

CONSTITUTION

**CONCORDIA UNIVERSITY UNION OF SUPPORT STAFF –
TECHNICAL SECTOR (CSN)**

**SYNDICAT DES EMPLOYÉ(E)S DE SOUTIEN DE L'UNIVERSITÉ
CONCORDIA – SECTEUR TECHNIQUE (CSN)**



Revised on April 10th, 2025

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CHAPTER 1: PREAMBLE

ARTICLE 1 - NAME

The Concordia University Union of Support Staff – Technical Sector (CSN) / Syndicat des Employé(e)s de soutien de l’Université Concordia – secteur technique (CSN), as established in Montréal, on May 16, 2023, is an employees’ association within the meaning of the *Labour Code*.

ARTICLE 2 - HEAD OFFICE

The Union head office is situated at Suite 302 - 2130 Mackay Street, Montréal, Québec, H3G 2E9.

ARTICLE 3 - JURISDICTION

The Union's jurisdiction includes all support staff employees in the technical sector and may also cover any other employee.

ARTICLE 4 - UNION OBJECTIVES

The purpose of the Union shall be to promote the professional, economic and socio-political interests of its members. These goals shall be pursued collectively and include the negotiation and conclusion of a collective agreement, precluding any form of discrimination, based on sex, language, political opinion, religion or sexual orientation. The Union shall cooperate with organizations having similar aims.

The Union subscribes to the declaration of principles of the CSN.

ARTICLE 5 - AFFILIATION

The Union is affiliated with the Fédération des employées et employés de services publics (FEESP), Conseil Central de Montréal Métropolitain (CCMM) and the Confédération des Syndicats Nationaux (CSN).

The Union shall abide by the constitution and bylaws of the organization mentioned above in the present Article, including the CSN Code for Rules of Order.

Any proposal to change the affiliation of the Union shall be considered to be an amendment to this Constitution. These amendments will be voted on as prescribed in Article 21 d) at a General Assembly which will be convened after notification of at least one (1) month prior to voting. A representative of the CSN will be invited to address the General Assembly before any vote takes place.

ARTICLE 6 - DISAFFILIATION

A motion of dissolution of the Union or disaffiliation from the CSN, the Federation or the Central council, cannot be discussed at a Union meeting unless a prior notice of motion has been given ninety (90) days beforehand. The said notice of motion must be presented and discussed at a duly convened, regularly-scheduled or special general meeting.

The general assembly convocation notice must indicate the reasons for which a dissolution or disaffiliation proposal is demanded.

Once a notice of motion for the discussion of dissolution or disaffiliation from the CSN has been presented, copy of the said motion must be forwarded to the secretary-general of the Central council, of the Federation and of the CSN. The said notice of motion must be forwarded at least ninety (90) days prior to the holding of the meeting.

The authorized representatives of the Central council, the Federation and the CSN, may, by right, attend the meeting where the motion is to be discussed, and they may give their point of view if they wish. For the motion of dissolution or disaffiliation to be duly adopted, it must be approved by the majority of the Union's members, whether they are working or are laid off and have prospects for returning to work soon, including members absent due to illness, a work-related accident or any other leave authorized under a work contract, or members on strike, locked out or dismissed and whose recourse is supported by the Union.

ARTICLE 7 - REQUEST FOR CERTIFICATION

The withdrawal of a request for certification cannot be decided without the agreement of a duly mandated CSN representative who has made sure that the withdrawal of a request for certification is the will of a majority vote.

CHAPTER 2: MEMBERSHIP

ARTICLE 8 - DEFINITION

Members shall enjoy the rights set out in the present Constitution provided that they satisfy the eligibility criteria defined in Article 9, as well as the conditions specified in Article 10. Each member has the right to access the Collective Agreement as well as the present Constitution and the declaration of principles of the CSN. The digital versions can be found on the Union's website.

ARTICLE 9 - ELIGIBILITY

To belong to the Union as a member, one must:

- a) Be an employee covered by the Union's jurisdiction, or have been laid-off yet maintaining the right to be recalled, or have been dismissed with a filed grievance sustained by the Union, or be on paid or unpaid leave, or be on strike or locked-out.
- b) Abide by the present Constitution and comply with the Union's bylaws.
- c) Pay the Union dues set by the Union's General Meeting.
- d) Not belong to any other association whose stated objectives are in conflict with that of this Union.

ARTICLE 10 - APPLICATION FOR MEMBERSHIP

Anyone wishing to belong to the Union must sign the electronic membership form and comply with the Constitution of the Union. The said application for membership must be accepted by the Union's Executive Committee and ratified by the General Meeting.

Once accepted, membership shall be considered retroactive to the date that the application was signed.

ARTICLE 11 - UNION DUES

The dues that all members must pay are determined by a vote at the Union's General Assembly.

ARTICLE 12 - PRIVILEGES AND ADVANTAGES

Only members in good standing shall benefit from the privileges and advantages conferred by the present Union constitution. They may examine the Union's books on the day of or during any Union meeting, or when the Union office is open, provided that a request is made at least seven (7) days in advance.

CHAPTER 3: RESIGNATION, SUSPENSION, EXCLUSION AND REJOINING THE UNION

ARTICLE 13 - RESIGNATION

Any member submitting their resignation shall forfeit all Union advantages and privileges. The said resignation must be submitted in writing to the Executive Committee.

ARTICLE 14 - SUSPENSION OR EXCLUSION

Any member shall be liable to a suspension or an exclusion from the Union by the Union's Executive Committee who:

- a) Neglects to abide by decisions of the General Assembly.
- b) Causes a serious prejudice to the Union.
- c) Is active in or spreads propaganda in favour of outside associations that are detrimental to the interests of the Union and the members of the Union.

Any member who has been suspended or excluded from the Union shall lose the right to all Union benefits and advantages for as long as the suspension or exclusion has not been lifted.

ARTICLE 15 - SUSPENSION AND EXCLUSION PROCEDURE

- a) The suspension or exclusion of a member shall be declared by the Union's Executive Committee.
- b) Before bringing the suspension or exclusion to the General Assembly, the Executive Committee must give the said member at least ten (10) days' notice by registered mail, inviting them before the committee to explain and defend their position, and indicating, in writing, the reasons supporting the suspension or exclusion of the member as well as the date, the time and the place of the proposed encounter.
- c) The decision of the Executive Committee shall only take effect upon ratification by the Union's General Assembly.

ARTICLE 16 - RECOURSE AND APPEAL PROCEDURE

The suspended or excluded member has the following recourse.

- a) If the member, whose suspension or exclusion has been declared by the Union's Executive Committee and subsequently ratified by the General Assembly, wishes to appeal the decision, they must do so by informing the Secretary of the Union within ten (10) days following the ratification vote by the General Assembly.
- b) In the case of an appeal, the appellant shall nominate someone to act as their representative on the appeal panel, and the Executive Committee of the Union shall do the same; both representatives shall then try to agree to the appointment of a presiding panel member; failing such agreement the Executive Committee of the Conseil Central de Montréal Métropolitain

(CCMM) shall make the choice.

- c) The two respective panel representatives must be nominated within ten (10) days from the date that the appeal is filed; the designation of the President by the Executive Committee of the CCMM must be accomplished within the ten (10) days that they are advised of the matter.
- d) The designated panel shall itself determine the procedure it wishes to follow; however, the panel must hear the submissions of both parties before rendering a decision.
- e) The unanimous or majority decision of the panel shall be final and binding on both parties. It must be rendered within the shortest possible time.
- f) If the member should win the appeal, the Union shall assume the entire cost of the appeal procedure including any loss of earnings if applicable; however, should the member lose the appeal, said member must assume the responsibility of the payment of their representative's fees and expenses incurred, resulting from the submission of the case to the appeal panel.
- g) The expenses of the President of the panel shall be assumed by the Union.
- h) If both parties agree on the choice of a sole arbitrator, the Union shall assume all the expenses of the case.
- i) The suspension or exclusion of said member shall remain effective throughout the appeal procedure.

ARTICLE 17 - REJOINING THE UNION

To rejoin the Union, a member who has resigned must be re-accepted by the Union's Executive Committee.

A member who has been suspended or excluded from the Union can rejoin the Union pursuant to the conditions determined by the Union's Executive Committee or by the general meeting, as the case may be.

CHAPTER 4: UNION GOVERNING STRUCTURES – THE GENERAL ASSEMBLY

ARTICLE 18 - UNION STRUCTURE

The Union shall be governed by the following structures:

- a) The General Assembly
- b) The Union Council
- c) The Executive Committee

ARTICLE 19 - COMPOSITION OF THE GENERAL ASSEMBLY

The General Assembly shall be made up of all members in good standing.

ARTICLE 20 - RESPONSABILITIES OF THE GENERAL ASSEMBLY

The General Assembly is the ultimate authority of the Union. More specifically, it has the power:

- a) To determine the overall policies of the Union.
- b) To elect the Union's officers.
- c) To receive, amend, accept or reject all reports and accounts emanating from members of the Union, the Union council and the Executive Committee.
- d) To ratify, to amend, or to annul any decision emanating from the Union council or the Executive Committee.
- e) To create any committee that it deems necessary to fulfill the Union's functions and particularly to designate the Negotiation Committee for the Collective Agreement.
- f) To decide upon contract proposals, to accept or reject the employer's offer(s), to decide on strike action or other forms of protest.
- g) To modify the Union's constitution.
- h) To set the amount of dues.
- i) To vote upon annual budgets that have been submitted for approval by the Union's Executive Committee.
- j) To dispose of the Auditing Committee's report and all other documents related to the administration of the Union's funds.
- k) To act upon and decide on all matters that are so judged to be in the interests of the proper functioning of the Union.

ARTICLE 21 - GENERAL ASSEMBLIES – QUORUM AND CRITERIA FOR A BINDING VOTE

- a) The quorum of a General Assembly is equal to ten percent (10 %) of all members in good standing.
- b) Any vote of the General Assembly indicating that the majority of the members present support a given resolution shall be a binding decision, except for the cases indicated in paragraphs d) 3. and 4. of the present Article, which decisions shall be made according to the procedures described within said articles.
- c) Any vote of the General Assembly shall generally be taken by a show of hands, except in the cases indicated in paragraph d) of the present Article. However, at any time a member may ask that a vote be taken by secret ballot and this without debate.
- d) The following decisions must be taken by a secret ballot vote to be binding and must respect the following conditions:

1. Approval of the Collective Agreement

A common majority (50% + 1) of the members present at the meeting. For a collective agreement vote to be valid and binding, the members must be advised in the notice of meeting that a collective agreement vote is on the agenda of the meeting.

2. Strike Vote

A common majority (50% +1) majority of the members present at the meeting. For a strike vote to be valid and binding, the members must be advised in the notice of meeting that a strike vote is on the agenda of the meeting.

3. Disaffiliation

A common majority of the total membership. For a disaffiliation vote to be valid and binding, the members must be advised in the notice of meeting that a disaffiliation vote is on the agenda of the meeting.

4. Modification of the Constitution

A two-thirds (2/3) majority of the members present at the meeting is required.

ARTICLE 22 - THE ANNUAL GENERAL ASSEMBLY

The annual General Assembly will take place no later than six (6) months after the end of the fiscal year which terminates on May 31st.

At least ten (10) working days notification must be given prior to the annual General Assembly. This will be done by electronic mail. Members from both campuses are called to a single meeting, either in person, online or in some combination thereof.

The Agenda that is to be proposed to the General Assembly should be clearly indicated on the notice of meeting. The following information must also be transmitted at that time:

- 1) the date of the meeting;
- 2) the time of the meeting;
- 3) the location of the meeting.

At this meeting, amongst other items, there must be :

- the presentation and adoption of the financial statements for the fiscal year just ended, as well as the Audit Committee's report and the budgetary provisions for the coming year.
- Election of Executive officers as necessary.
- Elections of Area Representatives whose terms have ended and vacant positions.

ARTICLE 23 - REGULAR GENERAL ASSEMBLIES

There must be at least one (1) regular General Assembly of all members during each of the fall and winter terms. The fall General Assembly shall be considered the annual General Assembly and shall be scheduled as outlined in Article 22.

Members from both campuses are called to a single meeting, either in person, online or in some combination thereof.

ARTICLE 24 - SPECIAL GENERAL ASSEMBLIES

Special General Assemblies may be convened by the President of the Union, upon approval of the Executive Committee; usually after an official notice of at least twenty-four (24) hours. However, in an emergency situation, the Executive Committee may call such a meeting within less than twenty-four (24) hours but within a reasonable period of time. The notice of meeting must indicate the reason(s) for the said meeting. Only this (these) subject(s) can be discussed at the said meeting.

Members from both campuses are called to a single meeting, either in person, online or in some combination thereof. Special General Assembly with a strike vote or vote for approval of collective agreement is held in person.

At any time, the number of members corresponding to the quorum of a General Assembly, may obtain the calling of a special General Assembly by submitting to the President of the Union a written petition signed by them which indicates the purpose(s) or subject(s) of such a meeting. The President of the Union must then proceed to convene the said special General Assembly within the fourteen (14) days following receipt of the petition, respecting the procedure and time limits outlined above.

The Executive Committee must call a special General Assembly when so requested by the Executive Committee of the Federation, the Conseil Central or the CSN, which bodies will request such a meeting only when the reasons are serious and judged to be in the Interest of the Union's members and the labour movement in general.

CHAPTER 5: UNION COUNCIL

ARTICLE 25 - COMPOSITION

Union Council shall be made up of the Executive Committee and the Area Representatives.

Area representatives shall be determined on the basis of geographical location and/or Departmental affiliation with a view to effective communication between members and balanced representation for all members, with a proportional representation of one (1) area representative per thirty (30) members taking into account the geographical distribution of the members.

ARTICLE 26 - ELIGIBILITY

Any member in good standing is eligible for election to Union Council.

When an election for Area Representative is held, a member unable to attend may present their candidacy to such a position, provided that their nomination is put forward by a member present at the election meeting. A written signed procuration is required from the absent member who wishes to stand for election.

ARTICLE 27 - RESPONSABILITIES OF THE UNION COUNCIL

The Union Council assumes authority between the General Assemblies. In particular, it has the following responsibilities:

- a) To ensure that the Executive Committee follows through on the mandates given to it by the General Meeting. It shall replace any Union officer or Area Representatives who resigns, is unable to act or is absent until the following General Meeting where an election shall be held to fill the vacant position(s).
- b) To elaborate on the policy and activities of the Union between General Meetings, especially those involving the Collective Agreement and Inter-Union matters.
- c) To create and participate in the appropriate committees to see to the proper functioning of the Union and to elect the members to said committees.
- d) To name Area representative to represent the Union to the various bodies where the Union participates.
- e) To assist in the preparation and execution of the General Assemblies.

ARTICLE 28 - MEETINGS OF THE UNION COUNCIL

- a) The Union council shall meet when necessary, but not less than once every month.
- b) Any member of the Union may attend and participate in the Union council, but only Area representatives have the right to vote.

ARTICLE 29 - QUORUM AND CRITERIA FOR BINDING VOTE

- a) The quorum of the Union Council is fifty percent (50 %) of the Union members elected.
- b) The decisions of the Union Council shall be made by majority vote of the members who are present.

ARTICLE 30 - DUTIES OF THE AREA REPRESENTATIVE:

The responsibilities of the Area Representative are as follows:

- a) To ensure that the Collective Agreement is respected, within the group of employees that they represent.
- b) To inform newly hired personnel about the Union and available resources: Collective Agreement and the Constitution on the Union's website.
- c) To inform the group they represent of the decisions made by the Union Council. To voice in the Union Council meetings the concerns proposed by the membership that they represent.
- d) To encourage the members in the group that they represent to attend all General Assemblies.

ARTICLE 31 - LENGTH OF A TERM OF OFFICE

The term of office of Area Representative is two (2) years and upon completion, they shall transmit to their successor all the properties of the Union in their possession, as well as all pertinent information or documentation within twenty (20) working days.

ARTICLE 32 - ELECTION OF MEMBERS TO UNION COUNCIL:

Area Representatives are elected at the Annual General Assembly. Their election may be by acclamation or by secret ballot as the case may be.

CHAPTER 6: UNION GOVERNING STRUCTURES – THE EXECUTIVE

ARTICLE 33 - LEADERSHIP OF THE UNION

The Union shall be headed by an Executive Committee.

ARTICLE 34 - COMPOSITION

The Executive Committee shall be made up of five (5) members, as follows:

- a) the President
- b) Vice-President - Grievances
- c) Vice-President – Health and Safety
- d) the Secretary
- e) the Treasurer

ARTICLE 35 - ELIGIBILITY

Any member in good standing is eligible to become a Union officer.

When an election for Union officers is held, a member unable to attend may accept the nomination to a position providing that that member's nomination is put forward by a member present at the election meeting, who must provide a signed document from the absent member which states their acceptance of the nomination.

ARTICLE 36 - RESPONSABILITIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee are as follows:

- a) To conduct the Union's affairs.
- b) To determine the time and place of General Assemblies, Union council meetings and Executive committee meetings.
- c) To authorize expenditures set out in the budget whose maximum amount has been determined by the General Assembly.
- d) To adopt budgetary provisions for recommendation to the Annual General Assembly.
- e) To ensure that the rules and regulations adopted by the General Assembly are respected.
- f) To set up any committee required to study, to discuss, to promote or to further the goals of the Union.
- g) To name people to represent the Union to the various bodies in which the Union participates.

- h) To accept new members at the General Assembly.
- i) To receive individual member's complaints, to examine and deal with them.
- j) To receive and examine all communications and information submitted to them by the General Assembly, and to report back to the General Assembly.
- k) To abide by the decisions made by the General Assembly, which constitute a mandate to be executed on behalf of all of the members of the Union.
- l) To submit to the General Assembly any question or issue requiring a vote by the members.
- m) To present a report of the previous year's activities and accomplishments to the annual General Assembly.
- n) To temporarily replace the President when an absence of a short period of time occurs.
- o) To authorize all the procedures and legal acts necessary for the best interest of the Union.

ARTICLE 37 - MEETINGS

The Executive Committee shall meet once a month, in accordance with the provisions that they, themselves, shall determine.

ARTICLE 38 - QUORUM AND CRITERIA FOR A BINDING VOTE

The quorum of the Executive is fifty percent (50 %) of the people that have been duly elected to the Executive Committee.

The decisions of the Executive Committee shall be made by a majority vote of the members present.

ARTICLE 39 - RESPONSABILITIES AND AUTHORITY OF EXECUTIVE OFFICERS

I. THE PRESIDENT

The responsibilities of the President are as follows:

- a) To be responsible for the internal operation of the Union.
- b) To chair the meetings of the Union, to preside over discussion, to share pertinent information and explanations with the members regarding the issues and proposals being discussed by the meeting.
- c) The President must temporarily abandon the chair to one of the vice-presidents if they wish to take a position in a debate.
- d) To represent the Union in all formal matters.
- e) To oversee the proper application of the Union's bylaws and to make sure that each officer of the Union carefully executes their duties and mandate.

- f) To oversee overall Union activities.
- g) To jointly sign the Union's cheques with the Treasurer and/or the Secretary.
- h) To determine the convening of General Assemblies, Union Council meetings, and Executive Committee meetings.
- i) To have the right to vote only in the case of a tie vote.
- j) To sign the minutes of all meetings, along with the Secretary.
- k) To sign the Union's financial statements, along with the Treasurer.
- l) To be the official spokesperson of the Union (to the media, to the affiliated Union bodies etc.)
- m) To sit ex-officio on all other committees of the Union.

II. VICE-PRESIDENTS

i. Vice-president - Grievances

- a) Is responsible for the handling of the Union's grievances files.
- b) Reports on the work of the committee to the Executive committee, the Union council and the general assembly.
- c) Recommends courses of action to be taken as to grievances to the Executive committee.
- d) Works with the other members on the Executive committee on any file or mandate decided by the Executive committee.

ii. Vice-president - Health and safety

- a) Is responsible for the handling of the Union's files dealing with health and safety and work-related accidents and illnesses.
- b) Reports on the work of the committee to the executive committee, the Union council and the general assembly.
- c) Recommends courses of action to be taken as to health and safety issues to the executive committee.
- d) Works with the other members on the executive committee on any file or mandate decided by the executive committee.

In the absence of the President or in the case of his or her inability to act the Vice-Presidents shall replace the President.

They are responsible for the proper handling of any particular file that the executive committee may attribute to them.

III. SECRETARY

The responsibilities of the Secretary are as follows:

- a) To take the minutes of each meeting and to distribute the minutes of each preceding meeting; to sign said minutes with the President and to enter them in a register.
- b) To convene the meetings of the various Union structures in accordance with the present Constitution.
- c) To make available to any member, who so desires, the register containing the Union's minutes, in the course of Union meetings.
- d) To compose and send the Union's correspondence, keeping a copy of said correspondence in the Union's files.
- e) To file and keep all Union documentation and information.
- f) To transmit at the Union's meetings all the information that the meeting is to be made aware of.
- g) To send to the various bodies to which the Union is affiliated a copy of the Union's Constitution, the names of the officers of the Executive Committee and any motions that the Union desires to submit to the convention of an affiliated body.
- h) To jointly sign the Union's cheques with the Treasurer and/or President.

IV. TREASURER

The responsibilities of the Treasurer are as follows:

- a) To be responsible for the Union's financial administration and the handling of the Union's properties.
- b) To ensure that all financial transactions are properly recorded in the appropriate accounting statements and registers as per the system established by the CSN.
- c) To monitor all Union dues and any monies owed to the Union.
- d) To present to the Executive Committee, upon request, or at least every four (4) months, the bank reconciliation and the Union's financial statement.
- e) To make all authorized disbursements and to sign cheques jointly with the President and/or Secretary.
- f) To make available via appointment to any member, who wishes to view the accounts ledgers, as well as the statements from the banking institutions.

- g) To deposit any funds on hand as soon as possible in the banking institution and to send the appropriate amounts owed to the bodies to which the Union is affiliated.
- h) To prepare the budgetary revisions, in collaboration with the Executive Committee, and to ensure their presentation to the Executive Committee, the Union Council and the General Meeting.
- i) To prepare the annual financial statements at the end of the fiscal year and to ensure their presentation to the Executive Committee, the Union Council and the General Meeting.
- j) To be empowered, at all times, to disclose the Union's ledgers and all appropriate exhibits to the duly authorized representative of the Executive Committee of the CSN and to the Union's own auditing committee.

ARTICLE 40 - LENGTH OF TERM OF OFFICE

The term of office of the Executive officers shall be two (2) years and upon completion, they shall transmit to their successor all the properties of the Union in their possession, as well as all pertinent information or documentation within twenty (20) working day.

ARTICLE 41 - ELECTION PROCEDURE

- a) Elections for the position of President and Treasurer shall be held on even-numbered years. Elections for Vice-President – Grievances, Vice-President – Health and Safety and Secretary shall be held on odd-numbered years.
- b) The meeting at which Union Executive elections are held shall name a chairperson of the election, someone to take the minutes of the election and Scrutineers to participate in the counting of the ballots. The preceding persons may not be nominated to any of the positions being filled.
- c) If only one person accepts the nomination to any of the positions to be filled, that person shall be declared elected by acclamation.
- d) If a vote is necessary, it is to be conducted by secret ballot. The scrutineers shall count the ballots and report the results to the chairperson of the election; the latter shall only vote in the case of a tie.
- e) Only members present at the meeting shall be entitled to vote.
- f) To be elected, the candidate must obtain the absolute majority (50% +1) of the voting persons. If there are more than two candidates and no candidate obtains 50% +1 of the votes, the candidate who obtained the least votes is removed from the ballot and a new vote is taken. This procedure is repeated until there is a winner.
- g) No election or call for nominations shall be held unless it has been included in the notice of the meeting and on the agenda.

ARTICLE 42 - INSTATEMENT INTO OFFICE

Each of the officers shall officially take on their positions as soon as they are sworn into office.

- a) When proceeding with the swearing into office of the Union Executive, a representative from one of the bodies to which the Union is affiliated should be invited to participate.
- b) The swearing in of the Union's Executive officers should be performed immediately after the elections are held.
- c) The election secretary shall call the names of the elected officers who shall take their respective places on the platform.
- d) The election chair shall request that the members present stand up and they shall proceed with the swearing in procedure.

The election chair shall repeat:

Do you promise on your honour to fulfill the duties of your office, to abide by the Constitution, to further the interests of the Union and its members, to remain in office until the nomination of your successors, do you so promise?

Each of the officers shall reply:

I so solemnly promise.

The general meeting shall answer:

We bear witness.

ARTICLE 43 - COMPENSATION

The officers of the Executive Committee are not entitled to any remuneration or stipend (allowance for presence). However, they shall be compensated for travel expenses, accommodation expenses, meal expenses, or babysitter fees that are incurred in the course of Union duties and as needed, subject to the standards of the CSN.

When Union duties require an absence from work, the remuneration allotted shall not exceed the regular pay of the member who has been discharged from work.

ARTICLE 44 - IMPEACHMENT OF MEMBERS OF THE EXECUTIVE

- a) The impeachment of a member of the Executive is initiated when a petition of Impeachment, circulated by any member in good standing, is signed by fifteen percent of the membership.
- b) Copies of said Petition, dated and duly signed, are to be submitted to the subject of impeachment and to any other member of the Executive who will then chair the impeachment proceedings.
- c) The said Chairperson shall convene a special General Assembly of the Union. Notice of the

meeting shall be circulated to the general membership within one week of the receipt of the Petition of Impeachment. The special General Assembly will take place within three weeks of receipt of the aforesaid petition. The meeting may take place so long as a quorum of fifteen percent (15%) of the membership is present. The Petitioner shall present the grounds for Impeachment at this meeting. The subject may then present a defense against these charges. The Petition of Impeachment shall be adopted if two-thirds of those present at the proceedings or a common majority of the total membership vote in its favour. Should the petition be adopted the subject will be deemed to be dismissed from office. In that case the usual regulations pertaining to a vacancy in the Executive shall be in effect.

CHAPTER 7: FINANCIAL STATEMENTS AND AUDITING COMMITTEE

ARTICLE 45 - FISCAL YEAR AND ANNUAL REPORT

- a) The fiscal year of the Union shall be from June 1 to 31 May of the following year.
- b) The treasurer shall prepare the annual financial statement, and ensure its presentation to the Executive Committee, the Union Council and the General Assembly.
- c) Copies of the annual financial statement shall be made available upon request to members of the Union.

ARTICLE 46 - EXAMINATION OF FINANCIAL RECORDS BY EXTERNAL AUTHORITIES

At any time, a person authorized to represent the Federation, central council or the CSN may proceed with an audit of the books of the Union. The treasurer shall submit all books and any other necessary documents requested by this authorized representative.

ARTICLE 47 - ELECTION OF THE AUDITING COMMITTEE MEMBERS

Three (3) members of the Union shall be elected as the Union's auditors in the same manner as other committees of the Union.

No Executive or Union Council members may act as a member of this committee.

ARTICLE 48 - MEETINGS AND QUORUM

The auditing committee shall meet at least every six (6) months.

The Treasurer must be present at these meetings, unless the committee decides otherwise. However, the Treasurer is always present when they are viewing the books and exhibits.

The quorum for these meetings is two (2) members of the committee.

ARTICLE 49 - RESPONSABILITIES OF THE AUDITING COMMITTEE

The responsibilities of the auditing committee are:

- a) To examine all revenues and expenses.
- b) To examine and authenticate the reconciliation of the banking institution account, the Treasurer's report, as well as all other financial accounts of the Union.
- c) To verify the adherence to the resolutions of the Executive Committee, the Union Council and the General Meeting.
- d) Upon a unanimous decision, to call a Special General Meeting.
- e) To prepare an audit of the Union's finances on a yearly basis.

CHAPTER 8 : AMENDMENTS TO THE CONSTITUTION

ARTICLE 50 - GENERAL PROTOCOL FOR AMENDMENT

- a) Any motion aiming to modify, in total or in part, the present Constitution, or wishing to change the name of the Union must be presented, in writing, to the Executive Committee at least one (1) month prior to the General Assembly.
- b) Any modification of the Constitution must be approved by a two-thirds (2/3) majority of the members present. A copy of any modification of the Constitution must be forwarded to the Federation, the Central Council and the CSN.
- c) Any modifications to this constitution affecting the Union's affiliation with the CSN, Federation or Central Council must adhere to the provisions of Chapter 1, Paragraph 3 regarding affiliation. A copy of any such changes of the constitution must be forwarded to the Federation, the Central Council and the CSN.

ARTICLE 51 - DISSOLUTION OF THE UNION

The voluntary dissolution of the Union shall be declared when two-thirds (2/3) of the members present at a special meeting convened for this purpose so approve.

Upon declaration of the dissolution of the Union, the assets of the Union shall be forwarded to the Professional Defense Fund (FDP) of the CSN, unless the General Assembly has decided otherwise.

CHAPTER 9 : RULES OF ORDER

The articles in this chapter apply to all of the meeting of the Union structure.

ARTICLE 52 - CALLING THE MEETING TO ORDER AND THE AGENDA

The President shall call the meeting to order at the prescribed time. The president shall not depart from the agenda, unless a majority of the members present so decide.

ARTICLE 53 - PUTTING A QUESTION TO VOTE

Except where otherwise specified, a majority of the members present shall be necessary for a motion to be binding. Only in the case of a tie vote shall the President have the right to vote.

ARTICLE 54 - VOTE

When a vote is called, all discussion shall cease; the question shall be put to a vote by a show of hands, unless a secret ballot is duly requested.

Any member may request that a vote be taken by secret ballot, as long as the member has so requested before the President has called for the vote. However, as outlined in the constitution, secret ballot voting shall apply in all matters relating to elections, approval of a collective agreement, strike votes, disaffiliation, and modification to the constitution and dissolution of the Union.

ARTICLE 55 - NOTICE OF MOTION (MOTION TO RECONSIDER)

To rescind a motion that has already been duly adopted by the General Assembly one must proceed as follows:

- a) A notice of motion must be presented to a General Assembly by a Union member. Said notice of motion cannot be discussed at the meeting at which it is presented.
- b) At the following General Assembly, the member who has presented the motion must be present. After said member has spoken on the motion, said motion must receive the support of a majority of the members present so as to put the original motion that is to be reconsidered back on the table. Once the original motion is back on the table a majority vote of the members present is again necessary.

ARTICLE 56 - ADJOURNMENT OR CLOSING THE MEETING

A motion to adjourn a meeting can always be received by the Chair, however it can be defeated by a majority vote of the members present. The President shall close the meeting when the agenda has been completed.

ARTICLE 57 - MOTION

Every motion must be seconded, written down in the minutes by the Secretary and read to the meeting before the discussion begins. At this point, the motion belongs to the meeting and it cannot be called back without the unanimous approval of the meeting. However, the mover and the seconder may agree to non-substantial changes as long as there are no objections from those entitled to vote.

ARTICLE 58 - PRECEDENCE OF A MOTION

As long as a motion has not been disposed of, no other motion may be received by the Chair except one aiming to amend, to table, to refer to a committee, to put immediately to a vote (previous question) or to adjourn the meeting.

ARTICLE 59 - AMENDMENT

An amendment must refer to the subject of the principal motion. The amendment cannot bring up a totally new matter, however it shall be received by the Chair even if altogether changes the nature of the principal motion, without straying from the subject. On the other hand, without seeking to change the nature of the principal motion, an amendment may simply delete, add or replace certain words in the original motion.

ARTICLE 60 - SUB-AMENDMENT

A sub-amendment must only refer to the terms of the amendment. It must only aim to delete, to add, or to replace certain words in the amendment. It must not seek to bring back the terms of the original motion that were modified by the amendment.

ARTICLE 61 - PREVIOUS QUESTION

The previous question permits discussion to be terminated, if at least five (5) speakers have already spoken to the motion, the amendment or the sub-amendment, thereby forcing the meeting to immediately decide and vote on the question at hand. The member who moves the previous question must not have spoken earlier on the motion. To be carried, the previous question must receive the support of two-thirds (2/3) of the members present. If the previous question is defeated, it may not be presented again until there have been five (5) more speakers.

The member who presents the previous question must indicate whether it applies to the sub-amendment, the amendment or the principal motion. Moreover, said member must indicate whether they permit those inscribed on the speaker's list to speak.

ARTICLE 62 - PRIVILEGED MOTIONS

Privileged motions are designed to permit a member, at any time during a meeting, to raise any pressing matter dealing with a unique item or a question of widespread interest to the Union.

ARTICLE 63 - ETIQUETTE

Once a meeting has been called to order, members must remain seated and strictly quiet so as not to disturb the proceedings.

When a member is given the floor, they must stand and address the chair. They must not stray from the subject under study and must avoid insults, contempt, threats, racist or sexist comments, personalizing any comments, as well as crude language. When several members ask for the floor at the same time, the President shall decide who shall be called upon first.

ARTICLE 64 - RIGHT TO SPEAK

The President shall give the floor to speakers who so desire, in the sequence that said speakers have indicated their desire to speak, however, a speaker shall not be recognized a second time until all who desire to speak on the first turn have done so. The same shall apply for succeeding turns. The President may require that speakers limit their statements to five (5) minutes on their first turn and three (3) minutes on their second.

ARTICLE 65 - TO CALL BACK TO ORDER

Any member who strays from the subject, or who uses injurious language shall be immediately call back to order by the President; in the case of a recurrence, the latter, on the instruction of the meeting, shall no longer recognize the member's right to speak for the duration of the meeting.

ARTICLE 66 - POINT OF ORDER

When a point of order is raised, all discussion shall cease. The President shall dispose of the point of order, unless an appeal is put to the general meeting.

ARTICLE 67 - PROCEDURAL DISPUTE

Where there is a dispute regarding a procedure not covered by the present Constitution, the rules of order of the CSN shall prevail.