

2015

[CONSTITUTION]

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LEXICON

The following abbreviations will be used throughout this document to identify the various organizations and committees listed below.

- CSN : Confédération des syndicats nationaux
- CCMM : Conseil central du Montréal métropolitain
- FEESP : Fédération des employées et employés de services publics
- CSDM : Commission scolaire de Montréal
- EMSB: English Montréal School Board
- LRC: Labour Relations Committee



INTRODUCTION

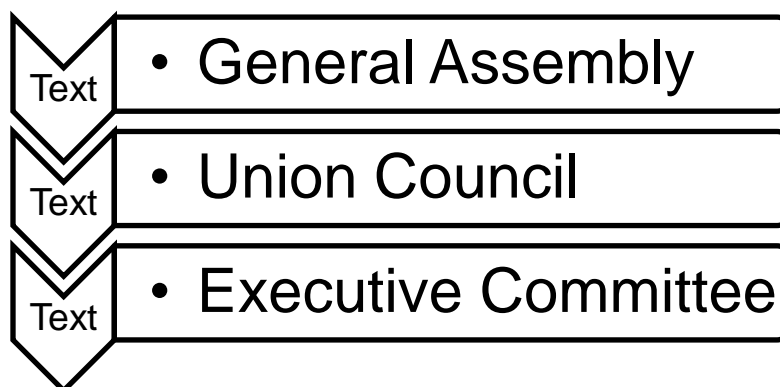
Created for the purpose of promoting and defending the collective and individual interests of its members, the union was formed to represent School Board support personnel working in Day Care Services, the Regular Sector and the Special Education Sector (including support personnel employed under Chapter 10 of the Collective Agreement). The General Assembly Meeting, the most important meeting that the union holds, is open to all union members. It is at General Assembly Meetings that the members, through a democratic process, are able to define the Constitution by which the union must abide and which are the basis of its mandate and inalienable rights.

The union is freely affiliated with the CSN and its constituent parts.

The organization of a union is based upon the principle of participatory democracy. The members of the Executive Committee and the Union Council must belong to one of the two official union accreditations. The members who serve on the Executive Committee and Union Council are elected to their positions at a General Assembly Meeting. The actions and orientations of the union are carried out in accordance with the mandates given to it at decisional union meetings and in compliance with the qualifications designated for this work by the Constitution.

The union receives its directives and orientations from the General Assembly, is administered by the Union Council and is managed by the Executive Committee.

Organigramme





CHAPTER 1 – THE UNION

1.1. NAME

The union is situated in Montreal under the name of « Association professionnelle du personnel administratif (CSN) », hereafter referred to as the “union”.

The union may also be referred to as the “APPA”.

The union logo and seal are represented by the letters “A-P-P-A” inscribed on either a black or a red square and enclosed within a white circle.

1.2. HEAD OFFICE

The Head Office of the union is situated in Montreal.

1.3. THE MANDATE

The union has, as its sole mandate, the responsibility of studying, promoting and defending the professional, economic and social interests of its members.

The union remains independent of all political parties and is not permitted to affiliate itself with any political party. The union may take a position concerning any project or measure of a political nature, whether it be political, economic or social, that may affect all of or some of its members or have an effect on the working class as a whole.

The union supports and defends the declarations and principles of the union organizations with which it is affiliated.

1.4. THE MEANS

The union proposes to fulfill its mandate:

- a) by acting on all the decisions approved by the General Assembly and on those made at internal decisional meetings;
- b) by negotiating, signing and putting into application, the Collective Agreement;
- c) by active participation in the union movement;
- d) by educating and informing union members on social and union issues that may concern them;
- e) by defending union members against all prejudice and injustice;
- f) by favouring and defending the concrete application of democratic principles;



- g) by exercising legal recourse;
- h) by acquiring for free, or for a price, the physical accommodations and furnishings necessary for the union's particular needs.

1.5. AFFILIATION

The union is affiliated with the CCMM (CSN), the FEESP (CSN) and the CSN. The union accepts to respect the Constitution and decisions of these organizations.

Any officer or delegate from the organizations mentioned above may attend union meeting and may participate in deliberations but has no right to vote.

1.6. DISAFFILIATION

Should the union choose to end its affiliation, the following rules shall apply:

- a) A proposal for disaffiliation from the CSN or from official decisional meetings on a permanent basis may not be discussed unless a notice of motion calling for disaffiliation has been presented previously, at the last General Assembly meeting of the union. The General Assembly meeting, in which the actual motion for disaffiliation is presented and discussed, may not be called until at least 90 days after the meeting in which the notice of motion was made. The written notification informing union members that there will be a General Assembly meeting to discuss this matter must clearly indicate the motives behind the proposal for disaffiliation;
- b) Once the notice of motion for discussion of disaffiliation has been presented, the Secretary-Treasurer shall submit copies to the organizations that are implicated at the CSN: the CCMM, the FEESP and the CSN Executive. This notice of motion must be transmitted to the organizations that are implicated at least 90 days before the date on which the General Assembly meeting, presenting and discussing the motion, is to be held. The failure to do so, or a failure to submit the notice of motion within the prescribed time limit, shall not invalidate the notice of motion but will instead prolong the waiting period for presentation of the motion in paragraph a) providing that the delay does not exceed a maximum of 120 days;
- c) Following the transmission of the notice of motion, the CSN, the FEESP and the CCMM are entitled to call a meeting of their own representatives with the union Executive Committee in order to discuss the union's motives for disaffiliation, the procedures to be carried out for disaffiliation and the procedures to be followed at the General Assembly meeting, including proceedings for the vote. The Executive Committee is obliged to participate in such a meeting and this, at least 60 days previous to the General Assembly Meeting where the motion will be presented for discussion.
- d) Failure by the union Executive Committee to participate in such a meeting and to reach an agreement in conformity with the Constitution of the CSN concerning procedures for disaffiliation at the General Assembly Meeting and



voting procedures, shall make any motion for disaffiliation that is passed at the General Assembly meeting declared null and void;

- e) No person outside the union Executive Committee, or from any organization other than those foreseen in the Constitution of the CSN, may be present at the meeting indicated above;
- f) The official representatives of the implicated CSN organizations have the right to participate in the General Assembly meeting and, after identifying themselves, may discuss the disaffiliation proposal and present their points of view. However, they do not have the right to make a proposal or an amendment;
- g) In order to be adopted, the disaffiliation must receive the approval of the majority of dues-paying union members, and this by referendum. The wording of the question must be presented as a resolution at the General Assembly meeting. A list of the names of all the union members shall then be transmitted to the CSN.
- h) The General Assembly may judge the pertinence of holding such a referendum by way of a simple majority vote during the General Assembly meeting where the disaffiliation motion is being discussed.
- i) Should the General Assembly vote against the holding of a referendum, the notice of motion shall be declared null and void and the proposal retracted;
- j) The committee responsible for organizing the referendum is to be formed of seven members representing both accreditations, three of whom are members of the Executive Committee, and all of whom are named and approved by the General Assembly.

1.7. AMENDMENTS TO THE CONSTITUTION

In order to propose an amendment to the union Constitution, a notice of motion must be made at the General Assembly meeting previous to the one in which the amendment proposal is to be presented. The notice of motion must indicate the article or articles of the Constitution that are the object of the amendment.

Any proposal to modify the present Constitution as a whole or in part, or to change the name of the union, must be transmitted in writing to the Secretary-Treasurer of the union who shall then inform the Executive Committee. This written proposal must be transmitted to the union at least 15 days before the General Assembly in which the amendment will be presented.

Any amendment to the Constitution must be voted upon and approved by two-thirds the union members present at a General Assembly meeting before going into effect.

Any official amendment to the Constitution must be made available to all union members by the Secretary Treasurer within 30 days of its going into effect.

The Union Council recommends to the General Assembly the amendments that it deems pertinent for the sound functioning of the union.

Exceptionally, the Constitution Committee may forego the presentation of a notice of motion on the condition that the recommendations concerning the



amendment are inscribed in the convocation notice for the General Assembly meeting in which it is to be discussed. This exception, however, does not apply if the purpose of the amendment is to recommend a disaffiliation with the CSN.

The existence of the Constitution Committee has no effect on the right of a union member to present a proposal in writing for an amendment to the Constitution.

1.8. POINTS OF CONTENTION REGARDING THE INTERPRETATION AND APPLICATION OF THE CONSTITUTION

Any point of contention regarding the application or interpretation of the Constitution shall be referred to the union Constitution Committee who will study the point of contention. The Committee shall then present its report to the Union Council and submit its own interpretation and recommendations. Unless the recommendations indicate the need for an amendment to the Constitution, the Union Council shall then make a binding decision.

1.9. THE CONSTITUTION COMMITTEE

The Constitution Committee is composed of three members who are elected by the General Assembly in the month of October.

The committee is elected for a three-year mandate. Vacancies by committee members are to be filled, in the interim, by union members named by the Union Council. As well as making recommendations concerning points of contention with regard to the application and interpretation of the Constitution, this committee has the task of ensuring that all resolutions and official regulations for union meetings are in conformity with the Constitution. They may also advise the person officially presiding at a union meeting on technicalities affecting the admissibility of a proposal.

The committee must present a report describing its monitoring activities at a General Assembly meeting.

1.10. DISSOLUTION OF THE UNION

The voluntary dissolution of a union cannot be done without approval of two-thirds of its members, by way of a referendum.

1.11. LIQUIDATION

In the event of the dissolution of a union, its goods and property shall be redistributed in conformity with the *Loi des syndicats professionnels*.



CHAPTER 2 – THE MEMBERS

2.1. DEFINITIONS

2.1.1. MEMBERS IN GOOD STANDING

Members in Good Standing are those who enjoy all the rights conferred on them by the Union's Constitution and who share in the advantages accorded to them as union members.

Members in Good Standing are those who act in conformity with the duties and obligations described in the Constitution that are passed by the General Assembly. However, this title does not apply to members who have been suspended or officially expelled.

Members in Good Standing meet all the criteria required for eligibility.

2.1.2. ELIGIBILITY

In order to be a member of the union, one must:

- a) be covered by one of the two accreditation certificates held by the union;
- b) subscribe to the actual Constitution and act in conformity with union resolutions;
- c) pay the admission fee and regular union dues or, failing that, maintain an official tie with one of the accredited School Boards;
- d) be admitted by the Union Council.

2.2. ADMITTANCE AND ADMISSION FEE

In order to join the union, a person must pay the admission fee, sign an admission form promising to respect the Constitution of the union, and must have his or her membership accepted by the union council of his or her accreditation. The acceptance is retroactive to the date of the signature on the admission form. Any person who is refused entry to the union has the right to reimbursement of the admission fee.

The admission fee is set at 10 dollars and is to be paid at the time of hiring. It shall be deducted from the person's first pay period. However, if the salary given is less than 200 dollars the admission fee will be deducted at a rate of 2 dollars per pay.



A new admission fee is required under the following circumstances: an absence without pay of more than two years for tasks covered by an accreditation certificate for members occupying temporary positions; a return to work after having quit the School Board; reintegration after having been suspended by the union for more than three months or after having been expelled by the union.

A union member who has paid an admission fee for one of the two accreditations held by the union shall not pay a new admission fee to join the other accreditation.

A union member who has left one of the accreditations of the union in order to occupy a position covered by an accreditation held by another union, or to occupy a management position, but who later wishes to be reintegrated into a position covered by his/her previous union, must pay the admission fee anew. This disposition does not apply to temporary promotions for a period of less than two years in a paid position as defined by the Labour Code of Quebec.

A union member who is on a leave whether it be a parental leave, a self-financed leave, a leave without pay, a leave for a work accident or an occupational disease, or a leave for participation in public affairs, is exempt from paying an admission fee upon their return, however long their absence may have been.

2.3. FINANCIAL CONTRIBUTIONS

Union dues are set at 2% of a union member's gross salary including insurance policy benefits, security of employment benefits, premiums, raises due to temporary promotions, fringe benefits and vacation pay, but excluding all overtime pay. The employer deducts union dues at every pay period, after which they are transmitted to the union.

Any modification to the policy for union dues must be presented as a notice of motion and must appear on the written convocation for the General Assembly meeting where a decision will be taken.

The rate at which union dues are set also applies to all salary adjustments that may result from the application of clauses of a collective agreement or as the result of a grievance.

During the organization period of a new group, the initial voluntary fee is two dollars.

2.4. PRIVILEGES AND BENEFITS

Only Members in Good Standing are entitled to enjoy the privileges and benefits conferred on them by the Constitution as well as the Union Resolutions. Notably, a Member in Good Standing has the right to examine the union's accounting ledger after having made a request in advance to the Secretary-Treasurer. Members in Good Standing may also make a request in advance to the Secretary-Treasurer in order to read the minutes of a union meeting or to consult their personal union file.



2.5. RESIGNING FROM THE UNION

Any member of a union bound by a collective labour agreement is permitted to resign his or her membership between the 270th and the 240th day preceding the date that the collective labour agreement is to expire, on the condition that he or she sends a written notice to the Secretary-Treasurer of the union.

In this case, the resigning member shall lose the rights, benefits, and privileges accorded to him or her by the union. The union member's resignation will become official on the date of the written notice of resignation, but only if the resigning member has no financial obligations to the union.

2.6. SUSPENSION AND EXPULSION

A union member is liable to be suspended or expelled from the union by the Union Council of his or her accreditation should he or she:

- a) refuse to honour his or her commitments to the union;
- b) cause grievous harm to the union;
- c) make injurious public statements about another union member or the union itself;
- d) neglect or refuse to comply with decisions that have been made by the Union General Assembly.

2.7. REINTEGRATION

In order to be reintegrated into the union, a member who had previously resigned his or her membership, or who had been expelled, must fill out a new membership form and transmit it to the Union Council of the accreditation concerned and pay a new admission fee. However, if the reintegration takes place within a year following the resignation or expulsion of the member from the union, the admission fee is not required.

A union member who is suspended shall be reintegrated according to the conditions set by the Union Council of the accreditation concerned.

2.8. CONFLICTS ARISING BETWEEN UNION MEMBERS

Any labour conflicts that arise between union members may be referred in writing to the Secretary-Treasurer of the union by either one of the parties concerned. The Secretary-Treasurer shall then transmit their case to the union Executive Committee.

The Executive Committee will begin an inquiry regarding the conflict and shall meet with each of the parties concerned in order to help them reach an amicable resolution in conformity with the union's Constitution. If the union Executive Committee is unable to resolve the conflict, they shall submit it to the Union Council for consideration.



Once the Union Council of the accreditation concerned has examined the Executive Committee's report and interviewed a representative from each of the parties involved in the conflict, the Union Council shall render a final decision. Execution of the decision shall be suspended in the case of an appeal.

When a conflict arises involving one or more members of the Executive Committee or the Union Council, either one of the parties involved may submit their dispute to the Assembly of the accreditation concerned, or to the Union General Assembly for a resolution.



CHAPTER 3 – THE GENERAL ASSEMBLY

3.1. MANDATE

The General Assembly is the ultimate and supreme authority that guides and directs the union.

3.2. COMPOSITION

The General Assembly is composed of all the union members in good standing.

Only members in good standing are entitled to make proposals, present candidates for elected positions, or be entitled to vote.

Visitors may be admitted to General Assembly meetings after having clearly identified themselves and after having had their presence approved by the General Assembly. However they have no right to speak at the meeting, nor do they have the right to vote. They must be silent and in no way disturb the meeting.

The General Assembly may receive guests who can provide information concerning items on the agenda. These guests may make a presentation and answer questions put to them by union members at the General Assembly meeting. However, they do not have the right to make proposals or vote.

CSN representatives may participate at General Assembly meetings and have the right to speak but have no right to make proposals or vote.

3.3. QUORUM

The quorum is composed of two thirds of the union members registered in writing at the entrance to the meeting but with a minimum of 50 members. If the convocation to a General Assembly meeting has a delay of less than three working days, the minimum number of union members present for quorum is raised to 100.

3.4. CONVOCAATION FOR A GENERAL ASSEMBLY MEETING

- a) The General Assembly meeting is convened by the President of the union seven working days before the date on which the meeting is to take place;
- b) The President, the Executive Committee or the Union Council, after a majority decision, may call an extraordinary General Assembly meeting. In this case a convocation notice stating the purpose of the meeting shall be



sent out three working days in advance. However proper distribution of the notice to all the union members must be ensured;

- c) The Auditing Committee, by unanimous decision, may convene a General Assembly meeting concerning any subject that is part of its mandate, as long as the notice of convocation is transmitted at least three working days before the actual date of the meeting;
- d) At any time, a written notice signed by at least 100 members in good standing requesting a General Assembly meeting and stating the reasons for it may be transmitted to the union. On reception of such a notice, the union President must call a General Assembly meeting within 8 working days.

3.5. REGULATIONS

- a) Before being admitted to a General Assembly meeting, union members must present their union card and/or photo identification and must sign the register to indicate their presence.
- b) The President of the union presides at the General Assembly meeting.
- c) A General Assembly meeting must be held once a year in order to respond to questions concerning the administrative and budgetary aspects of union business.
- d) A General Assembly meeting must be held once every three years in the month of April in order to receive the financial statements and adopt the budgetary provisions.
- e) The General Assembly Meeting, in which elections for the Executive Committee, the Union Councils, the Constitution Committee and the Auditing Committee are held, takes place in the month of October. Elections are held only for those whose mandate has expired. This meeting is convened by an official notice that must be posted in the union members' workplaces at least three weeks in advance, at which time it is also posted on the union website.
- f) The election for the Executive Committee members for which the mandate ends in 2015 will take place in June rather than in October.
- g) For the members of the Union Council and the members of the Constitution Committee, elections will take place in October 2016 as a result of the extension to their mandate.
- h) A General Assembly meeting may be divided into two separate sessions held on the same day in order to accommodate the work schedules of union members whose working hours conflict with the time chosen for the regular General Assembly meeting. The members who are not attending the regular session can only dispose of proposals that are not subject to amendment. A member may only exercise his or her right to vote at one of the sessions.
- i) The School Board may not authorize overtime for union members at the time that a union General Assembly meeting is held.



3.6. RESPONSIBILITIES OF THE GENERAL ASSEMBLY

- a) It modifies, amends and adopts the Constitution of the union;
- b) it sets the rate of union dues;
- c) it elects the President and Secretary-Treasurer;
- d) it elects the members of the Constitution Committee and the Auditing Committee;
- e) it adopts all financial statements and budgetary realizations;
- f) it adopts budgetary projections and decisions that concern the use of the union's resources;
- g) it disposes of questions about clauses that define monetary dispositions in the Collective Agreement;
- h) it takes all the necessary actions and uses all the means at its disposal to ensure the correct functioning of the union;
- i) it adopts the decision for renewal of the collective insurance policy.



CHAPTER 4 – ACCREDITATION ASSEMBLIES

4.1. CSDM AND CSEM ACCREDITATION ASSEMBLIES

4.1.1. COMPOSITION

The Accreditation Assembly is composed of all the Members in Good Standing who belong to one of the two accreditations held by the union.

4.1.2. CSDM MEMBERS

The Assembly of union members working for the CSDM shall be referred to as the “CSDM Assembly”.

4.1.3. EMSB MEMBERS

The Assembly of union members working for the EMSB shall be referred to as the “EMSB Assembly”.

4.2. RESPONSIBILITIES OF AN ACCREDITATION ASSEMBLY

- a) Disposal of all questions that exclusively concern the working conditions of the accreditation’s members, notably the special conditions and normative aspects of the Collective Agreement and any agreements that ensue from it;
- b) Adoption of the Collective Agreement and the Special Conditions when the labour contract is being renewed;
- c) Decisions regarding both the actions and the means to be used in order to promote and defend the interests of the members of the accreditation, including any recourse to a work stoppage.

4.3. PARTICIPATION OF THE EXECUTIVE COMMITTEE

Members of the Executive Committee are automatic members of both Accreditation Assemblies and may exercise the same rights and privileges as any other member of an accreditation other than those that concern the Collective Agreement for which only members of their own particular accreditation shall have the right to vote.



4.4. CONVOCAATION OF THE ASSEMBLIES

An Accreditation Assembly is convened by the First Vice-President of the accreditation concerned, or if that is not possible, by either the Executive Committee or the Union Council of the accreditation concerned.

4.5. QUORUM

Quorum for the Accreditation Assembly is the same as that foreseen at Article 3.3. The quorum for the EMSB is made up of two-thirds of the members who have signed the register at the entrance to the meeting but with a minimum of 25 members.

4.6. PERSON PRESIDING OVER THE ASSEMBLY

The Accreditation Assembly is presided over by the First Vice-President of the Accreditation concerned. Failing this, it shall be presided over by the Union President.



CHAPTER 5 – SECTORIAL ASSEMBLIES

5.1. SECTORIAL ASSEMBLIES

5.1.1. COMPOSITION

The Sectorial Assembly is made up of all the Members in Good Standing of any Union Sector.

5.1.2. ACCREDITATION SECTORS

Each accreditation may be divided into two sectors: the Day Care Services Sector; and the Regular and Special Education Sector (which includes members who are under Chapter 10 of the Collective Agreement).

5.2. RESPONSIBILITIES OF A SECTORIAL ASSEMBLY:

- a) To respond to any questions that exclusively concern union members' working conditions, particularly those related to Special Conditions and normative clauses of the Collective Agreement.
- b) To decide upon the actions and means that are to be used in order to promote and defend the interests of the Sector's members, with the exclusion of any decision regarding a work stoppage.
- c) To set up work committees whose expenses must be approved and adopted by the General Assembly or authorized by the Joint Union Council.
- d) To bring all resolutions that are adopted by the Sectorial Assembly to the Accreditation Assembly concerned, for ratification.

5.3. PARTICIPATION OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee are automatic members of Sectorial Assemblies and may exercise the same rights and privileges as other Sector members.



5.4. CONVOCAATION OF A SECTORIAL ASSEMBLY MEETING

A Sectorial Assembly Meeting shall be convened by a Vice-President of the Sector concerned, or by the Union President or the Executive Committee. The quorum for Sectorial Assembly Meetings is the same as that described in Article 4.5.

5.5. PERSON PRESIDING OVER AN ASSEMBLY

The Sectorial Assembly is presided over by a Vice-President of the Sector concerned. If this is not possible, it is presided over by the First Vice-President of the accreditation concerned. Failing this, the Union President shall preside over a Sectorial Assembly.



CHAPTER 6 – THE EXECUTIVE COMMITTEE

6.1. MANDATE

The Executive Committee sees to the execution of tasks defined by the Constitution as well as the mandates accorded to it at decisional union meetings. It also sees to the daily management of union business and represents the union in its official acts.

The Executive Committee informs, advises and guides the Joint Union Council, the Committee of Delegates, the Sectorial Assemblies for each accreditation and the General Assembly.

6.2. COMPOSITION

The Executive Committee is composed of the President, the Secretary-Treasurer, the First Vice-President of the CSDM, the First Vice-President of the EMSB, two Vice-Presidents representing the Regular Sector and the Special Education Sectors of the CSDM, two Vice-Presidents representing the Daycare Services Sector of the CSDM (including members under Chapter 10 of the Collective Agreement) and the Vice-President of the EMSB.

The quorum for the Executive Committee is five members.

6.3. MEETINGS

The Executive Committee meets, as need be, when convened by the President, or when requested by three of its members, at a location, time, and date set by the President.

A person who is absent more than three times during his or her mandate without a legitimate motive may be considered as having resigned. However the above calculation does not apply to absences at Assembly meetings. Before the ruling stated in this clause is adopted by the Executive Committee, the member concerned may request to be given a hearing at an Executive Committee meeting or at a Joint Union Council meeting.

6.4. OPERATING RULES

The Executive Committee decides upon its own rules for the way in which it functions and the procedures that are to be followed.



6.5. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- a) It executes current union business. It sees to the smooth running of union activities and to the interests of its members.
- b) It executes or sees to the execution of Union Council decisions as well as those adopted at union meetings.
- c) It settles individual grievances that have no effect on the members as a whole, and informs the Union Council of the accreditation concerned.
- d) It reports on its activities and submits its recommendations to the Union Councils.
- e) It decides upon the date, time and place for official union meetings and prepares and proposes the agenda.
- f) It administers the union's finances in conformity with the directives given to it by the Joint Union Council and in compliance with the union's budgetary provisions.
- g) It may approve expenses not foreseen in the budgetary provisions provided that they do not exceed 1000 dollars.
- h) It prepares the Union's triennial budgetary projections and submits its recommendations to the Joint Union Council and to the General Assembly for approval; it prepares interim budgetary realizations and submits them for approval to the Joint Union Council once every three months and to the General Assembly once a year.
- i) It ensures that the Constitution of the Union are respected and followed. It studies any breach of the rules that occurs and, after consulting with the Constitution Committee, makes the appropriate recommendations to the Joint Union Council.
- j) It sees to the interpretation and application of the clauses in the Collective Agreements and makes its decisions in compliance with them.
- k) It may create working committees, determine their mandates and name the persons-in-charge of these committees after consultation with the Union Councils.
- l) It names the persons-in-charge of the Parity Committees and determines their mandates. In the case of the Labour Relations Committee, it decides upon its composition and members.
- m) After consultation with the Union Councils, it establishes its objectives and prepares an annual work plan and ensures its realization.
- n) It oversees and acts in conformity with the Constitution.
- o) It studies disputes and, after consultation with the Constitution Committee, makes recommendations to the Joint Union Council concerning the procedures that should be followed in order to settle the disputes.
- p) It negotiates and signs the Collective Agreement for union employees and sees to its application.
- q) It designates the co-signers among its members.



- r) It sees to the confidentiality of its union files.
- s) It sends union delegations to official meetings of the CSN, the CCMM, and the FEESP, as well as to the Conseil du Secteur Scolaire.
- t) It produces a written annual report describing its union activities and presents it to the Union General Assembly.
- u) It names the members of the delegations for meetings of the CSN, the CCMM, the FEESP and the Conseil du secteur scolaire; it defines their mandate and receives and disposes of their report.

6.6. LENGTH OF MANDATE

The Executive Committee member's mandate is for three years and ends June 30th of the year the mandate ends.

6.7. VACANCY OR REVOCATION OF A SEAT ON THE EXECUTIVE COMMITTEE

If an Executive Committee position becomes vacant for more than one month, the replacement takes place in the following manner:

- 1- President: the Joint Union Council chooses one of the two First Vice-Presidents on the Executive Committee;
- 2- First Vice-President or Vice-President: The Joint Union Council chooses someone from among the members of Union Council of the accreditation concerned;
- 3- Secretary-Treasurer: The Joint Union Council chooses someone from among the members of Joint Union Council.

When a vacancy becomes permanent, the nomination of a replacement must be approved at the next Assembly meeting of the accreditation concerned. Should the nomination be refused, the Executive Committee shall apply the dispositions foreseen in article 6.9. Any nomination or election carried out, in accordance with the dispositions in this paragraph, will only be applicable for the remainder of the mandate of the person being replaced.

When five positions become vacant simultaneously and definitively, a General Election shall be held for all of the Executive Committee positions. In the interim, the Joint Union Council shall assume all the tasks of the Executive Committee, and shall do so from the moment the positions are vacated to the time of the election. The election, in accordance with the dispositions in this paragraph, shall take place within 90 days of the date that the positions were vacated and shall only be applicable for the remainder of the mandate.

6.8. ELIGIBILITY

Only union members in good standing are eligible to hold a position on the Executive Committee. In order to be eligible for a post of Vice-President, the member in good standing must be employed in the sector that the position represents.



6.9. ELECTIONS

The members of the Executive Committee are elected by their electoral college as defined in Chapter 10 of this document. The vote is carried out by secret ballot.

When there are several candidates for a single position, the person elected must have received a simple majority of votes.

6.10. RESPONSIBILITIES OF THE PRESIDENT

- a) To represent the union in its official capacities as the spokesperson and the signatory for all official union documents.
- b) To convene and preside over Executive Committee meetings, Joint Union Council meetings and General Assembly meetings.
- c) To vote at meetings over which he/she is presiding and to cast the deciding vote when there is a tie in the number of votes that have been cast.
- d) To sign conjointly with the persons concerned: the minutes of union meetings; financial reports; and agreements made with school boards.
- e) To fulfill his/her mandate: as an automatic member of all union committees; at all official union meetings; as a member of all union delegations with the exception of the Auditing Committee.
- f) To coordinate the execution of the mandates and realizations resulting from union meeting decisions.
- g) To ensure that the internal union rules and the Constitution are respected.
- h) To ensure that every elected representative and each person released for union duties fulfills his or her obligations.
- i) To ensure that he or she is accompanied by a member of the Executive Committee or the Joint Union Council when executing official union business.
- j) To act as the official employer for the employees hired by the union.

6.11. RESPONSIBILITIES OF THE FIRST VICE-PRESIDENTS

- a) To represent the members of their accreditation on the Executive Committee, the Joint Union Council, their respective Union Councils, their Committee of Union Delegates and before their respective employers.
- b) To convene and preside over Committee of Union Delegates meetings.
- c) To replace the President when absent or when unable to act in his or her official capacity.
- d) To convene and preside over Assembly meetings of their own respective accreditations.
- e) To assume the responsibilities of the President when requested to do so.



- f) To be responsible for information, consolidation and mobilisation for the members of their accreditations.
- g) To be in charge of the Committee of Union Delegates and to ensure that all the seats on the committee for their own accreditation are constantly filled.
- h) To provide, with the participation of other Union Council by Accreditation members, the means that are needed in order to hold biennial elections for the Committee of Union Delegates.
- i) To sign, conjointly with the Union President, any agreements that are made with their respective school boards.
- j) To convene and preside over meeting of their Union Councils and the Assembly Meetings of their respective accreditations.
- k) To vote at the meetings over which they are presiding and to cast the deciding vote when there is a tie in the number of votes that have been cast.

6.12. RESPONSIBILITIES OF VICE-PRESIDENTS

- a) To act on the Executive Committee as representative of the members of their Sector, on the Union Council of their accreditations; on the Committee of Union Delegates; and in front of their respective employers.
- b) To assist and provide council to union members of their Sector with regard to the application of the clauses of the Collective Agreement, and regarding the laws, regulations, and policies that currently apply, as well as those that concern their working conditions.
- c) To represent their union members and defend their interests in front of their employer's school board representatives.
- d) To act as union representative, after having been given the mandate by the Executive Committee or the Union Council of their accreditation, to act on behalf of the union for matters concerning labour relations.
- e) To preside over their respective Sectorial Meetings.
- f) To be responsible for grievances and mediation.
- g) To sign, conjointly with the union President and with the First Vice-President any agreements for their own Sector.
- h) To vote at the meetings over which they are presiding and to cast the deciding vote when there is a tie in the number of votes that have been cast.

6.13. RESPONSIBILITIES OF THE SECRETARY-TREASURER

- a) To sign the minutes of union meetings and the copies of official union documents.
- b) To ensure that all correspondence produced or received by the union as well as the minutes of meetings, the union cards, the financial documents and other official documents are properly filed and archived.
- c) To ensure the confidentiality of union files and all personal information.



- d) To supply access to the accounting books, the minutes and other official union documents of a similar nature, to any Member in Good Standing who wishes to consult them.
- e) To provide relevant documents, such as the accounting books, written documentation, documentary evidence, and financial regulations, to the union Auditing Committee and to the Accounting Firm whose services are employed by the union.
- f) To act as Secretary at union General Assembly meetings, Accreditation Assembly meetings, Sectorial Assembly meetings, Union Council meetings and Executive Committee meetings.
- g) To be in charge of the administration of union finances and responsible for management of union property and goods.
- h) To prepare the budgetary projections.
- i) To ensure that the collection of union dues is done by the employers and, upon reception of the dues, to produce a receipt.
- j) To provide the amount required, per capita, to the organizations with which the union is affiliated (CSN, FEESP, School Sector, CCMM).
- k) To sign cheques conjointly with another person designated by the Executive Committee.
- l) To provide a monthly financial report to the Executive Committee and a trimestral financial report to the Joint Union Council.



CHAPTER 7 – UNION COUNCILS

7.1. THE JOINT UNION COUNCIL

7.1.1. MANDATE

The Joint Union Council acts as an administrator and a guide for the union between General Assembly meetings. It resolves all issues that concern union members. It answers all questions that arise concerning the application and negotiation of clauses of the Collective Agreement as well as those concerning any local agreements that ensue. It settles all union budgetary questions.

7.1.2. COMPOSITION

The Joint Union Council is composed of all the members of the Union Councils by accreditation, and the positions are distributed as follows:

- a) The members of the Executive Committee
- b) Four people representing the General and Administrative Support personnel of the CSDM
 - Para-technical personnel (1)
 - Technical personnel (1)
 - Administrative personnel (1)
 - Secretarial personnel (1)
- c) Three people representing personnel who provide direct services to students at the CSDM
 - Special Education personnel (1)
 - Para-Educational personnel (1)
 - Chapter 10 personnel (1)
- d) Three people representing the School Daycare Services personnel of the CSDM
- e) Three people representing administrative support personnel and personnel providing direct service to students at the EMSB
- f) Two people representing the School Daycare Services personnel at the EMSB

For a total of 24 positions.

The list of classes of employment constituting each group is given in Appendix I of the present Constitution.



7.1.3. QUORUM

The quorum for the Union Council is two thirds of its elected members.

7.1.4. CONVOICATIONS AND MEETINGS

- a) The Joint Union Council meets at least once every three months at a place, date and time decided upon by the Executive Committee.
- b) Meetings of the Joint Union Council are open to union members who wish to attend as visitors or invited guests. As a visitor, a union member has the right to intervene at a meeting once the members of the Joint Union Council have finished their turn speaking on any given subject. An invited guest may intervene during the discussion that concerns the subject for which he or she was invited to speak. However, visitors and invited guests do not have the right to make a proposal or to cast a vote.
- c) Employees of the union may participate in Joint Union Council meetings when a subject on the agenda could result in a modification of their working conditions or the nature of their work. They have the right to make a presentation or an intervention concerning this specific subject. They do not have the right to make a proposal and have no right to vote.
- d) When major decisions are being made, a closed door meeting may be called.
- e) A person who is absent from three or more meetings, during his or her mandate, without a valid motive, may be considered as having resigned. This calculation does not apply to Assembly meetings. Before the ruling stated by this clause is carried out by the Executive Committee, the person concerned may, if he or she chooses, ask to be heard at an Executive Committee meeting or a Joint Council meeting.

7.1.5. OPERATING RULES

The Joint Union Council decides upon its own rules for the way in which it functions and for the procedures to be followed.

7.1.6. RESPONSIBILITIES OF THE JOINT UNION COUNCIL

- a) After receiving the report from the Committee of Constitution, the Joint Union Council states its opinion concerning the Constitution that are presented in the report and, if warranted, makes recommendations for amendments to the General Assembly.
- b) It defines the internal union rules and, when necessary, makes recommendations for amendments to the General Assembly.



- c) It authorizes all expenditures unforeseen in the budgetary provisions that exceed 1000 dollars. To do so, it may authorize reallocation of funds from one budget item to another. This authorization must be ratified at the following General Assembly meeting.
- d) It forms the work committees that it considers to be necessary, defines their mandates, receives their reports, appoints the persons-in-charge and approves the composition of these committees on an annual basis.
- e) In emergency situations, it can authorize the Executive Committee to take out a loan or make use of a credit margin. This authorization must be ratified at the following General Assembly meeting.
- f) It receives intermediate and triennial financial statements and transmits them to the Union Delegates Committee and to the General Assembly.
- g) It receives the report from the Auditing Committee and transmits it to the Union Delegates Committee and to the General Assembly.
- h) It receives the triennial budgetary projections, makes amendments that it deems useful, presents them to the Union Delegates Committee and recommends their adoption at the General Assembly meeting.
- i) It orients union policies, coordinates union activities and suggests plans of action at General Assembly meetings.
- j) It oversees the sound administration of union business.
- k) It receives reports on negotiations and disposes of them appropriately.
- l) It assigns replacements for any vacancies that arise on the Executive Committee, between elections.
- m) It coordinates the execution of the mandates that have been given to it by various Assemblies.
- n) It makes decisions concerning cases of suspension and expulsion from the union.
- o) It may be called upon to make a last-resort decision regarding a grievance that had been rejected by the Executive Committee if the union member concerned makes a request to the Secretary-Treasurer for a hearing on the grounds that the rejection was unjustified.
- p) It is responsible for the functioning of the union committees and may recommend to the appropriate assemblies the measures that it judges necessary to enable the committees to fulfill their mandates.
- q) It recommends to the General Assembly, all pertinent proposals that can further the interests of the union and its members.



- r) It receives all membership applications, and letters of resignation.
- s) It decides upon the reintegration of a member who has been suspended or expelled.

7.1.7. RESPONSIBILITIES OF JOINT UNION COUNCIL MEMBERS

- a) They represent the union members of their respective groups at Joint Union Council meetings.
- b) They participate in Union Council meetings, General Assembly meetings, and meetings of the Committee of Union Delegates.
- c) They actively participate in union activities.
- d) On being mandated by the Joint Union Council, they have the responsibility of running a union committee or a union project.
- e) They share, in collaboration with others, the responsibilities, mandates and decisions of the Joint Union Council.
- f) They hold the right to a priority for inclusion in union delegations that attend CSN decisional meetings.
- g) When beginning their mandate, they participate in a training session concerning their role, which is given by the CCMM of the CSN.
- h) In the case where a Joint Union Council member holds a position in a workplace that has no elected union delegate, that Joint Union Council member becomes the de facto union delegate.

7.1.8. DECISIONS

Decisions taken at the Joint Union Council are done by a majority of votes.

7.1.9. LENGTH OF MANDATE

The length of the mandate for members of the Joint Union Council is set at three years and, as such, applies to all the members of each union council by accreditation. These two-year mandates come to an end with the closure of the General Assembly meeting during which the elections are held.

7.1.10. VACANCY OF A SEAT ON THE JOINT UNION COUNCIL OR THE UNION COUNCIL BY ACCREDITATION

Any seat that becomes vacant on the Joint Union Council or the Union Council by accreditation must be filled as quickly as possible.

When a seat belonging to a member of the Joint Union Council or the Union Council by accreditation is vacated, either temporarily or definitively, the Executive Committee names an interim representative



from among the Union Members in Good Standing. If the vacancy is definitive, the Executive Committee has the nomination ratified at the next Assembly meeting of the accreditation concerned but only for the remainder of the mandate of the person being replaced.

In every case, the vacant seat is to be filled by a member from the same group as that of the person who vacated the position.

Except in cases where the vacancy is of a temporary nature, the search for candidates may be transmitted in writing to all member of the group concerned.

In the eventuality that the seat remains vacant, the Executive Committee may name a member derived from another group. However, in this case, at each subsequent Assembly meeting, up until the time that the mandate ends, the position must be offered to the members from the same group. When elections are called, the position can only be offered to members of the group concerned.

7.1.11. ELIGIBILITY

Any Member in Good Standing is eligible to hold a seat on the Joint Union Council. A candidate named or elected for a seat on the Joint Union Council may not sit on the Auditing Committee.

7.1.12. ELECTIONS FOR POSITIONS ON THE JOINT UNION COUNCIL

Elections for positions on the Joint Union Council take place every three years at the General Assembly meeting in which elections are held.

7.2. THE UNION COUNCIL BY ACCREDITATION

7.2.1. MANDATE

It guides and directs the union between meetings of its Assembly by accreditation. It resolves all issues that concern the union members of its accreditation. It settles the questions that arise concerning the application and negotiation of clauses of the Collective Agreement as well as those concerning any local agreements that ensue.



7.2.2. COMPOSITION

7.2.2.1. For the Union Council by accreditation of the CSDM

In addition to the five members of the union Executive Committee elected from the CSDM along with the President and the Secretary-Treasurer, the Union council is composed of the following members:

- a) Four people representing the General and Administrative Support personnel of the CSDM
 - Para-technical personnel (1)
 - Technical personnel (1)
 - Administrative personnel (1)
 - Secretarial personnel (1)
- b) Three people representing personnel who provide direct service to students at the CSDM
 - Special Education personnel (1)
 - Para-Educational personnel (1)
 - Chapter 10 personnel (1)
- c) Three people representing the School Daycare Services Sector of the CSDM

For a total of seventeen people.

7.2.2.2. For the Union Council by accreditation of the EMSB

In addition to two members of the union Executive Committee elected from the EMSB along with the President and the Secretary-Treasurer, the Union Council is composed of the following members:

- Three people representing administrative support personnel and personnel providing direct service to students at the EMSB
- Two people representing the Day Care Services personnel of the EMSB

For a total of nine people.

7.2.3. QUORUM

The quorum for the Union Councils by accreditation is two-thirds of its members.

7.2.4. CONVOCATIONS AND MEETINGS

- a) The Union Council by accreditation meets at least once every three months. The Union Executive Committee sets the date and time for the meeting.



- b) Meetings of the Union Council by accreditation are open to union members who wish to attend as visitors or invited guests. As a visitor, a union member has the right to intervene at a meeting once the members of the Union Council by accreditation have finished their turn speaking on the subject at hand. An invited guest may intervene during a discussion that concerns the subject for which he or she was invited to speak. Visitors and invited guests do not have the right to make a proposal or vote.
- c) When major decisions are being made, a closed door meeting may be called.
- d) A person who is absent from three or more meetings, during his or her mandate, without a valid motive, may be considered as having resigned. This calculation does not apply to Assembly meetings. Before application of the ruling stated by this clause is carried out, the person concerned may, if he or she chooses, make a request to be heard at an Executive Committee meeting or a Joint Council meeting.

7.2.5. OPERATING RULES

The Union Council by accreditation decides upon its own rules for the way in which it functions and the procedures that are to be followed.

7.2.6. RESPONSIBILITIES OF THE UNION COUNCIL BY ACCREDITATION

- a) It oversees the validity of the accreditation certificates belonging to the union and responds to any requests concerning them.
- b) It forms work committees that it deems to be useful, defines their mandates, receives their reports, names the persons-in-charge of these committees and approves their composition on an annual basis.
- c) It receives reports and recommendations from the Executive Committee and disposes of them appropriately.
- d) It settles individual or collective grievances that may have an effect on the members as a whole and then informs the Committee of Union Delegates as well as the Assembly by accreditation.
- e) It rules upon membership applications and receives letters of resignation.
- f) It recommends to the General Assembly by accreditation, all proposals that are deemed useful for the best interests of the union and its members.
- g) It is responsible for the functioning of the union committees in its accreditation and may, by the same right, make recommendations concerning measures that it deems useful for the realization of these committees' mandates, at the appropriate decisional meetings.



- h) It recommends to the Assembly by accreditation, agreements that could have a modifying effect on the Collective Agreement.

7.2.7. RESPONSIBILITIES OF THE MEMBERS OF THE UNION COUNCIL BY ACCREDITATION

- a) They represent the members of their group at Union Council by accreditation meetings.
- b) They participate at Assembly by accreditation meetings and at Sectorial meetings that have been convened for the union members whom they represent.
- c) When mandated by the Union Council by accreditation to do so, they run a committee or a union project.
- d) They consult the members of the group they represent and act as spokesperson at union meetings. They must convene at least one meeting per mandate for the members of their respective groups in order to inform them of the union's orientations and listen to their opinions and preoccupations.
- e) They participate in and animate union activities for their respective groups.
- f) They may take part in meetings with their employers when the subject at hand concerns their own group.
- g) In the case where a member of the Union Council by accreditation occupies a position in a workplace that has no elected union delegate, the member concerned shall automatically be given the role of union delegate.

7.2.8. DECISIONS

Any decisions taken by the Union Council by accreditation shall be decided by a majority vote.

7.2.9. LENGTH OF MANDATE

The length of the mandate is identical to that of the Joint Union Council.

7.2.10. VACANCY OF A SEAT ON THE UNION COUNCIL BY ACCREDITATION

Any seat that becomes vacant on the Union Council by accreditation must be filled as quickly as possible.

When a seat belonging to a member of the Union Council by accreditation is vacated, temporarily or definitively, the Executive Committee names an interim representative from among the Union Members in Good Standing. If the vacancy is definitive, the Executive Committee has the nomination ratified at the next Assembly meeting of



the accreditation concerned but only for the remainder of the mandate of the person being replaced.

In every case, the vacant seat is to be filled by a member from the same group as the person who vacated the position.

Except in cases where the vacancy is of a temporary nature, the search for candidates may be transmitted in writing to all member of the group concerned.

In the eventuality that the seat remains vacant, the Executive Committee may name a member derived from another group. However, in this case, at each subsequent Assembly meetings, up until the time at which the mandate ends, the position must be offered to the members from the same group. At the time of elections the position can only be offered to members of the group concerned.

7.2.11. ELIGIBILITY

Any member in good standing is eligible to hold a seat on the Union Council by accreditation. A candidate named or elected for a seat on the Union Council by accreditation may not sit on the Auditing Committee.

7.2.12. ELECTIONS FOR POSITIONS ON THE UNION COUNCIL BY ACCREDITATION

Elections for positions on the Union Council by accreditation take place every two years at the General Assembly meeting in which elections are held.



CHAPTER 8 – THE COMMITTEE OF UNION DELEGATES

8.1. MANDATE

The Committee of Union Delegates is consulted by the Union Executive Committee in between Union General Assemblies that deal with matters of consolidation, information and mobilization.

8.2. COMPOSITION

Along with Executive Committee and Union Council members, the Committee of Union Delegates is made up of the following delegates:

- a) One delegate to represent union members whose positions are situated in either a school, a centre, an annex or a network of the CSDM.
- b) One delegate per service or department to represent union members whose positions are situated at the CSDM Head Office or in an annex of the CSDM Head Office.
- c) One delegate to represent union members whose positions are situated in either a school or an adult education centre of the EMSB.
- d) One delegate per service or department to represent union members whose positions are situated at the EMSB Head Office or in an annex of the EMSB Head Office.

For the purposes of the present chapter, the word “unit” refers to any group of members that is represented by a Union Delegate.

8.3. CONVOCATIONS AND MEETINGS

The Union Delegates Committee is convened by the 1st Vice-Presidents of each accreditation, either individually or conjointly, at least three times per year.

A person who is absent from three or more meetings, during his or her mandate, without a valid motive, may be considered as having resigned. This calculation does not apply to Assembly meetings. Before application of the ruling stated by this clause is carried out, the person concerned may, if he or she chooses, make a request to be heard at an Executive Committee meeting or a Joint Council meeting.



8.4. RESPONSIBILITIES OF THE COMMITTEE OF UNION DELEGATES

- a) It receives reports from the Executive Committee, the Union Councils and, when applicable, from the Committees for negotiation and mobilization.
- b) The Committee may make suggestions to the Executive Committee concerning any measures under its mandate that it judges to be in the best interests of the union and its members.

8.5. RESPONSIBILITIES OF THE UNION DELEGATES

- a) They participate at meetings of the Committee of Union Delegates.
- b) They can be called upon to consult members of the unit they represent in order to hear their opinions and their expectations regarding union matters.
- c) They inform the members of their unit about the orientations being decided upon by the Executive Committee and the Union Councils.
- d) They make sure that the members of the unit they represent receive all the information and directives that are transmitted by the union and, in turn, transmit any pertinent information concerning their unit to the Union Office.
- e) They meet with the employees of their unit on the recommendation of the Executive Committee, or when deemed necessary, after having informed the Union Office five days in advance of the meeting.

8.6. LENGTH OF THE MANDATE

The length of the mandate held by a Union Delegate is one year.

8.7. ELIGIBILITY

- a) Any Union Member in Good Standing who is actively employed in a unit represented by the union is eligible to hold a position as a Union Delegate or as a Substitute Union Delegate.
- b) A person who has been suspended or expelled under article 2.6 is not eligible to act as a Union Delegate.

8.8. ELECTIONS

- a) Elections for Union Delegate positions and Substitute Union Delegate positions are held in October every year, and are held in each of the workplaces where delegates are needed.
- b) Elections are carried out by the unit's union members and are determined by a simple majority of the votes cast.
- c) Once the elections are over, the delegates who have been elected must transmit an official form to the Union Office in order to have their names



registered on the union list of Union Delegates and Substitute Union Delegates.

8.9. VACATED POSITIONS OF UNION DELEGATES AND SUBSTITUTE UNION DELEGATES

- a) The Substitute Union Delegate shall be called upon to replace a Union Delegate who has left the unit that he or she represents or who has taken a prolonged leave of absence. In this case, the Substitute Delegate is entitled to take part in meetings of the Committee of Union Delegates.
- b) A written notice must be sent to the Union Office when a Union Delegate or a Substitute Union Delegate is no longer able to remain in the position to which he or she was elected. The position shall then be declared vacant.
- c) A vacancy that arises during any given mandate must be filled as quickly as possible under the authority of the Union Executive Committee, and the replacement shall continue until the end of the mandate.
- d) When a Delegate's elected position becomes temporarily or definitively vacant, it is to be filled by a Substitute Union Delegate. In the case where no Substitute Union Delegate has been appointed, the unit's union members shall proceed to call another election as quickly as possible.



CHAPTER 9 – THE AUDITING COMMITTEE

9.1. MANDATE

An Auditing Committee composed of three auditors is responsible for the verification of the union's finances and holdings, and must present a detailed report of their findings at official Union Assembly meetings.

9.2. ELIGIBILITY

All union members in good standing are eligible to hold a seat on the Auditing Committee, with the exception of Executive Committee members, Joint Union Council members and members of the Committee of Union Delegates.

9.3. ELECTIONS

Auditors are elected at a General Assembly meeting when the previous mandate has ended.

9.4. LENGTH OF MANDATE

The Auditing Committee's mandate is for three years and coincides with the financial statements that are presented once every three years. The mandate ends at the General Assembly Meeting for union elections.

9.5. VACANCY OF A POSITION ON THE AUDITING COMMITTEE

A vacated seat on the Auditing Committee shall be filled by a person who is a union member in good standing and who has been named to the position by the Joint Union Council. The person named shall hold the position until the mandate ends.

9.6. PREROGATIVES OF THE AUDITING COMMITTEE

At any time of its choosing, the Auditing Committee has the right to inspect any books, written documents and documentary evidence belonging to the union and may then make a request for pertinent explanations concerning these books, written documents and supporting documents.

By unanimous decision, the Auditing Committee may convene a General Assembly meeting. The Auditing Committee may also demand that its



intervention be given top priority on the Agenda of any official meeting such as that of the Executive Committee, the Joint Union Council, the Union Delegates Committee and the Union General Assembly.

9.7. RESPONSIBILITIES OF THE AUDITING COMMITTEE

- a) To examine all union revenues;
- b) to examine all union expenses;
- c) to examine all union receipts and payments;
- d) to examine and validate all bank reconciliations;
- e) to examine and validate the Treasurer's report;
- f) to examine all other bank accounts belonging to the union;
- g) to verify the application of resolutions passed at the General Assembly, the Executive Committee and the Union Council Meetings;
- h) to present its report and give pertinent recommendations to the Executive Committee, the Union Council and the General Assembly.

Each time it meets, the Auditing Committee must produce a written report of the work that has been accomplished as a result of recommendations that were made in the Treasurer's report.



CHAPTER 10 – ELECTIONS

10.1. PRESIDENT AND SECRETARY OF ELECTIONS

The Union Executive Committee names a President and a Secretary of Elections at the very beginning of the election process and then has these nominations ratified at the General Assembly Meeting for elections. If the names are rejected, the members at the General Assembly meeting must choose two new nominees. They must also elect two scrutineers, one for each ballot box.

10.2. CANDIDACY RESTRICTIONS FOR ELECTIVE POSITIONS

The President and Secretary of Elections are not allowed to present their candidacy for the positions that are up for election. However, if they are union members in good standing they do have the right to vote.

10.3. PROCEDURES

The President of Elections is responsible for ensuring that the proper election procedures are respected at all union meetings during which elections are held.

10.4. VOTING

The elections are held by secret ballot.

10.5. ELECTORAL COLLEGE

The members of the Executive Committee, the Joint Union Council, the Auditing Committee and the Constitution Committee are elected by the union members in good standing.

10.6. CANDIDATE'S REGISTRATION FORM

A prospective candidate must submit an official Candidate's Registration Form to the President of Elections ten days in advance of the date of the General Assembly Meeting for Union Elections. This form must be signed personally by the person wishing to be a candidate and contain the signature of three other Members in Good Standing who second his or her candidacy. The position or positions for which the person wishes to pose his or her candidacy must also be stated.



10.7. LACK OF A CANDIDATE FOR ELECTIVE POSITIONS

If there are no registered candidates for one or more seats that are up for election, nominations for candidates may then be received during the General Assembly Meeting for Elections.

10.8. VALIDITY OF CANDIDATES

Only the members who are present at the General Assembly Meeting for Elections are eligible to be received as a candidate, but a person who is unable to attend may be represented instead by a written proxy.

10.9. POSTINGS OF CANDIDATES' NAMES

The President of Elections must distribute a list of registered candidates to be posted in each workplace, as well as having it published on the APPA website, and this two working days preceding the date of the General Assembly Meeting. The list must include the names of the candidates presenting their candidacy for seats on the Union Executive Committee, the Union Councils, the Auditing Committee and the Constitution Committee.

10.10. CANDIDACY IN CASE OF AN ABSENCE OF QUORUM

There will be no new call for candidates for the positions concerned if quorum is not obtained at the General Assembly Meeting for Elections. Only the candidates already registered shall be considered for election to these posts at subsequent General Assembly meetings. If the seats remain vacant, Article 10.7 shall apply.

10.11. ELECTIONS FOR A SINGLE POSITION

The candidate who receives a simple majority shall be elected.

10.12. ELECTIONS FOR IDENTICAL POSITIONS

The two candidates who have obtained the most votes shall be elected.

10.13. THE ELECTORAL COLLEGE FOR THE POSITIONS OF UNION PRESIDENT AND SECRETARY-TREASURER

The Electoral College for the positions of President and Secretary-Treasurer is composed of all the union members in good standing belonging to both union accreditations.



10.14. THE ELECTORAL COLLEGE FOR THE POSITION OF FIRST VICE-PRESIDENT

The Electoral College for the position of First Vice-President is composed of all the union members in good standing belonging to the union accreditation concerned.

10.15. THE ELECTORAL COLLEGE FOR THE POSITIONS OF VICE-PRESIDENT AND FOR POSITIONS ON THE UNION COUNCIL

The Electoral College for the positions of Vice-President and for Union Council positions is composed of union members in good standing who come from the sectors concerned, as defined by Article 5.1.2.

When registering their name at the General Assembly Meeting for Elections, the member must identify the sector or sectors for which he or she is eligible to vote.



CHAPTER 11 – BEGINNING OF MANDATE FOR MEMBERS OF THE EXECUTIVE COMMITTEE, THE UNION COUNCILS, THE CONSTITUTION COMMITTEE AND THE AUDITING COMMITTEE.

11.1. BEGINNING OF MANDATE

The mandates for members of the Executive Committee, the Union Councils, the Statutes and Regulations Committee and the Auditing Committee go into effect immediately, once they are elected.

11.2. SWEARING IN

When the elections are over, the President of Elections shall read the following declaration:

Do you swear, on your honour, to do everything in your power to serve and promote the interests of your union and its members as well as the interests of trade unionism and the working class?

Do you promise to respect the mandates, tasks and materials conferred to you by union decisional meetings and by the union Constitution?

Do you promise to act with the strictest impartiality, integrity, dignity and confidentiality that your position requires?

Do you promise to observe the Constitution of the union and to ensure that they are respected?

Do you promise to transmit to your successor all of the materials that have been conferred to you in your position at the union and to also transmit all the pertinent information that you possess?

As each name is called, the elected representatives respond by saying; “On my honour, I do so swear”.



CHAPTER 12 – APPROVAL OF THE COLLECTIVE AGREEMENT

The Union Executive Committee, at a CSN Federation meeting, may not make a recommendation for the signing of the Collective Agreement until such time as a majority vote by secret ballot in favour of the Collective Agreement has been arrived at by Union Members in Good Standing at a General Assembly meeting.



CHAPTER 13 – UNION COMMITTEES

13.1. DEFINITIONS

Parity Committees: These committees are composed of an equal number of members appointed to represent, respectively, the union and the employer. The creation of Parity Committees is determined by the School Board or is created in compliance with the Collective Agreement.

Orientation Committees: The goal of these committees is to ascertain and propose the orientation that the union should take regarding subjects that concern it in current events.

Work Committees: These committees are mandated to study current and specialized subjects in order to find solutions to problems that exist.

13.2. MANDATE

After being approved at a decisional union meeting, these committees are created and mandated within the framework of the competence held by each one, as defined by the union's Constitution. The members of each of these committees are elected to their respective positions at the decisional union meetings that concern them.

13.3. ELIGIBILITY

Any Union Member in Good Standing is eligible to hold a seat on a committee.

13.4. PROCEDURE

Each committee determines its own method of functioning.

13.5. REPORT

Each committee must present a written report on its mandate and activities and present it to the union body that created it or make it available when requested to do so.

13.6. OPERATING COSTS

The Union Committees' operating costs are defined by the budgetary rules and regulations of the union.



13.7. REVOKING A MANDATE

Members of a union committee may have their participation revoked at any time by the union body that elected or named them, but only after having been given an explanation as to why this decision has been taken.



CHAPTER 14 – FORMAL MEETINGS AND DELEGATIONS

The number of official delegates with voting rights, who are sent to various decisional meetings of the union movement, is established by the Executive Committee within the framework set out in the Constitution of the CCMM, the CSN, the FEESP (CSN), the School Sector Council of the FEESP, the Public Sector of the FEESP or any other union body affiliated with the CSN.

The members of the Executive Committee are automatically named as delegates for any and all of these delegations.

The composition of the delegation is established on a pro rata basis for members of the Union Councils in order to ensure that each sector of each accreditation is represented. This choice of delegates is done on an alternate basis in order to ensure equity among the elected members.

In order to complete the delegation, the Executive Committee may choose from among the members of the Committee of Union Delegates.

If a member of the Executive Committee is unable to attend, a member of the Union Council who represents the same sector as the member who is absent shall replace him or her, as a first choice.



CHAPTER 15 – RELEASES AND EXPENSES

15.1. RELEASES

The Executive Committee is responsible for authorizing long-term union releases.

The Union President authorizes short-term union releases for specific union-related tasks.

15.2. EXPENSES

Members who are released for union work have their expenses covered in accordance with the internal rules and regulations of the union.



CHAPTER 16 – UNION COUNSELLOR

The union may request the services of a Union Counsellor. The Union Counsellor may assist in union meetings and may take part in deliberations, but does not have a right to make proposals and may not vote.



APPENDIX I – REPRESENTATIVE DISTRIBUTION OF GROUPS

Group of General Administration Positions

- Technical personnel
 - Nurse
 - Administration Technician
 - Graphic Arts Technician
 - Audiovisual Technician
 - Building Technician
 - Electronics Technician
 - Food Management Technician
 - Data Processing Technician
 - Data Processing Technician, Principal class
 - School Organization Technician
 - School Transportation Technician
- Para-technical personnel
 - Laboratory Attendant
 - Office Agent Printer, Principal class
 - School transportation Inspector
 - Printing Operator
 - Printing Operator, Principal class
 - Reprography Operator
 - Reprography Operator, Principal class
 - Data Processing Operator
 - Data Processing Operator, Principal class
 - Binder
- Administrative personnel
 - Buyer
 - Office Agent, Class II
 - Office Agent, Class I
 - Office Agent, Principal class
 - Storekeeper, Class II
 - Storekeeper, Class I
 - Storekeeper, Principal class
 - Office Assistant
- Office personnel
 - Secretary
 - School or Centre Secretary
 - Executive Secretary



Direct Service to Students Positions

- Special Education Personnel
 - o Special Education Technician
 - o Attendant for Handicapped Students
 - o Interpreter-Technician
- Para-pedagogical Personnel
 - o Social Work Technician
 - o Documentation Technician
 - o Laboratory Technician
 - o Braille Technician
 - o Recreational Activities Technician
 - o Psychometry Technician
 - o Vocational Training Technician
 - o Student Supervisor
 - o Swimming Pool Supervisor

Chapter 10 Positions

- Personnel listed under "Chapter 10, cc S18, 2010-2015 "
 - o Student Supervisor (including Lunch Hour Supervisor)

School Daycare Service Positions

- Daycare Service Educator
- Daycare Service Educator, principal class
- Day Care Service Technician



APPENDIX II – ASSEMBLY MEETING PROCEEDINGS

1. OPENING OF THE MEETING AND PRESENTATION OF THE AGENDA

The person presiding over the Assembly Meeting declares the meeting to be open at the time it is scheduled. The items on the agenda may not be modified without the consent of the majority of the union members in attendance.

2. RULES FOR THE ASSEMBLY MEETING

During the meeting the union members shall remain seated and silence shall be strictly observed so that the proceedings are not disturbed.

When a member wishes to speak, he or she must do so standing at a spot designated for this purpose and shall directly address the person presiding over the Assembly Meeting. The speaker must not stray from the subject that is being debated and must avoid making comments of a personal nature. When more than one person wishes to speak at the same time, the person presiding over the meeting shall decide who may speak first.

3. SPEAKING RULES

A member who wishes to speak may do so for five minutes on the subject being debated and may address the Assembly once more on the same subject for an additional three minutes after the other members, wishing to make their own comments, have taken their turns. A third opportunity to speak on the same subject is also possible for a maximum of one minute, under the same conditions.

4. DECISIONS

With the exception of specific cases foreseen in the present Constitution, any decisions to be made by the Assembly must be approved by the majority of the union members in attendance at the meeting. In the case of a tie, the person presiding over the Assembly shall cast the deciding vote.

5. MAIN PROPOSAL

The main proposal defines the subject on which the Assembly is being invited to vote. Each proposal must be seconded and read aloud by the Secretary, before it can be declared open for discussion. The proposal is then turned over



to the Assembly itself. Should the Assembly choose to do so, the proposal may be retracted but only with the consent of the majority of the members present.

Until one proposal has been voted upon, no other proposal can be received, except for those that concern such things as an amendment, a postponement, a motion to turn it over to a committee for further study, a call for an immediate vote, or a motion to adjourn the meeting.

6. *AMENDMENTS*

An amendment must be directly related to the subject contained in the main proposal. Although the amendment cannot address any new subject, it may completely modify the nature of the main proposal as long as the subject at the heart of the proposal remains intact. On the other hand, an amendment may, without changing the nature of the main proposal, remove, add, or replace certain words contained in the original text.

7. *SUB-AMENDMENTS*

A proposal to modify an amendment must not change the meaning of that amendment. The sub-amendment can only remove, add or replace certain words in the amendment being modified. It must not attempt to bring back any of the terms that were written into the main proposal but which were modified by the first amendment.

8. *THE MOTION TO END DEBATE*

The purpose of the Motion to End Debate is to bring to an end any further discussion concerning a proposal, an amendment or a sub-amendment, by calling for an immediate vote on the matter being discussed.

Once the call has been made for a vote, all discussion must cease. However, the person presiding over the Assembly shall ask the person who called the Motion to End Debate whether he or she will allow the members, who are already registered to speak, to have their say before the subject is closed.

The Motion to End Debate may not be called until the amendments and sub-amendments that concern the main proposal being discussed have been disposed of. However, a Motion to End Debate may be presented so as to call for a vote on any amendment or sub-amendment to the main proposal. The Motion to End Debate can only be called after at least five members have taken part in the debate. Only a member who has not taken part in the discussion is eligible to call the Motion to End Debate and another member must second it. In order for it to be accepted it must receive approval from two thirds of the members present at the Assembly meeting.



9. VOTE

The person presiding over the Assembly calls for a vote starting with the sub-amendment, then the amendment, and finally the main proposal, and this applies whether the result of the vote for either the sub-amendment or the amendment is positive or negative. The vote is carried out by a show of hands unless a secret ballot has been requested by the Assembly or is required by the Constitution.

10. SECRET BALLOTS

At the time that the vote has been called, any member who is present may make a request for a vote by secret ballot and this is true for a proposal, an amendment, or a sub-amendment.

Unless already written into the Agenda, the request for a secret ballot must be approved by a majority of the members who are present at the Assembly.

11. POINT OF ORDER

Any member present at the Assembly meeting may raise a point of order at any time. When the point of order is raised, all discussion concerning the proposal must cease until the person presiding over the meeting has made a decision concerning the point in question. A member may contest this decision before the assembly.

12. ADJOURNMENT

A proposal for adjournment is always receivable. It must then be approved by a majority vote.

13. PROCEDURE

In the case of a contestation concerning procedures that have not been foreseen by the present Constitution, it is the CSN's code of rules of procedure that shall take precedence.