shall meet:

1. To carry on the business of the Union between meetings of the Board of Directors
2. To make policy and budgetary recommendations to the Board of Directors
3. Each Executive member shall discharge the duties normally associated with his/her office and attend Meetings of the Executive, the Board of Directors, the Delegates, and General Meetings of the Union.
4. The duties of the individual members of the Executive are as follows:

a) The President shall:

- i) Prepare the Agenda for Meetings of the Executive, the Board of Directors, the Delegates, and General Meetings, subject to adoption by the respective bodies. He/she shall ensure that these Agendas are distributed in advance.
- ii) Act as Chief Spokesperson of the Union.
- iii) Be the Chief Executive Officer responsible for implementing the policies of the Union.
- iv) With any necessary assistance approved by the Executive, carry out all duties of the Executive not specifically assigned to other members of the Executive.
- v) Be an "ex-officio" member of all Committees named under this Constitution, with the exception of the Nominations Committee.
- vi) Call the necessary meetings whenever some matter which comes to his/her attention makes a meeting necessary.
- vii) Oversee the enforcement of the collective agreement.
- viii) Represent the Union, with the assistance of the Director of Membership Welfare, in matters regarding Negotiations.
- ix) Represent the Union, with the assistance of the Director of Pedagogical Affairs, in pedagogical and professional matters.
- x) Be the Chief Signing Officer of the Union and authorize all payments by cheques signed by him/her and the Secretary-Treasurer or the third Signing Officer.
- xi) Supervise the employees of the Union.

b) The General Chairperson shall:

- i) Preside at General Meetings of the Union, at Meetings of the Board of Directors, the Delegates, and at Meetings of the Executive.

c) The Secretary-Treasurer shall:

- i) Be a Signing Officer of the Union.
- ii) Maintain, or cause to be maintained, records of income and expenditures.
- iii) Prepare, or cause to be prepared annually, or as often as may be required by the Board of Directors, a financial report.
- iv) Keep, or cause to be kept, a record of membership.
- v) Present the books of the Union to the auditors annually or when called upon to do so by the Board of Directors.

- vi) Be present at all General Meetings and meetings of the Executive and the Board of Directors, and the Delegates and make reports as required.
 - vii) Chair the Budget & Finance Committees.
 - viii) With any necessary assistance approved by the Executive, keep minutes of and sign the approved minutes of:
 - 1) Executive Meetings
 - 2) Board of Directors Meetings
 - 3) General Meetings.
 - 4) Delegates Meetings
- d) The Director of Membership Welfare shall be released in conformity with the Handbook of Policies and Procedures from his/her teaching duties in order to:
- i) Assist the President in negotiation, consultation, and contract application.
 - ii) Assist in advising members regarding their legal and contractual rights and in providing information on insurance, pension, and social benefits.
 - iii) Conduct school visits periodically in order to maintain effective communication with the membership.
 - iv) Assist the President in the preparation and presentation of workshops.
- e) The Director of Pedagogical Affairs shall be released from his/her teaching duties in conformity with the Handbook of Policies and Procedures in order to:
- i) Be responsible for representation at board-level consultative bodies and for communicating with the membership concerning these dossiers.
 - ii) Assist with the co-ordination of school-based professional improvement activities.
 - iii) Monitor curriculum implementation and the introduction of new programmes at the level of the schools.
 - iv) Coordinate representation on the following QPAT committees: Teacher Education and Development; Special Education; Curriculum Council; Convention.
 - v) Oversee the implementation of teacher training in accordance with the collective agreement and school board policy.
 - vi) Assist the President in the preparation and presentation of workshops.
- f) With the exception of the President, the duties of the other Executive members may, exceptionally, be modified by the Board of Directors.

IX TENURE OF THE BOARD OF DIRECTORS

1. All members of the Board of Directors shall hold office for a two-year term with the exception of the Director for Teachers Without Full - time Contracts, whose term of office shall expire on June 30th of each year.
2. Unless otherwise provided for in this Constitution, the term of office shall commence on July 1st and end on June 30th.

X MEETINGS OF THE BOARD OF DIRECTORS AND OF THE EXECUTIVE

1. The Board of Directors and the Executive shall normally meet at least once a month at regularly scheduled meetings, as convened by the President.
2. Executive meetings may also be convened at other times at the request of the President or at least three (3) of its members.
3. Board of Directors meetings may also be convened at other times at the request of the President or at least eight (8) of its members.
4. The Executive and the Board of Directors shall respectively determine the rules of internal procedure that shall apply to meetings of these bodies. Nevertheless, a majority of the Members shall constitute a quorum.

XI QUALIFICATIONS FOR MEMBERSHIP ON THE BOARD OF DIRECTORS AND RELATED BENEFITS

1. All members of the Board of Directors must be Active members-in-good-standing of the Union. Sector Directors must carry out the majority of their teaching at a school or centre within the sector they wish to represent. The Director for Teachers without Full -Time Contracts must be a teacher without a full-time contract.
2. The members of the Board of Directors shall be remunerated and benefit from release time and professional training in order to carry out their duties, in conformity with the Handbook of Policies and Procedures.
3. The President shall be on a full-time leave of absence with pay from the school board, provision to be made in the Budget for payment by the Union of the cost of this release.
4. Notwithstanding the above, the total release time provided with respect to Article VIII (4.) (a), (d), and (e) shall be, at a minimum, the equivalent of two full releases.

XII ELECTION OF EXECUTIVE MEMBERS AND SECTOR DIRECTORS

All elected members of the Board of Directors shall be elected in the following manner. The Nominations Committee shall:

1. At least one month prior to the date of the election send to each school, a request for nominations, specifying the posts for which elections are necessary, the qualifications for such posts and such further information taken from the Election Procedures of the Handbook of Policies and Procedures as it deems relevant.
2. Assure that each Nomination is signed by at least ten (10) Active members-in-good-standing of the Union, is accompanied by the Curriculum Vitae of the nominee and his/her consent in writing and is received by the Nominations Committee not later than two (2) weeks prior to the election, on which date nominations shall cease. No member shall be eligible to seek election to more than one (1) position.
3. Notwithstanding the above, the Sector Directors shall be nominated and elected by members of the sector they wish to represent.
4. Examine all nominations and determine their authenticity.
5. Within one (1) week of the close of nominations, inform the membership of the position(s) and candidate(s) elected by acclamation when and if there is only one (1) candidate for a given position. When more than one (1) nomination for a given position are received, publicize nominations received to the membership of the Union by distributing to all members-in-good-standing, a list of nominees, including name and Curriculum Vitae of each nominee, the position(s) for which each was nominated, assuring that all candidates be given equal publicity.
6. Assure that ballots are distributed to all Active members-in-good-standing of the Union. The election shall be by secret ballot vote in the schools and shall be held in accordance with the Election Procedures as described in Handbook of Policies and Procedures.
7. Count the ballots. The candidates may be represented by scrutineers.
8. Declare and publicize the results of the election within one (1) week of the election, indicating those elected by acclamation.
9. Fill a position when there is no nominee at the close of nominations in the following manner:
 - a) The Nominations Committee shall inform the electors concerned within one (1) week following the announcement of the election results that it will accept nominations for the vacant position for a period of two weeks.
 - b) At the close of this new two-week nomination period, the Nominations Committee will assure that each nomination is signed by at least ten (10) members-in-good-standing of the Union, is accompanied by the Curriculum Vitae of the nominee and his/her consent in writing and is received by the Committee before the close of nominations.
 - c) After examining all nominations and determining their authenticity, the Nominations Committee shall either:
 - (1) Announce within one (1) week of the close of nominations who has been elected.

- OR -

- (2) Call an election within two (2) weeks of the close of nominations, informing the membership of such and providing all the information as required in the Constitution and Handbook of Policies and Procedures.

XIII GENERAL MEETINGS

1. General Meetings shall be called by the President at his/her discretion or at the request of the Board of Directors or upon the written petition of at least 50 Active Members. At least five (5) days' notice shall be given of such a Meeting (including weekends). One (1) General Meeting shall be designated "Annual General Meeting" (AGM) and held between April 15th and June 30th of each year. The General Meeting shall be the primary policy-making body of the Union.
2. Emergency General Meetings may be called by the President or the Board of Directors, in which case the five (5) day notice in (1) above is waived.
3. Special General Meetings may be called in accordance with the procedures mentioned above to deal only with the topic or topics listed on the Agenda circulated prior to the beginning of such a Meeting. This Agenda cannot be amended by the Meeting itself.

XIV QUORUM

1. The members present shall constitute a quorum unless, at the request of a member, a count is taken by the Chairperson and it is determined that fewer than 50 members are present. At this point, only motions to recess, refer or adjourn shall be in order.

XV DELEGATES

1. Each school or centre shall select one or more delegates chosen in conformity with the Handbook of Policies and Procedures.
2. Delegates shall:
 - a) Attend the meetings called by the Board of Directors in accordance with VII (1) (f) and name an alternate the day prior to such a meeting if it is known the Delegate cannot attend and to communicate this to the Union Office.
 - b) Chair Union Meetings of the school staff.
 - c) Communicate the views of their staff to the Board of Directors
 - d) Communicate the affairs of the Union and its Committees to their staff.
 - e) Assist members of the Board of Directors and Committee Chairpersons in carrying out responsibilities in the school.
 - f) Oversee the enforcement of the Collective Agreement in his/her school and report irregularities immediately to the Union.
 - g) Maintain the Union bulletin board.

- h) Inform the Union Office of new members and collect the Initiation Fee.
 - i) Represent members in meetings with the school administration.
- 3. The Board of Directors may remove a delegate following a failure to attend or a failure to arrange representation at two (2) consecutive meetings or when the delegate fails to carry out the duties mentioned in this Article.

XVI COMMITTEES

A) STANDING COMMITTEES

- 1. The Standing Committees of the Union shall be:
 - a) Budget and Finance
 - b) Nominations
- 2. Chairpersons of Standing Committees:
 - a) The Chairperson of the Budget and Finance Committee shall be the Secretary-Treasurer.
 - b) The members of the Nominations Committee shall designate a Chairperson from among its members.
- 3. Members of the Standing Committees shall be appointed by the Board of Directors. No member of the Nominations Committee shall be allowed to run for office in an election administered by the Nominations Committee.

B) AD HOC COMMITTEES

- 1. Any General Meeting or Board of Directors Meeting may appoint an ad hoc Committee, its Chairperson and its members. Such Committees may act only in an advisory capacity. Ad hoc Committee members must be members-in-good-standing.
- 2. It shall be the duty of all Committees, including the Standing Committees:
 - a) to meet when summoned by its Chairperson in accordance with the Constitution of the Union
 - b) in consultation with the President, to fill all vacancies in its body occurring during the official year
 - c) to deliberate upon such matters as it has been appointed to consider

C) QPAT DIRECTORS, OFFICIAL DELEGATES, UNION REPRESENTATIVES ON QPAT COMMITTEES.

These members shall:

- 1) Vote as directed by a General Meeting, the Board of Directors or, exceptionally, the Executive of the Union on matters arising from their functions at QPAT Annual General Meetings, QPAT Committees and the QPAT Board of Directors. When not explicitly instructed in such a manner, they shall conduct themselves in the best interests of the Union, always respecting the policies of the Union where such policies exist.
- 2) Report on the activities of the body at which they represented the Union when requested to do so.

XVII VACANCIES DUE TO RESIGNATION OR INCAPACITATION

Such vacancies shall be filled as follows:

- 1) President
 - a) Within one (1) week, the Acting President shall hold an Emergency Board of Directors Meeting. The Meeting shall name the Acting President as the Interim President and shall request that the Nominations Committee put out a call for nominations for the position of President, this call to be put out within one (1) week of the Emergency Board of Directors Meeting. The Nomination and Election Procedures shall be the same as those outlined in Article XII, (1) to (9).

Notwithstanding the above, should the vacancy occur in the second year of the mandate, the Interim President shall serve the remainder of the term.
 - b) If there are no nominees for the Presidency, the Nominations Committee shall name the Acting President as President unless he/she refuses the position, in which case the Board of Directors shall designate the President.
- 2) Other Executive vacancies shall be filled by the Board of Directors from among its members.
- 3) The Board of Directors
 - a) The Nominations Committee shall, within one (1) week of the identification of a vacancy issue a call for nominations following the Procedures of Article XII of this Constitution and the Handbook of Policies and Procedures.
 - b) Vacancies still existing following this procedure may be filled by appointment of the Board of Directors.

XVIII VOTES

1. A Motion shall require a simple majority of those voting, unless otherwise specified in the Rules of Order.

2. Strike votes and votes to authorize the signing of a collective agreement shall be carried out in conformity with the Quebec Labour Code.
The results of such a vote shall be counted by the members of the Nominations Committee.
3. A Motion of Censure may only be directed at a Member of the Board of Directors. It shall be circulated in writing to all members at least two (2) weeks before it is voted upon and shall require a two-thirds (2/3) majority of the membership voting at a General Meeting.

XIX RULES OF ORDER

All Meetings of the Union and Committees thereof should be conducted in accordance with the LTU Rules of Order as found in Handbook of Policies and Procedures.

XX DISCIPLINE

1. The Board of Directors may, at a meeting duly convened for that purpose, suspend or take any other disciplinary measures against any member who violated or refused to abide in accordance with the constitution of the Union, or any other resolution or policy duly adopted by a competent authority within the Union.
2. Notwithstanding (1) above, a Member of the Board of Directors may only be disciplined through a recommendation of Censure, in which case the procedure foreseen in XVIII (3) must be followed.
3. In such a case, the Board of Directors shall determine the length of the suspension or the conditions to be met in order to obtain the lifting of the said suspension or the nature of other disciplinary measures to be imposed.
4. Any member shall be given at least five (5) days notice of the meeting of the Board of Directors during which his/her suspension will be discussed and shall have the right to be heard and to be represented by counsel.

XXI AMENDMENTS TO THE CONSTITUTION

1. Any member-in-good-standing of the Union may propose an amendment to the Constitution.
2. Procedure:
A draft of the proposed amendment(s), together with a request that it be submitted for decision, shall be presented to the Board of Directors.

The Board of Directors shall then decide by simple majority vote whether

- a) to submit the proposed amendment(s) to the next General Meeting;
- OR -
- b) to proceed by Referendum in accordance with the provisions of Article XXII.

The Board of Directors shall have the right to redraft the proposed amendment(s) but without changing the intent.

3. Notice:
The Board of Directors shall be responsible for giving notice of the proposed amendment(s) and of the procedure to be followed one (1) month prior to the convening

of the next General Meeting, or of the date of the Referendum, as the case may be.

4. Vote:
The amendment(s) will be adopted only by
- a) a two-thirds (2/3) majority of those voting yea or nay at a General Meeting;
 - OR -
 - b) a two-thirds (2/3) majority of those voting yea or nay in a Referendum.

XXII GENERAL REFERENDA

A referendum may be conducted only after due authorization by the President or the Board of Directors or the General Meeting and shall be conducted by the Nominations Committee in accordance with the Election Procedures outlined in Handbook of Policies and Procedures.

