

CENTRAL QUEBEC TEACHERS' ASSOCIATION CONSTITUTION

CQTA is an affiliate of the Quebec Provincial Association of Teachers (QPAT)

1. NAME

The Association shall be called the **Central Quebec Teachers' Association**, hereafter referred to as the **CQTA**. The French translation shall be: **La Syndicat de l'Enseignement Central Quebec (SECQ)**.

2. AIMS

The CQTA shall at all times endeavour to achieve unity within diversity, to conduct its operations with efficiency and dispatch in order to realize the following aims:

- a) the protection of the professional, economic and social welfare of its members, by the securing of collective agreements and the recognition of acquired local rights;
- b) the professional development of teachers so that the CQTA may be a constructive force and may be recognized as a initiator of improvements in education, both in the Region and the Province of Quebec, always subject to its function as an affiliate of the **Quebec Provincial Association of Teachers (QPAT)**

3. DEFINITIONS

Teacher(s) shall designate (a) person(s) engaged to teach in the **English** school boards of Quebec.

4. ELIGIBILITY FOR MEMBERSHIP

A Teacher who has either a regular, full-time, part-time, teacher by the lesson, substitute teacher, or adult education status and who is in the employ of the **Central Quebec School Board**, and who not excluded by the virtues of his/her functions according to the provisions of the Quebec Labour Code shall be eligible for membership in the CQTA provided:

- a) the teacher shall pay a once in a lifetime admission fee of two dollars;
- b) the teacher shall pay regularly the annual fee;
- c) the teacher shall agree to abide by the constitution and the resolutions of the CQTA

5. FEES

1. The admission fee into the Association shall be \$2.00
2. The regular annual fee for the various categories of teachers referred to in Article 4 shall be determined by the terms of the service contract with the QPAT

Special fees shall be set by referendum of the membership in accordance with the procedures outlined in Article 14.

6. BOARD OF DIRECTORS

1. The Board of Directors of the CQTA shall consist of **eleven (11)** Regional Directors.
2. The eleven Directors shall represent the following regions:
 - a. Schefferville - 1 director
 - b. Chibougamau – 1 director
 - c. Saguenay – 1 director
 - d. St. Maurice – 3 directors
 - e. Thetford Mines – 1 director
 - f. Greater Quebec City area – 4 directors

3. Tenure

Members of the Board of Directors shall hold office for one school year, or the remainder thereof, as the case may be. **The President, elected among the members of the Board Directors shall hold office for two school years, or the remainder thereof, as the case may be.**

7. ELECTION PROCEDURES

1. The Secretary of the Association shall be the chairperson of the Nominations Committee which shall consist of two additional members named by the Board of Directors.
2. Election of the Directors:
 - a. The Directors shall be nominated and elected by the members in each of **the regions** in Article 6.2
 - b. These regional elections must take place before **June 15th**.
 - c. The Board of Directors shall appoint a returning officer in each of the regions at its first meeting (before October 15th).

- d. Nominations for Regional Directors must be submitted to the regional returning officer on a date set by him/her and must be accompanied by the signatures of three members.
 - e. The Regional Directors shall be elected by the General Membership in each region on a date set by the regional returning officer.
 - f. Disputed and unresolved elections are the responsibility of the Nominations Committee.
3. Election of the President
 - a. The President shall be elected by the Board of Directors.
 - b. These elections must take place before **June 19th**.

8. MEETINGS OF THE BOARD OF DIRECTORS

1. The Board of Directors shall meet at least four times a year (August to June) at a date and time determined by the President. However, the first meeting must take place before October 15th. Additional meetings may be called by the President or at the request of three members of the Board of Directors made to the President.
2. A quorum for Board of Directors meetings shall be a simple majority.
3. Sufficient notification of meeting of the Board of Directors must be given by the President.
4. Each member of the Board of Directors, including the President, shall be accorded one vote.

9. DUTIES OF THE BOARD OF DIRECTORS

1. At its first meeting (by October 15th) the Board of **Directors shall homologate the election of the President and select three directors who serve as Vice-President, Secretary and Treasurer.**
2. At its first meeting the Board of Directors shall establish the Nominations Committee and appoint a returning officer in each of the regions.
3. The Board of Directors shall administer the assets of the CQTA.
4. A referendum may be conducted only after the authorization by a simple majority vote of the Board of Directors.
5. More particularly, certain individual members of the Board of Directors shall have more specific duties additional to the above:
 - a. The President shall:
 - i. preside at all meetings of the Board of Directors;
 - ii. sign and execute all contracts and agreements in the name of the CQTA on the authority of the Board of Directors;
 - iii. call all necessary meetings;
 - iv. prepare an agenda for all meetings of the CQTA;
 - v. sign all cheques and payments.

- vi. be a member of all CQTA-CQSB parity committees

- b. The Vice President shall:
 - i. act on behalf of the President in his/her absence and at such times, persons the duties outlined in Article 9.5 a)
 - ii. assume the duties of Interim President in the case of a resignation of the President, until such time as a new President has been elected.

- c. The Secretary shall:
 - i. act as chairperson of the Nominations Committee;
 - ii. be responsible for recording and circulating minutes of the meetings of the Board of Directors;
 - iii. sign all minutes of the meetings of the Board of Directors;

- d. The Treasurer shall:
 - i. Maintain a record of all financial transactions in an approved prescribed manner;
 - ii. Be responsible for the care and custody of all funds and securities of the CQTA;
 - iii. Submit for audit a statement for the fiscal year;
 - iv. Sign all cheques and payments;
 - v. Present a financial statement to regular meetings of the Board of Directors;

10. RESIGNATIONS AND WITHDRAWALS

1. Resignations from the office of President shall be submitted to the Secretary. Other resignations from the Board of Directors shall be submitted to the President. The Board of Directors shall replace the individual in a manner that corresponds to the original proceedings as much as possible.
2. A member may resign from the CQTA at any time in writing to the President stating his or her reason. This resignation shall be submitted to the Board of Directors at its next meeting.

11. RULES OF ORDER

1. Parliamentary procedure shall be followed at all meetings of the CQTA.
2. Robert's Rules of Order (current edition) shall be the authority in cases of dispute.

12. FISCAL YEAR

The fiscal year of the CQTA shall be from **the first day of the first pay period of each new school year to the last day of the last pay period of the school year.**

13. AMENDMENTS TO THE CONSTITUTION

1. Any member of the CQTA shall have the right to propose an amendment. The proposed amendment must be accompanied by five signatures.
2. The Board of Directors may propose amendments to the constitution.
3. Notice of motion must be filed by submitting to the President a detailed text in writing of the proposed amendment.
4. The amendment(s) will then be submitted to the membership by Referendum in accordance with Article 14.

14. GENERAL REFERENDA

A referendum may be conducted only after due authorization by the Board of Directors and shall be conducted by the Nominations Committee.