

BYLAWS AND REGULATIONS SYNDICAT TOWNSHIPS REGIONAL UNION OF SUPPORT STAFF (TRUSS – CSQ)

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CHAPTER 1: GENERAL PROVISIONS

ARTICLE 1.01: NAME OF UNION

The people who subscribe to these bylaws are part of a Union called the *Syndicat Townships Regional Union of Support Staff (FPSS-CSQ)*.

ARTICLE 1.02: DEFINITIONS

In these bylaws, the following terms mean:

- a) Union: refers to the Townships Regional Union of support Staff (TRUSS-CSQ).
- b) Member: any school support staff person admitted by the Union in accordance with its bylaws.
- c) Centrale: refers to the Centrale des syndicats du Québec, also known under the acronym CSQ.
- d) Federation: refers to the Fédération du personnel de soutien scolaire also known under the acronym FPSS- CSQ.
- e) Council of Delegates: consists of a member or members elected by their institution.
- f) General Assembly: consists of all members of the Union.
- g) Executive committee: members elected by general assembly to act as union representatives.

ARTICLE 1.03: HEAD OFFICE

The Union's head office is located on the territory covered by the Eastern Townships School Board.

ARTICLE 1.04: MISSION

The purpose of the Union is follows: to evaluate, defend and develop the economic, social and professional interests of its members, especially in the negotiation and application of collective agreements. Ensure the advancement of the workers' interests, and to this end, it possessed all the rights granted by applicable laws.

ARTICLE 1.05: RIGHTS, RESPONSIBILITIES AND PRIVILEGES

The Union may avail itself of all the rights, responsibilities and privileges granted to it by the Loi sur les syndicats professionnels (LRQ, c. S-40), by the Labour Code (LRQ, c. C-27) or any other applicable laws.

ARTICLE 1.06: RESPECT FOR HUMAN RIGHTS AND FREEDOMS

The Union agrees to respect the Charter of Human Rights and Freedoms and is committed to acting without discrimination based on race, color, gender, pregnancy, sexual orientation, marital status, religion, political beliefs, language, ethnic or national origin, social status, a handicap or any means used to overcome this handicap.

ARTICLE 1.07: HARASSMENT IN THE WORKPLACE

The Union affirms that all forms of moral, psychological, sexual, homophobic or transphobic harassment shall not be tolerated in the workplace or in the labour movement and constitute a violation of human rights.

ARTICLE 1.08: CIVIL RESPONSIBILITY

The Union is committed to stand up for any member representing the Union whose responsibility may be at issue because of actions committed as a result of or in the course of the performance of their duties.

ARTICLE 1.09: FIELD OF APPLICATION

The Union is entitled to represent the following members:

- a) Any person who works full-time or part-time for an employer for whom the Union is accredited or about to be.
- b) Any person on a paid or unpaid leave of absence.
- c) Any person, who is suspended, transferred or dismissed and in whose name it is possible to institute proceedings or file a grievance.
- d) Any other person deemed eligible and accepted by the Executive Committee or General Assembly.

ARTICLE 1.10: AFFILIATION

- a) The Union is affiliated to:
 - The Centrale des syndicats du Québec (CSQ)
 - The Fédération du personnel de soutien scolaire (FPSS-CSQ)
- b) It complies with the bylaws of each of these organizations and promotes both organizations by distributing publications, posters and promotional material produced for this purpose to its members.
- c) It displays its affiliation by including the logo of each of the two organizations on its correspondence and all promotional and other materials it produces for its members.

ARTICLE 1.11: DISAFFILIATION

- a) A motion to hold a referendum on disaffiliation may only be discussed if a notice of such a motion has been given at least sixty (60) days prior to the General Assembly (if a body other than the General Assembly is empowered to adopt the bylaws, replace the term "General Assembly" with the name of this body). The notice of motion must be sent to the Centrale and the Federation if such a federation exists, within the same deadlines.

The Union shall also send to the Centrale and to the Federation, within the same deadlines, a summary of the reasons in support of its motion to hold a referendum on disaffiliation, as well as the list of its due-paying members.

- b) For a disaffiliation decision to be valid, it must receive by referendum the support of a majority of the due-paying members. All due-paying members must be informed of the time and place of the vote. The time and place must be chosen in such a way as to facilitate the process.
- c) The Centrale may delegate persons authorized to represent it to observe the conduct of the referendum; in particular, it may delegate one person to each polling station.
- d) Before the General Assembly where a motion to hold a referendum will be debated is held, representatives of the Centrale and the Federation shall meet with the Union, to discuss the reasons behind its motion to hold a referendum on disaffiliation, the disaffiliation procedures that will need to be followed, and the organization of the General Assembly.

The Union must agree to allow two persons authorized to represent the Centrale as well as two persons authorized to represent the Federation, who have made such a request, to attend any General Assembly.

The persons authorized to represent the Centrale and the Federation may express their opinions for as long as it takes to make themselves understood.

No other organization may be present at the General Assembly.

The persons authorized to represent the Centrale and the Federation may remain in attendance for the entire General Assembly where the motion to hold a referendum is debated.

- e) Within the prescribed deadlines, the Union must send the Centrale and the Federation a copy of the notice and agenda of any General Assembly which precedes the holding of the referendum. The reasons behind the motion to hold a referendum on disaffiliation must be included in the convocation.

- f) The results of the referendum shall be sent to the Centrale and the Federation within twenty-four (24) hours of the counting of the votes. Within thirty (30) days following the transmission of the results, the Centrale and the Federation may, if they deem it appropriate, examine the voter lists, the ballots or any other document used during the voting. These documents shall be made available to them upon request; they can only be examined in the presence of at least one person authorized by the Union.
- g) Following a decision in favor of disaffiliation, the Union must pay the Centrale and the Federation the union dues for the next three (3) months.

ARTICLE 1.12: FISCAL YEAR

The fiscal year begins on September 1st and ends on August 31 of the following year.

CHAPTER 2: THE MEMBER

ARTICLE 2.01: ADMISSION

To become and remain a member of the Union, the following conditions must be met :

- Sign a membership card.
- Pay an entrance fee of two dollars (\$2).
- Be accepted by the Executive Committee or the General Assembly.
- Pay the union dues prescribed in these bylaws and any other contributions prescribed by the Union.
- Commit to comply with the bylaws of the Union.

ARTICLE 2.02: MEMBERS

A. Union member is a person who meets the following conditions:

- a) An employee covered by the certificate or certificates of accreditation held by the Union.
- b) Meets the requirements of Article 2.01.

B. Any member who is dismissed, terminated or laid off, and whose dismissal, termination of employment or layoff is being disputed by the Union, shall remain a member, unless decided otherwise, for as long as the litigation is active. However, this member is relieved of the obligation to pay union dues, unless their litigation is successful and they recover all or part of their salary.

C. Union members may also include:

- a) Any school support staff member who has an employment relationship with the School Board.
- b) Members who are released to work at the local Union, the Federation, the Centrale or affiliated organizations.

ARTICLE 2.03: RIGHTS

- A. The member benefits from the rights and privileges conferred by the bylaws of the Union. They have access to minutes of proceedings and financial statements and may review them by appointment on the days and hours of operation of the Union's offices.
- a) The members elect the Executive Committee of the Union in accordance with the present bylaws and regulations.
- b) In accordance with the present bylaws, every member has the right to take part in deliberations during assemblies and has the right to vote on all matters.
- c) Notwithstanding the preceding three paragraphs, the rights of any member who temporarily occupies a management position are limited to safeguarding their rights under the collective agreement and the information relating to those rights, without prejudice to the Union's right to claim the minimum dues provided for in Article 2.04.

ARTICLE 2.04: UNION DUES

- a) Union dues are 1.6% of the member's current annual income.
- b) Once accredited, the dues are as provided for in the preceding paragraph, prorated to the number of months remaining in the fiscal year.
- c) With the agreement of the General Assembly, the Union may require a special contribution from its members.

ARTICLE 2.05: RESIGNATION

- a) The resignation of a member must be addressed in writing, signed and dated, to the President of the Union who shall acknowledge receipt and inform the Executive Committee. The resignation results in the loss of the rights and privileges conferred by the position of a member of the Union, but the person is still required to pay union dues (Rand Formula) and the Union retains the responsibility to defend their professional interests, subject to Article 2.05 b).
- b) Any member who no longer has an employment bond with the School Board and whose service and remuneration have been interrupted for one year or more is deemed to have resigned.

ARTICLE 2.06: EXCLUSION AND REMOVAL

Exclusion of a member

A member may be temporarily or definitively excluded by the Executive Committee for the following reasons:

- a) If they violate, in a prejudicial manner, the bylaws and regulations of the Union.
- b) If they cause serious prejudice to the interests of the Union.

Any member or group of members may lodge a complaint with the Executive Committee against a member alleged to be at fault.

The Executive Committee ruling may be challenged in the General Assembly by the member declared to be at fault. The ruling of the General Assembly is final.

The Secretary of the Executive Committee, or any other member designated by the Executive Committee, is responsible for informing, in writing, the member found to be at fault of the reasons behind the Executive Committee's ruling within five (5) working days of such a ruling.

The member must also be informed of the date of the Assembly where they will be able to contest the ruling of the Executive Committee, at least ten (10) days in advance of the Assembly.

Any request for subsequent reinstatement must be made to the Executive Committee, which must forward it to the next General Assembly.

Removal of an elected member

An elected member may be removed from office by the council of delegate, for the following reasons:

- a) If they violate, with prejudice, the bylaws and regulations of the Union.
- b) If they cause serious harm to the Union.
- c) If they contravene the statutory provisions related to the Code of Ethics.
- d) If they are displaying gross misconduct, negligence and incompetence in the performance of their union duties and responsibilities.

Any motion for removal must come from a member or group of members and be the subject of a notice of fifteen (15) days before the holding of the General Assembly where the motion will be debated.

However, a complaint, when filed by a sole member, must be supported by the signature of twenty-five (25) members.

The council of delegates that receives such a complaint must give the elected member found to be at fault the opportunity to defend themselves at the meeting where the item will be on the agenda, but the member cannot take part in the decision.

The decision to remove an elected member requires a two-thirds (2/3) majority of the members present.

The decision of the Council of Delegates may be challenged before the General Assembly by the elected member declared to be at fault. **The ruling of the General Assembly is final.**

The council of delegates ensures that the Executive Committee designates, during the same meeting that the decision was made, a person to inform the faulty elected member, of the motives to support the decision. The person must proceed within 5 working days following the decision of the council of delegates.

The Executive Committee will inform the elected member declared faulty, the date of the assembly where he can contest the decision of the council of delegates, at least (10) ten days before the assembly is held.

An elected person removed from office must return all documents or other effects belonging to the Union within twenty-four (24) hours following the ruling.

CHAPTER 3: THE GENERAL ASSEMBLY

ARTICLE 3.01: COMPOSITION

The General Assembly is composed of all the members of the Union.

ARTICLE 3.02: POWERS

The General Assembly is sovereign and may rule on any matter submitted to it which is not vested in another body.

In particular, the General Assembly has the following powers:

- a) To appoint a chairperson at each meeting.
- b) To adopt its own rules of procedure and operation.
- c) To elect or remove members of the Executive Committee.
- d) To receive the opinions, reports or recommendations of the Executive Committee, the Council of Delegates and the Finance Committee.
- e) To decide on the actions required for the negotiation and application of the collective agreement.
- f) To conduct a strike vote by secret ballot.
- g) To adopt a collective agreement by secret ballot and adopt local agreements.

- h) To decide on whether to affiliate to any other organizations.
- i) To adopt, amend or repeal the bylaws of the Union.
- j) To elect the required scrutineers when a secret ballot is requested at a General Assembly.
- k) To submit or refer any matter to another body.
- l) To set the rates of union dues and special dues.
- m) To take note of, judge, and rule on all motions or matters submitted to it.
- n) To exclude or reintegrate a member.
- o) To remove or reintegrate an elected member.

ARTICLE 3.03: MEETINGS

- a) The Union shall hold at least one (1) regular meeting of the General Assembly during the year.
- b) The Executive Committee may authorize the General Assembly to meet in two (2) sessions: once in the Western sector of the school board and once in the Eastern sector of the school board, when it deems it necessary.
- c) The Executive Council may authorize the General Assembly to meet in one single session, conducted centrally.

However only one General Assembly shall be held for:

- Statutory issues.
- The adoption of financial policies and/or budget.
- Elections to the Executive Committee.
- The adoption of agreements in principle based on provincial negotiations.
- Presentations requiring the presence of external resources.
- Any other matter deemed sufficiently relevant by the Executive Committee.
- Expulsion or reinstatement of a member.
- Dismissal or reinstatement of an elected member.

The holding of two General Assemblies is preferable for consultation and information meetings in particular. However, it is agreed that when decisions are to be taken, it is preferable that debates are shared with all members of the TRUSS-CSQ in attendance at the same time and in the same place to ensure the inclusion of varied opinions from both sectors and decisions more representative of the entire group.

For single assemblies, the Executive Committee shall try, depending on the availability of rooms, to secure the most central location in the territory to facilitate participation.

ARTICLE 3.04: CONVOCATION

Regular General Assembly

Notice of a regular General Assembly shall be sent in writing at least fifteen (15) working days before the date it is scheduled to be held.

Special General Assembly

The Executive Committee may decide to convene a special General Assembly if it deems it necessary.

A notice of at least forty-eight (48) hours is required to convene a special General Assembly.

The agenda should expressly identify which topics will be reviewed. Only these topics shall constitute the agenda of this assembly.

At the written request of fifty (50) members in good standing, representing approximately 5% of the membership, the President must send a convocation for the special General Assembly within ten (10) working days.

Only the reasons cited in the request shall constitute the agenda of this assembly.

ARTICLE 3.05: QUORUM

The quorum of the General Assembly is the members in attendance.

ARTICLE 3.06: VOTING

Decisions are taken by a majority of the members in attendance, except for statutory matters or any other matters that require a 2/3 vote.

The Executive Committee shall inform the members of the total results within the following 3 days.

ARTICLE 3.07: OBSERVERS AND GUESTS

Resource persons or members of the Federation or Centrale may attend the General Assembly if invited or by giving prior notice to the President. These people have the right to speak, but do not have the right to vote.

CHAPTER 4: EXECUTIVE COMMITTEE

ARTICLE 4.01: COMPOSITION

Composition

The Executive Committee is composed of three (3) members:

- a) President
- b) Secretary and Treasurer
- c) Communications, Mobilization and Relations with the Community

Regardless of which positions are open for elections, one position must be occupied by a bus driver.

The main powers and duties of the Executive Committee are as follows:

1. To manage the affairs of the Union.
2. To oversee the implementation of decisions taken by the General Assembly.
3. To admit new members.
4. To authorize any legal or other proceedings required by the interests of the Union, except those that, by law, require a resolution of the General Assembly.
5. To present a draft plan of action and an annual report to the General Assembly.
6. To appoint one or more members of the Executive, in addition to the person who assumes the presidency and the treasury, to sign bills of exchange on behalf of the Union.
7. To develop the various policies related to the proper functioning of the Union.
8. To exclude a member, in accordance with the provisions of article 2.06 of these bylaws.
9. To submit to the Council of Delegates expenditures not included in the budget or in excess of what was projected.
10. To file and disclose its financial statements to the membership at the first General Assembly of the year and deliver a paper copy to any member who requests one in accordance with the law.

ARTICLE 4.02: ELIGIBILITY

Any member of the Union is eligible to any position on the Executive Committee.

ARTICLE 4.03: UNION LEAVE

The members of the Executive Committee are provided union leave in accordance to the internal rules established by the executive council.

Considering the number of proceedings, activities, and especially preparations for assemblies or committee meetings, the Executive Committee may decide to grant additional days for union leave to persons released on a part-time basis. Such decisions shall be recorded in the minutes of the Executive Committee. The person in charge of the secretariat and treasury shall plan a sufficient annual reserve for contingencies of this nature.

Those elected to the Executive Committee shall devote all their working time to the Union when they are on union leave.

The request for union release shall be written, signed and forwarded to the School Board by the person occupying the position of President, in accordance with the provisions of the collective agreements in force.

ARTICLE 4.04: MANDATE

- a) The members of the Executive Committee are elected for a period of three (3) years by the General Assembly. All are eligible to run again.
- b) Newly elected members of the Executive Committee shall take office fifteen (15) days after the election.
- c) At the end of their terms of office, all members of the Executive Committee must return all documents, devices, USB keys and other effects belonging to the Union within a maximum of fifteen (15) days.
- d) Any person currently occupying a position must resign from the position in order to be eligible to run for another position up for election.

ARTICLE 4.05: POWERS AND DUTIES

In accordance with decisions taken by the General Assembly, the Executive Committee assumes leadership of the Union. More specifically, depending on the sectors identified, the Executive Committee:

A. Democratic Affairs

- a) Convenes and prepares meetings of the various bodies.
- b) Reports on its management to the appropriate bodies.
- c) Executes the decisions taken by the General Assembly.
- d) Appoints representatives on the various bodies of the Centrale and the Federation.
- e) Distributes files among its members.
- f) Establishes its own rules of operation.
- g) Oversees the animation of union affairs.
- h) Creates temporary committees under the authority of the Executive Committee, defines their mandate and appoints their members; each committee must have a member of the Executive Committee as a member.
- i) Coordinates the work of the temporary committees and requires reports from the responsible people.
- j) Appoints union members to each study session, as well as meetings of the organizations to which the Union is affiliated, and receives their reports.
- k) Monitors respect for the rules and mission of the Union.
- l) Develops and maintains solidarity.
- m) Admits new members under Article 2.01 or removes members under Article 2.06.

- n) Decides who will serve as interim in cases of absence or incapacity of the President.

B. Negotiations

- a) Coordinates the participation of the Union in provincial negotiations.
- b) Directs and conducts local negotiations, enforcement of the collective agreement and local labour relations.

C. Administrative Management

- a) Prepares the budget and budget revisions, if necessary, in collaboration with the Finance Committee, and recommends their adoption to the Council of Delegates in the first half of the fiscal year.
- b) May, on behalf of the Union, enter into contractual commitments and carry out banking transactions.
- c) Makes donations to movements or organizations whose interests are in line with the objectives of the Union.
- d) Arranges the appointment of an accountant auditor.
- e) Collects and arranges to have collected revenues including dues and membership fees.
- f) Authorizes banking transactions (transfers, investments and loans).
- g) Appoints a spokesperson to the accounting firm and other organizations related to accounting.
- h) Arranges, at the end of each fiscal year, to have the accounts audited by the accounting firm appointed by the General Assembly.
- i) Organizes the presentation, to both the Executive Committee and the General Assembly, of the annual financial report submitted by the auditors.

D. Personnel Management

- a) Proceeds, when necessary, to hire personnel and establish their working conditions by contract or collective agreement.
- b) Directs, on behalf of the Union, the personnel employed.

E. Equipment Management

- a) May, on behalf of the Union, acquire the goods and equipment needed to function, and enter into contracts.
- b) Administers and maintains the assets of the Union and takes care of daily affairs.

F. Management of the Secretariat

- a) Responsible for the secretariat and the decision-making bodies.
- b) Drafts the minutes of meetings of decision-making bodies, authorizes, signs and ensures the archiving of official documents.

c) Responsible for the archives.

It is the responsibility of the members of the Executive Committee to equitably share responsibility for files, to exercise regular oversight and report back to the Executive Committee on these files. The President shall assign files if no sharing agreement is reached.

The members of the Executive Committee are subject to the provisions of the Code of Ethics.

ARTICLE 4.06: MEETINGS

The Executive Committee shall meet at least one (1) time per month or as often as the affairs of the Union require.

At any time, at the request of one (1) member of the Executive Committee, the President shall convene a meeting of the Executive Committee.

ARTICLE 4.07: CONVOCATION

Notice convening the members of the Executive Committee is done by the President, usually by email.

Regular meeting

Convocation of a regular meeting shall be sent to each member of the Executive Committee at least five (5) working days before the date it is to be held. The convocation must be accompanied by the agenda.

Special meeting

The President may decide to convene a special meeting of the Executive Committee if he or she deems it necessary.

A special meeting may be convened on the spot. The agenda must expressly mention this.

In all cases, minutes recording the decisions taken as well as details to explain the issues discussed shall be drafted and submitted for adoption at the next meeting of the Executive Committee.

ARTICLE 4.08: QUORUM

Quorum is the majority of current members of the Committee.

ARTICLE 4.09: VOTE

Decisions are taken with the majority of votes cast.

ARTICLE 4.10: PRESIDENT

Powers and duties of the President

- He or she oversees the operations of the Union Office.
- The President chairs the meetings of the Executive Committee, maintains order, directs the discussion and ensures compliance with the bylaws.
- He or she coordinates the tasks of Union personnel.
- Officially represents the TRUSS-CSQ and, in this role, signs official documents.
- Directs and supervises the affairs of the Union and ensures that the files assigned to each of the other two positions are being properly handled.
- Ensures the functioning of the various committees appointed by the General Assembly.
- He or she is an ex-officio member of all committees.
- He or she co-signs checks with the person in charge of the secretariat and the treasury as well as the minutes.
- Has a deciding vote on each of the TRUSS-CSQ decision-making bodies.
- Reports to the General Assembly each year on the activities of the TRUSS-CSQ.
- Carries out, with the support of the Federation, the application of all collective agreements within the jurisdiction of the Union and represents the TRUSS-CSQ in dealings with the Human Resources Department of the School Board.
- Participates in the CSQ's regional coordination of activities in the Estrie.
- Participates in the provincial decision-making bodies of the FPSS-CSQ and the CSQ.

ARTICLE 4.11: SECRETARIAT AND TREASURY

- Co-signs official documents with the President.
- Ensures sound administrative management of the Union's revenues, expenses and assets.
- Is responsible for the Finance Committee.
- Is responsible for the computerized management of members (GUM) and keeping track of membership cards.
- Ensures that the financial statements are submitted and presented to the General Assembly. The accounting audit must be produced as soon as possible after the end of the fiscal year in time for the first General Assembly in October.
- Produces and presents the draft budget to the Executive Committee and then submits it to the General Assembly for adoption.
- Ensures that tax and fringe benefit deductions are deducted from the salary difference paid in collaboration with the payroll service chosen by the Executive Committee. He or she also ensures that tax slips are issued.

- The person ensures that measures are taken each year to ensure attendance at the FPSS-CSQ and CSQ Congress.

The accounting firm proposed by the Executive Committee shall be appointed beforehand at a General Assembly and will present its final report at the end of the fiscal year concerned.

ARTICLE 4.12: VICE PRESIDENT OF COMMUNICATIONS, MOBILIZATION AND COMMUNITY RELATIONS

- Replaces the President during an inability to act or a temporary absence.
- Is responsible for and ensures the functioning of the Union's committees.
- Is responsible for the production of the monthly union newsletter.
- Is responsible for communications.
- Ensures the maintenance of a viable information and material distribution network in schools and centers and for bus drivers.
- Ensures the delivery of sufficient copies of publications of the FPSS-CSQ and the CSQ for the membership and ensures that they are distributed in the community.
- Organizes annual meetings with members in the form of a 5 à 7 to mingle with the Executive Committee.
- Is in charge of questions related to the translation of documents.

ARTICLE 4.13: TEMPORARY ABSENCE OR PERMANENT VACANCY ON THE EXECUTIVE COMMITTEE

There is a definitive vacancy on the Executive Committee when a person in office:

- Resigns or becomes unable to perform the duties for which they were elected.
- Is absent for no valid reason for more than three (3) regular and consecutive meetings of the Executive Committee.
- Performs duties elsewhere than at the Eastern Townships School Board.
- Does not perform school support staff duties at the Eastern Townships School Board.

When a definitive vacancy occurs, the Executive Committee shall seek a person from among the members of the Union to fill the vacant position with an election as soon as possible. In the meantime, the other members of the Executive Committee must perform the duties of the position for the duration of the absence until the election can be held.

The absence of a member of the Executive Committee is considered to be temporary when it is covered by the collective agreement (disability, maternity or other).

When a temporary absence occurs, the Executive Committee shall redistribute the files among the remaining members of the Executive Committee and, afterwards,

search for a person among the members to take charge of certain files during the absence.

Or

The Executive Committee shall seek a person among the Union members in good standing to fill the vacancy.

All union members are eligible for this replacement which comes with union release.

If no member of the Union is interested in the replacement, the Executive Committee may hire an external person to temporarily fill the position. This person must come to a confidentiality agreement with the Executive Committee to ensure the rights of members. Specific tasks shall be agreed upon and assigned by the Executive Committee.

The person hired for a temporary replacement does not become the person elected to the Executive Committee and does not have the responsibilities or rights of the Executive Committee. He or she does, however, present and report on their files and activities when invited by the Executive Committee.

Subsequently, for the replacement of a definitive vacancy, the Elections Committee shall announce an election according to the rules. All members are eligible for this election.

When a temporary absence occurs, the Executive Committee shall seek a person from among the members to fill the vacant position as soon as possible. In the meantime, other members of the Executive Committee shall share the tasks.

ARTICLE 4.14: ELECTION PROCEDURES FOR MEMBERS OF THE EXECUTIVE COMMITTEE

Elections Committee

Composition

The Elections Committee is composed of two (2) persons (president and secretary), elected at the first regular General Assembly of the year. Their terms are valid for two (2) years.

Two substitute members will be elected at the same time to step in if one or more members of the Elections Committee are unable to act or absent.

Members and substitutes must maintain membership status to remain in office.

If no one is elected, the Executive Committee must issue a request by mail or email to the members within two weeks of the General Assembly in order to appoint two (2) members to serve as president and secretary of the Elections Committee and two substitute members.

Mandate

The main responsibility of the Elections Committee is to apply the election procedures provided for in these bylaws and regulations and to ensure that they are respected. It must also use the best methods to promote interest in the election and remind members of their responsibility in this regard.

The President of the Elections Committee shall act as president of all elections.

The Elections Committee must organize the appropriate methods to ensure the election is held in an orderly and rapid manner. It must maintain a detached demeanor throughout the electoral process, but the members of the Committee retain their right to vote.

a) Nomination of a member of the Elections Committee

If a member of the Elections Committee is nominated for a position on the Executive Committee, they are automatically removed from their position on that Committee. In such a case, they are replaced by a substitute.

b) Notice of election

The President of the Elections Committee shall send each member, the delegates and the members of the Executive Committee written notice of the date, place and time of the election at least thirty (30) days before the date of the assembly. This notice must be accompanied by nomination forms.

At the regular General Assembly, before the topic of the election is reached on the agenda, the Elections Committee shall inform the General Assembly that the election will be held, explain the rules and procedures and invite members to prepare for it.

c) Election Assembly

The elections are held on the occasion of the year's first regular meeting of the General Assembly.

d) Eligibility

Any member recognized as such by these bylaws is eligible for any position on the Executive Committee.

A member may only apply for one (1) position. Any member of the Executive may apply for a position other than their own, provided they resign from their current position.

e) Nomination

Nominations are open once the Notice of Election is sent out. They are closed seven (7) days before the scheduled date of the regular General Assembly.

Notwithstanding the above-mentioned deadline, if a vacancy persists in a given position, the nomination period will be extended until the regular General Assembly is held. The Elections Committee will then attempt to fill the position when the "Election" item is reached on the agenda.

f) Acceptance of nominations

Nominations must be submitted in writing on the nomination form sent out by the Elections Committee. No proxy nominations are permitted.

To be valid, the nomination must be supported by at least two (2) members.

g) Voting

If there is only one candidate for a position, the candidate is elected by acclamation.

If there is more than one candidate, the General Assembly shall proceed with secret ballot elections, one-by-one for each delegate and Executive Committee position.

To be elected, a candidate must obtain an absolute majority of the votes of the members in attendance at the regular General Assembly; however, in a third ballot, a simple majority will suffice.

If there are more than two (2) candidates for a position and one round of voting does not result in a person being elected, the candidate with the fewest votes in this round, if applicable, is eliminated for the next round.

When equality of votes between two candidates makes it impossible to determine who is elected, a new vote will be held. If a tie persists in the third round, a vote shall be held in which the members of the Executive Committee do not participate.

CHAPTER 5: COUNCIL OF DELEGATES

ARTICLE 5.10: ROLE AND COMPOSITION OF THE COUNCIL OF DELEGATES

The main role of the Council of Delegates is one of information and connection between the members and the Union. The liaison council has no decision-making powers except to appoint members to union committees.

The Council of Delegates is composed of delegates from each school, center, service, bus drivers and the Executive Committee.

The Executive Committee convenes meetings of the Council of Delegates. At the first meeting of the year, the operating rules are established as well as the schedule of meetings and activities, if any.

In each workplace, with the first Union mailing of the year, the Executive Committee shall inform the members of the role of the delegates and the Council of Delegates.

Each location shall nominate their delegate (s) no later than September 30.

The delegate (s) shall complete their identification forms and send them to the Executive Committee.

Powers and jurisdiction

The responsibilities of the Council of Delegates are mainly:

1. To follow up on the decisions taken by the General Assembly and to make any recommendations it deems useful to the Executive Committee.
2. To receive Executive Committee proposals for amendments to the bylaws and regulations and to recommend them to the General Assembly
3. To review the annual financial statements submitted to it and make appropriate recommendations or comments.
4. To study the draft budget submitted to it and make any recommendations and comments it deems useful.
5. To review the plan of action prepared by the Executive Committee and make any recommendations it deems useful.
6. To review the statement of revenues and expenses quarterly and make appropriate recommendations to the Executive Committee.
7. To recommend to the Executive Committee any expenditures not provided for in the draft budget or which exceed the estimates submitted to it by the Executive Committee.
8. To adopt the financial management and union release policies or any other policy submitted to it by the Executive Committee.
9. To review the administrative policies and make useful recommendations.
10. To exclude a elected member, in accordance with the provisions of article 2.06 of these bylaws.
11. To make any suggestions or recommendations likely to improve the administration or functioning of the Union.
12. To participate in union training sessions offered by the Union to help them assume their responsibilities and collaborate in union affairs.

ARTICLE 5.11: THE ROLE OF THE DELEGATE

- The delegate agrees to receive and distribute union information.
- The delegate agrees to act as a “liaison person” between the members of his local community and the Executive Committee.
- The delegate is responsible for informing and reporting on meetings of the Council of Delegates to his or her local community (reporting can vary in each local community: verbal, individual or group, written, internet, etc.).
- The Executive Committee shall convene the last meeting of the Council of Delegates to prepare the annual report and receive recommendations.

ARTICLE 5.12: FUNCTIONING OF THE COUNCIL OF DELEGATES

- The Council of Delegates shall meet at least two (2) times a year.
- Quorum is achieved by the members in attendance at a meeting of the Council of Delegates.
- The Executive Committee shall convene the first meeting of the Council of Delegates to define its mandate, its operating rules and its schedule of activities.

CHAPTER 6: COMMITTEES

ARTICLE 6.1: COMMITTEES

The Executive Committee and the General Assembly may create committees based on needs and the Union’s plan of action. The committees must report to the decision-making bodies that created them, within the time limit prescribed by them

ARTICLE 6.2: FINANCE COMMITTEE

- Mandate

The Finance Committee assists in controlling the administrative mandate conferred on the Executive Committee. It ensures that the Union’s revenues and expenses are in line with the decisions and budget adopted. For this purpose, the Finance Committee:

1. Reviews the annual financial statements submitted to it and make appropriate recommendations or comments to the Council of Delegates and the General Assembly.

2. Reviews the draft budget submitted to it and makes appropriate recommendations to the Council of Delegates and the General Assembly.
3. Reviews the statement of revenues and expenses quarterly and makes appropriate recommendations to the Council of Delegates. To this end, it verifies whether the expenditures are in accordance with the policies in force and whether they correspond to the decisions taken and then reports back to the Executive Committee and the Council of Delegates. The Treasurer shall make available all of the documents and invoices required for a thorough analysis of the financial statements. The Finance Committee does its work in the offices of the Union.
4. Recommends to the Council of Delegates the adoption of any expenditure not provided for in the draft budget or which exceeds the forecast.
5. Reviews proposals for changes to the financial management policy and union release policies submitted to it by the Executive committee and makes appropriate recommendations to the Executive Committee and the Council of Delegates.
6. May analyze and question administrative policies.
7. May make any suggestions or recommendations likely to improve the administrative and political operations of the Union.

- Composition

The Finance Committee is composed of three (3) people who do not sit on the Executive Committee. They are elected at the General Assembly and their term of office is two (2) years.

The Treasurer attends meetings of the Finance Committee, but does not have the right to vote. He or she acts as a resource person.

Quorum for the Finance Committee is formed by two (2) members. All Committee members must remain union members to continue to serve.

– Vacancy

The Council of Delegates may fill any vacancy on the Finance Committee.

CHAPTER 7: RULES OF PROCEDURE

ARTICLE 7.10: RULES OF PROCEDURE

In general, and unless otherwise specified in the bylaws or in the procedures stipulated in Appendix I of these bylaws, the rules of procedure set out in the Code Morin shall apply to the various decision-making bodies of the Union.

CHAPTER 8: AMENDMENTS TO BYLAWS AND REGULATIONS

ARTICLE 8.10: AMENDMENTS TO BYLAWS AND REGULATIONS

Notice of motion – procedure

For any amendment to repeal or replace an article of these bylaws or the bylaws in their entirety, a notice of motion must be sent by email or in writing to each member of the Union at least ten (10) days prior to the meeting at which the notice of motion will be discussed.

This notice of motion must contain the wording of the bylaws, the regulation or the proposed amendment. To amend the bylaws in whole or in part, two-thirds (2/3) of the members in attendance must vote in favor of the amendment.

CHAPTER 9: COMING INTO FORCE

The bylaws shall be enacted immediately after they are adopted by the General Assembly, unless another date is specified in the motion.

In case of a conflict between the French bylaws and the English version, the French version takes precedence.

CHAPTER 10: AGREEMENT IN PRINCIPLE

An agreement in principle can only be adopted with the authorization, by secret ballot majority vote, of the Union members who comprise part of the bargaining unit and who exercise their right to vote.

CHAPTER 11: NOTICE OF STRIKE

- a) A notice of at least forty-eight (48) hours must be sent to members of the Union before holding a secret ballot vote to authorize a strike.
- b) A majority favorable vote of the members of the Union, who comprise part of the bargaining unit and who exercise their right to vote, shall constitute authorization for a strike notice.

CHAPTER 12: TRANSMISSION OF INFORMATION TO MEMBERS

ARTICLE 12.1

A copy of the minutes of the General Assembly must be sent as soon as possible to at least the members who attend these meetings, or, at the latest, when sending the written or email notice of the General Assembly where the minutes will be approved. This will be done by sending a copy to each workplace.

The Executive Committee shall notify members of Union activities at regular intervals by means of a newsletter to be produced at least five (5) times during the year and circulated to members in a manner determined by the Executive Committee.

The Executive Committee shall also, as much as possible, consult the members on any topic that concerns them, especially as regards the negotiation of local agreements.

The Executive Committee shall agree on how to proceed with this consultation.

The Executive Committee shall promote its Federation and Centrale by distributing their publications (Le Relais, CSQ News) and the posters and promotional material they produce for the members.

CHAPTER 13: GENERAL PROVISIONS

ARTICLE 13.1: SOLIDARITY

Members of the TRUSS-CSQ affirm that solidarity is required to permit all of its members to live in an environment where we can count on the support of our peers.

Members of the TRUSS-CSQ commit to solidarity among themselves and to behave respectfully, democratically and with transparency in their actions.

CHAPTER 14: UNION ACTIVITIES

ARTICLE 14.1: PARTICIPATION

As much as possible, members of the TRUSS-CSQ, shall participate in activities organized by the Union to preserve the democratic life of their organization and to

collectively contribute to the professional advancement of their working conditions and fair recognition of their work and their expertise.

This participation is even more crucial during strike days, when necessary, adopted by the General Assembly.

ARTICLE 14.2: SOCIAL INVOLVEMENT

Members of the TRUSS-CSQ are encouraged to contribute to charitable and social organizations which serve the community. To this end, the Union may also contribute by organizing one or more events each year to honor this social contribution.

CHAPTER 15: DISSOLUTION AND DISTRIBUTION OF ASSETS

ARTICLE 15.1: DISSOLUTION AND DISTRIBUTION OF ASSETS

At the moment of dissolution of the Union, unless otherwise specified by legislation applicable to the Union, the assets are distributed among the active and due paying members of the Union on the date of dissolution.

APPENDIX I

ASSEMBLY PROCEDURES THE FIVE (5) STAGES OF A DEBATE

1st stage: Presentation

Becoming informed

- The resource person presents the file.

2nd Stage: Plenary session of exchange and information

Understanding

- General comments.
- Questions on the topic.
- Three (3) minute interventions with priority given to first-time speakers.
- Time limit previously determined by the Chair.

3rd Stage: Plenary session to announce motions

Proposing solutions

- The resource person and / or participants can make motions.
- Motions made by the resource person are considered to be the main ones.
- Each person has two (2) minutes to present their motion which must then be seconded to be retained.

4th Stage: Deliberative Assembly

Debating

- The resource person no longer has a privileged right to speak.
- Two (2) minute interventions with priority given to first-time speakers.
- After this stage, each person who made a motion has one last opportunity to speak for two (2) minutes, in the order in which the motions will be voted (except for the main one which is always last).
- Time limit previously determined by the Chair.

5th Stage: The Vote

Deciding

- A voting procedure cannot be interrupted.
- We start by voting on the motions to amend and then we proceed to the main motions.