

Constitution of the Association

Independent Association of Support Staff of the Lester B. Pearson School Board



1.0 CONSTITUTION, NAME AND DEFINITIONS

- 1.1** The Association is known as the Independent Association of Support Staff of the Lester B. Pearson School Board / Union indépendante des employés de soutien de la Commission scolaire Lester-B.-Pearson.
- 1.2** The Association is the certified association, within the meaning of the Labour Code, representing the bargaining unit comprising all technical and administrative support employees of the Lester B. Pearson School Board, under certification AM-1003-0321.
- 1.3** The head office of the Association is located at 121 Summerhill Avenue, Pointe-Claire, Quebec H9R 2L8.
- 1.4** In this Constitution, unless the context indicates otherwise:

Association: the body designated in section 1.1;

Labour Code: the Labour Code (RLRQ, c. C-27);

Executive Committee: the body constituted under section 4.0;

School Board: the Lester B. Pearson School Board;

Delegates' Council: the body constituted under section 11.0;

Establishment: any school, any centre and any other establishment of the School Board;

Employee or employee in the bargaining unit: any person included in the bargaining unit referred to in section 1.2, whether or not that person is a member of the Association;

Active employee: an employee who, on the date on which the list of members is drawn up, is neither laid off nor absent from work for more than three (3) months;

Member in good standing: an employee in the bargaining unit who has signed a dated and unrevoked membership application and who has personally paid, as union dues or as a membership fee, an amount of at least two dollars (\$2) during the preceding twelve (12) months.

An employee in the bargaining unit who met the payment condition set out in the definition of "member in good standing" at the beginning of an authorized leave, an absence for disability, a maternity, paternity or parental leave, or a layoff is deemed to meet that condition for the duration of the leave, absence or layoff.

Dues withheld from the salary of an employee and remitted to the Association under section 47 of the Labour Code are deemed to have been paid personally by that employee.

The word "member", used alone in this Constitution, means a member in good standing.

- 1.5** Unless otherwise provided, the time limits set out in this Constitution are computed in calendar days. The day marking the starting point is not counted; the day of expiry is counted.

Where the last day of a time limit falls on a Saturday, a Sunday or a holiday, the time limit is extended to the first working day that follows. However, where the time limit must precede a general meeting, a meeting or a vote, the act must be performed no later than the preceding working day.

1.6 The objectives of the Association are:

- a) to protect and promote the rights and well-being of its members;
- b) to protect the professional, economic and social well-being of its members;
- c) to promote the professional development of its members;
- d) to negotiate and administer collective agreements on behalf of the employees;
- e) to provide its members with the means of communication, collaboration and consultation with other bodies;
- f) to provide its members with the assistance and advice necessary in the performance of their duties;
- g) to play a positive role within the community.

2.0 ELIGIBILITY AND MEMBERSHIP

- 2.1** An employee becomes a member of the Association by signing the membership application. Membership takes effect on the date of signature.
- 2.2** By joining, the employee undertakes to comply with this Constitution and with the resolutions adopted by the general meeting.
- 2.3** A member may revoke that member's membership by sending a written notice to the head office of the Association. The revocation takes effect on the date it is received. Revocation does not exempt the employee from the union dues.
- 2.4** Membership terminates by operation of law when the person ceases to be an employee.
- 2.5** A person whose membership has terminated or has been revoked may join again by signing a new membership application.
- 2.6** The President keeps the list of members in good standing up to date. The list is updated on an ongoing basis and the number of members is reported to the annual general meeting. The President may assign this task in writing to an employee of the Association or to another member of the Executive Committee.

3.0 DUES

- 3.1** The membership fee is two dollars (\$2). It is paid by personally remitting that amount to the Association or by the deduction made by the employer as union dues.

3.2 The amount of the dues of members employed full time, part time or on authorized leave, and the amount of the dues of members employed on an hourly basis, are set from time to time where circumstances warrant.

3.3 The amount of the dues may be set or changed only after being authorized by secret ballot, by a majority vote of the members in good standing who exercise their right to vote. The vote is held in accordance with section 15.0.

3.4 Any special assessment is set in the same manner.

3.5 Before the Association pays any contribution, donation or other amount to an outside body, coalition or campaign, the Executive Committee ensures that the expenditure does not relate to an activity referred to in section 47.0.1 of the Labour Code.

4.0 EXECUTIVE COMMITTEE

4.1 The Executive Committee is composed of the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer and two (2) Directors.

4.2 The members of the Executive Committee are elected for a term of three (3) years, in accordance with the procedure set out in sections 5.0 and 15.0.

4.3 Elections are staggered as follows:

- a) group A is composed of the President, the Second Vice-President, the Secretary and one (1) of the two (2) Directors; the first election of group A under the three-year cycle is held at the annual general meeting in the fall of 2027;
- b) group B is composed of the First Vice-President, the Treasurer and the other Director; the first election of group B under the three-year cycle is held at the annual general meeting in the fall of 2028.

No later than the date on which the notice calling for nominations for the election of the fall of 2027 is sent under section 5.2, the Executive Committee designates, by resolution, which of the two (2) Director offices belongs to group A.

4.4 As a transitional measure, notwithstanding any previous two-year term, the persons holding the group A offices when this Constitution comes into force remain in office until their successors elected in the fall of 2027 take office; those holding the group B offices remain in office until their successors elected in the fall of 2028 take office.

4.5 The members of the Executive Committee attend all meetings of the Delegates' Council and are entitled to vote at those meetings.

5.0 ELECTION OF THE EXECUTIVE COMMITTEE

5.1 The election is held at the annual general meeting. The Election Committee sets the date of the close of nominations, which occurs at least thirty (30) days before that meeting, as well as the voting period.

5.2 No later than thirty (30) days before the close of nominations, the Chair of the Election Committee sends to the Delegate of each establishment:

- a) the notice calling for nominations, stating the offices to be filled, the date of the close of nominations and the voting period;
- b) sections 5.0 and 15.0 and the Schedule;
- c) the election procedure, to be posted in a conspicuous place in every establishment upon receipt.

5.3 A nomination is valid only if the candidate files with the Election Committee, no later than the close of nominations:

- a) the official nomination form of the Association, available at the head office of the Association or on its website, signed by the candidate;
- b) the supporting signatures of ten (10) members in good standing from at least two (2) different establishments;
- c) a candidate's statement setting out the years during which the candidate acted as a Delegate or as a member of the Executive Committee and the establishments concerned, as well as any other information the candidate considers useful in support of the candidacy.

5.4 To be a candidate, a person must meet the following conditions at the close of nominations:

- a) have been a member in good standing without interruption for at least twenty-four (24) months;
- b) have held the office of Delegate or that of member of the Executive Committee for at least two (2) full years.

5.5 The Election Committee determines whether the nominations comply with sections 5.3 and 5.4. It publishes the list of compliant nominations, stating the office sought and each candidate's statement, and sends it to the Delegate of each establishment within seven (7) days after the close of nominations.

5.6 For every office for which more than one nomination is filed, the Association publishes a one-page (8 ½ × 11) candidate summary for each candidate, setting out the candidate's name, the office sought, the candidate's statement and, if the candidate so wishes, a photograph. The summary is sent by email to the Delegate of each establishment, who distributes it to the members of the establishment and posts it in a visible common space. The candidate is responsible for drafting and translating the summary.

5.7 The candidate summary must reach the Chair of the Election Committee no later than 5:00 p.m. on the fourth (4th) working day following the close of nominations.

5.8 Where only one candidate is validly nominated for an office, that candidate is declared elected by acclamation by the Chair of the Election Committee.

- 5.9** All candidates are presented to the annual general meeting by the Chair of the Election Committee and each may address the meeting for a maximum of fifteen (15) minutes. The vote opens only afterwards.
- 5.10** The election is held by secret ballot, in accordance with section 15.0 and the Schedule.
- 5.11** The members of the Executive Committee who are elected or acclaimed take office on the first working day of January following the election. Where a contestation brought under the Schedule is pending on that date, the taking of office is suspended until the Election Committee renders its decision, and the outgoing incumbent remains in office until that decision.

6.0 MEETINGS OF THE EXECUTIVE COMMITTEE

- 6.1** The Executive Committee meets regularly. At each meeting, the date and time of the next regular meeting are set.
- 6.2** A special meeting may be called by the President or at the request of fifty percent (50%) of the members of the Executive Committee.
- 6.3** The quorum at meetings is fifty percent (50%) of the members in office.
- 6.4** The President chairs the meetings. In the President's absence or inability to act, the First Vice-President chairs; failing that, the members present designate one of their number.
- 6.5** Meetings may be held in person, by videoconference or by any other technological means allowing all participants to communicate simultaneously, provided that the confidentiality and the integrity of the deliberations are preserved.

7.0 DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

- 7.1** The President:
 - a) works full time for the Association and oversees its day-to-day operations;
 - b) chairs the meetings of the Executive Committee, those of the Delegates' Council and the general meetings;
 - c) upon the invitation of an establishment, attends its meetings;
 - d) signs contracts and agreements on behalf of the Association and sees to their performance;
 - e) is an authorized signatory of the Association;
 - f) may commit up to five hundred dollars (\$500) at a time without the authorization of the Executive Committee;
 - g) ensures, on behalf of the Executive Committee, that the employees of the Association perform their duties;
 - h) is an ex officio member of all committees of the Association;

- i) chairs the Bargaining Committee and acts as chief negotiator, unless the President chooses to delegate that responsibility;
- j) represents the Association and the employees on all matters within the purview of the Association, and promotes its objectives;
- k) files grievances or causes them to be filed, in accordance with section 25.0;
- l) acts as the person in charge of the protection of personal information, a function that the President may delegate in writing;
- m) keeps up to date the list of members in good standing provided for in section 2.6;
- n) draws up the list of members in November of each year, confirms the number of Delegates to which each establishment is entitled and circulates the list of elected Delegates;
- o) presents a report to the annual general meeting.

7.2 The First Vice-President:

- a) assists the President and performs the duties assigned by the President or by the Executive Committee;
- b) is a member of the Bargaining Committee;
- c) assumes the duties of the President in the President's absence or inability to act;
- d) is authorized to countersign approved cheques and payments.

7.3 The Second Vice-President:

- a) assists the President and the First Vice-President and performs the duties assigned to the Second Vice-President;
- b) is a member of the Bargaining Committee;
- c) assumes the duties of the President when both the President and the First Vice-President are absent or unable to act;
- d) is authorized to countersign approved cheques and payments.

7.4 The Secretary:

- a) draws up and sends the minutes of the meetings of the Executive Committee to its members and the minutes of the meetings of the Delegates' Council to the Delegates, at least five (5) days before the next meeting;
- b) draws up the minutes of the annual general meeting and presents them for adoption at the following annual general meeting;
- c) refers any proposed amendment to the Constitution to the next meeting of the Delegates' Council and transmits the information required under section 17.4;
- d) keeps up to date and circulates the list of elected persons provided for in section 24.0.

7.5 The Treasurer:

- a) chairs the Finance and Budget Committee and presents the budget;
- b) has custody of the funds and securities of the Association and supervises their deposit with the institutions designated by the Executive Committee;
- c) gives access to the books and accounts, at any reasonable time, to any person entitled thereto;
- d) monitors the expenditures of the Executive Committee;
- e) is authorized to countersign approved cheques and payments;
- f) prepares or causes to be prepared the annual financial statements and the annual report on the use of financial resources required by the Labour Code, and presents them to the annual general meeting;
- g) prepares the books of account and the reports of the Association in preparation for the annual audit or review engagement referred to in section 14.12, in time for their presentation to the annual general meeting.

7.6 The Directors:

- a) are full members of the Executive Committee and represent the membership as a whole;
- b) sit on the committees to which the Executive Committee assigns them and report to it;
- c) perform the other duties assigned to them by the President or by the Executive Committee.

8.0 POWERS OF THE EXECUTIVE COMMITTEE

- 8.1** The Executive Committee administers the property of the Association.
- 8.2** It conducts the current business, supervises the services of the Association and attends the meetings of the Delegates' Council.
- 8.3** It hires and dismisses the employees of the Association, in accordance with the policies adopted.
- 8.4** It may propose amendments to the Constitution, in accordance with section 17.1.

9.0 RESIGNATION, ABSENCE, LOSS OF OFFICE AND REMOVAL FROM OFFICE

- 9.1** A member of the Executive Committee, a Delegate or a member of a committee may resign from office by sending a written notice to the Executive Committee.
- 9.2** The holder of an elective office who is absent by reason of illness, disability, maternity, paternity or parental leave, or for any other reason that the Executive Committee considers valid, retains that office. The holder informs the Executive Committee in writing as soon as able to do so, stating the expected duration of the absence.

During the absence, the office is exercised: a) in the case of the President, by the First Vice-President, in accordance with section 7.2; b) in the case of another member of the Executive

Committee, by a member of the Executive Committee designated by the President; c) in the case of a Delegate, by a Delegate assigned to the same establishment or, if the establishment has only one Delegate, by a member in good standing designated by the President. The designation ends upon the return of the holder.

A person who thus exercises a second office has only one vote and is counted only once in establishing the quorum.

Where the absence exceeds eighteen (18) consecutive months, the Executive Committee may declare the office vacant, in which case it is filled in accordance with section 10.0, unless the holder establishes that the holder will be able to resume the duties of the office within a reasonable time. The decision is in writing and gives reasons.

9.3 The office of member of the Executive Committee, of Delegate or of member of the Election Committee becomes vacant by operation of law where its holder:

- a) ceases to be a member in good standing, in particular because the holder revokes the membership or ceases to be an employee;
- b) is absent from three (3) consecutive meetings of the body of which the holder is a part, after having received the notice and the agenda, unless those absences are found to be justified by a resolution of that body or are covered by section 9.2.

9.4 The vacancy provided for in section 9.3 occurs without further formality. The Executive Committee informs the person concerned in writing. It corrects any finding based on an error.

9.5 A Delegate may be removed from office for serious cause by the Executive Committee. A member of the Executive Committee may be removed from office for serious cause by the Delegates' Council. Removal from office is pronounced by a two-thirds (2/3) majority of the members entitled to vote of the body considering the matter.

9.6 Serious cause includes, in particular, signing an application for membership in a rival association of employees or acting as a signatory, promoter, representative or spokesperson of such an association, as well as any dishonest conduct or any deliberate breach of the duties of office that causes or is likely to cause serious prejudice to the Association. The opinions referred to in section 9.8 never constitute serious cause.

9.7 Removal from office may be pronounced only after the person concerned has received a written notice setting out the facts alleged against that person, has been granted a period of at least fifteen (15) days to respond and has had the opportunity to be heard, accompanied, if the person so wishes, by another member of the Association. The decision is in writing and gives reasons.

Neither the person concerned nor the Association may be represented by a lawyer before the body deciding on the removal from office. The person concerned may not take part in the deliberations or in the decision.

9.8 No removal from office may be based on the opinions expressed by a person at a meeting, at a general meeting or at a vote of the Association.

10.0 VACANCIES

- 10.1** Where the office of President is vacant, the First Vice-President accedes to the presidency for the remainder of the term. If the office of First Vice-President is also vacant or becomes vacant, the Second Vice-President assumes the office of the First Vice-President.
- 10.2** Any other vacancy on the Executive Committee is filled by appointment by the remaining members of the Executive Committee, from among the Delegates.
- 10.3** The person so appointed completes the term of that person's predecessor. The appointment does not have the effect of conferring a new three (3) year term or of altering the election schedule provided for in section 4.3.
- 10.4** Where the number of vacancies deprives the Executive Committee of its quorum, the President fills the vacant offices by written appointment, from among the Delegates. If the offices of President and of the two Vice-Presidents are vacant at the same time, the Delegates' Council fills them at its next meeting. Those appointments are valid even if the Executive Committee no longer has the quorum provided for in section 6.3; they take effect upon signature and the President informs the Delegates' Council at its next meeting.
- 10.5** Vacant offices of Delegate are filled by appointment by the Executive Committee, from among the members in good standing assigned to the establishment concerned. The person so appointed completes the term of that person's predecessor.

11.0 DELEGATES' COUNCIL

- 11.1** The Delegates' Council is composed of the Executive Committee and of the Delegates elected in accordance with section 12.0. It is the body in which the Executive Committee and the Delegates inform each other of the activities of the Association.
- 11.2** The Delegates' Council:
- a) reviews the policies and orientations established by the Executive Committee and provides its comments to the Executive Committee;
 - b) approves or amends the rules of procedure applicable to its own meetings.
- 11.3** The Delegates' Council meets regularly during the school year. A special meeting may be called by the President on the President's own initiative, by the Executive Committee, or by the President upon a written request signed by at least ten (10) Delegates from at least five (5) establishments.
- 11.4** The notice of meeting is sent to each Delegate at least ten (10) days before the meeting. It states the date, time and place of the meeting and includes the agenda. It is sent to the email address that the School Board assigns to the Delegate. The Delegate may provide the head office of the Association with another email address, to which the notice is then also sent. Failing any email address, the notice is sent by inter-board mail to the school where the Delegate last worked.
- 11.5** The notice of a special meeting is sent at least five (5) days before the meeting. Where urgency requires it, it may be sent within a shorter time, provided that it contains the same particulars.

11.6 The quorum is fifty percent (50%) of the members of the Delegates' Council.

11.7 Decisions are made by a majority of the members of the Delegates' Council who exercise their right to vote.

11.8 Meetings may be held in person, by videoconference or in hybrid format, on the conditions provided for in section 6.5.

12.0 DELEGATES

12.1 Each establishment elects one (1) Delegate for each block of twenty (20) active employees assigned to it; an incomplete block of more than ten (10) active employees counts as a complete block. Each establishment elects at least one (1) Delegate.

The Delegates are elected by the members in good standing assigned to the establishment, from among those of them who meet the conditions set out in section 12.3.

12.2 The term of office of a Delegate is two (2) years. It begins on March 1 following the Delegate's election and ends on March 1 two (2) years later; the Delegate remains in office until the successor takes office.

12.3 To be a Delegate, a person must, at the time the person is nominated:

- a) be a member in good standing;
- b) have at least three (3) years of experience as support staff in a school board or a school service centre, including at least one (1) year with the Lester B. Pearson School Board.

The Executive Committee verifies that the candidate meets these conditions.

A Delegate who ceases to meet the condition set out in paragraph a) loses that office, in accordance with section 9.3.

12.4 The election of Delegates is held every two (2) years, in the month of February. The Executive Committee sets the schedule for it and sends to each establishment, at least fifteen (15) days before the close of nominations, a notice stating the number of offices to be filled in that establishment, the eligibility conditions and the date of the close of nominations, together with the nomination form and the list of the employees and of the members in good standing assigned to that establishment. The notice and the form are posted in the establishment in accordance with section 13.4 and published by the means that the Association usually uses to inform its members.

12.5 Any member in good standing who meets the conditions of section 12.3 may submit their signed nomination form to the head office of the Association, before the close of nominations.

Where the number of nominations received for an establishment does not exceed the number of offices to be filled, the candidates are elected without a vote.

Where no nomination is received, the office is filled in accordance with section 10.5.

12.6 Where the number of nominations exceeds the number of offices to be filled, the election is held in the establishment, by secret ballot. The Executive Committee sets the date and the hours

during which the vote is open and designates, to conduct the vote, a person who is not a candidate; the President of the Association may not be so designated. The vote may be closed before the scheduled time where all the members in good standing of the establishment have voted.

An elector may vote for as many candidates as there are offices to be filled. The candidates who obtain the greatest number of votes are elected; in the case of a tie, the person conducting the vote proceeds by drawing lots. The election is valid regardless of the number of members who have voted.

The counting of the ballots takes place in the establishment as soon as the vote closes, in the presence of any candidate who wishes to attend.

- 12.7** The result is sent to the head office of the Association and communicated to each member in good standing of the establishment within five (5) days. The ballot papers are kept at the head office for six (6) months, after which they are destroyed.
- 12.8** Any member in good standing of the establishment may, within ten (10) days after the result is communicated, contest the election before the Election Committee, which proceeds in accordance with section 7 of the Schedule.
- 12.9** The resignation, temporary absence, loss of office and removal from office of a Delegate are governed by section 9.0; vacant offices are filled in accordance with section 10.5.

13.0 DUTIES OF DELEGATES

- 13.1** The Delegate attends the meetings of the Delegates' Council.
- 13.2** The Delegate communicates to the members of the Delegate's establishment, within the week following a meeting of the Delegates' Council, the relevant information arising from it.
- 13.3** The Delegate invites the employees of the establishment who are not members to join the Association, gives them the membership application and sends without delay to the head office of the Association the signed applications collected.
- 13.4** The Delegate posts in the establishment the notices, lists and documents that the Association sends for that purpose, distributes or publishes the information relating to elections and votes, and informs the employees of the establishment of the business of the Association that concerns them.

14.0 GENERAL MEETINGS

- 14.1** Every member in good standing has the right to attend general meetings.

14.2 The notice of meeting is sent to each member in good standing at least ten (10) days before the annual general meeting and at least five (5) days before a special general meeting. It states the date, time and place of the meeting and includes the agenda.

Where the agenda includes the authorization of a strike, the notice may be sent within a shorter time, which may not be less than forty-eight (48) hours.

14.3 The notice is sent to the email address that the School Board assigns to the employee. The member may provide the head office of the Association with another email address, to which the notice is then also sent. Failing any email address, the notice is sent by mail to the member's last known address. It is also posted in each establishment within the same time limit.

14.4 The involuntary failure to send the notice to a member, or the fact that a member did not receive it, does not invalidate the proceedings or the decisions of the meeting.

14.5 The quorum at any general meeting, whether annual or special, is one hundred (100) employees. The quorum is ascertained at the opening of the meeting.

14.6 The agenda is prepared and circulated by the Executive Committee.

14.7 A member in good standing who is present may move to add to the agenda a question incidental to those appearing on it. No other question may be added in the course of the meeting.

The chair of the meeting decides whether the question is incidental; that decision is final. If the chair decides that it is, the meeting decides without debate whether it is to be added.

14.8 Every member in good standing who is present has the right to vote. Decisions are made by a majority of the members in good standing who exercise their right to vote.

14.9 The annual general meeting is called by the President and held in the fall of each year.

14.10 The annual general meeting receives the written reports of the committees and decides whether the recommendations they contain are to be acted upon.

14.11 The annual general meeting receives and examines the financial statements for the preceding fiscal year, presented by the Treasurer, as well as the annual report on the use of financial resources.

14.12 The financial statements are prepared in accordance with generally accepted accounting principles and are subject to a review engagement or an audit engagement, according to the thresholds set out in section 47.1 of the Labour Code. They are presented to the annual general meeting following the end of the fiscal year.

14.13 A copy of the financial statements and of the annual report on the use of financial resources referred to in section 14.11 is provided free of charge to any employee who requests it. The Association also makes those documents accessible free of charge to every employee in the section of its website reserved for employees or by any other appropriate means.

14.14 General meetings may be held in person, by videoconference or in hybrid format, provided that the identity of the participants and their voting eligibility can be verified and the secrecy of the ballot can be ensured.

- 14.15** A special general meeting may be called by the Executive Committee or upon the written request of one hundred (100) members in good standing from at least five (5) establishments. Only the questions on the agenda may be debated at it; section 14.7 does not apply to it.

15.0 VOTES

- 15.1** The following are decided by secret ballot:

- a) the election of the members of the Executive Committee;
- b) the setting or the change of the amount of the dues;
- c) the authorization of a strike;
- d) the authorization to sign a collective agreement;
- e) the affiliation, merger and dissolution of the Association.

Any other question submitted to a vote of the members is decided by show of hands, unless the general meeting or the Delegates' Council decides, by a majority, to submit it to a secret ballot. The general meeting may, in the same manner, decide that the question referred to in paragraph e) is decided by show of hands.

- 15.2** The votes referred to in paragraphs a) to d) of section 15.1 must be capable of being cast over a period of at least twelve (12) hours, which may extend over more than one day. This requirement does not apply to other votes or to the vote on the adoption or amendment of this Constitution.

Those votes may be held by electronic means in accordance with section 15.6. Otherwise, they are held by paper ballot in accordance with the Schedule.

- 15.3** Unless the Labour Code provides otherwise, only members in good standing vote.

In the case of an election, the candidate who obtains the greatest number of votes is elected. In the case of a tie, the Election Committee holds a new vote without delay between the tied candidates only; if the tie persists, it proceeds by drawing lots in the presence of the candidates.

In other cases, the question is carried where more than half of the members in good standing who exercise their right to vote are in favour of it.

- 15.4** Every vote is held in accordance with the Schedule.

- 15.5** No vote may be taken under paragraph c) of section 15.1 unless the Association has taken the necessary steps to inform its members of the holding of the vote at least forty-eight (48) hours in advance.

- 15.6** The Election Committee decides on the method of voting, in accordance with section 15.2. A vote may be held by electronic means, provided that the process makes it possible to verify the identity and the voting eligibility of the elector, to ensure the secrecy of the vote and to preserve a verifiable record of the counting of the ballots. The Election Committee ensures that a paper ballot method of voting remains accessible to every member in good standing who does not have access to the electronic process. The verifiable record of the counting of the ballots is kept for the same period as the paper ballot papers, in accordance with the Schedule.

- 15.7** The Election Committee is responsible for the conduct of every vote, except the election of Delegates, which is governed by section 12.0.

16.0 RULES OF PROCEDURE

- 16.1** General meetings are governed by Victor Morin's Procédure des assemblées délibérantes, to the extent that it is not inconsistent with this Constitution and the Schedule.

17.0 AMENDMENT AND REVIEW OF THE CONSTITUTION

- 17.1** An amendment to the Constitution may be proposed by the Executive Committee or by one hundred (100) members in good standing from at least three (3) establishments. The proposed text is filed with the Secretary, who refers it to the next meeting of the Delegates' Council.

- 17.2** The Delegates' Council decides by a simple majority whether the proposal is to be acted upon.

- 17.3** If so, the amendment is submitted to a general meeting.

The vote is taken either by show of hands at that meeting or by secret ballot held in accordance with section 15.0.

The Delegates' Council chooses between these two methods, sets the date of the meeting and, where applicable, the voting period.

- 17.4** The Secretary sends the text of the proposed amendment to each member in good standing, as well as to the Delegate of each establishment for posting, at least ten (10) days before the general meeting and, where applicable, before the opening of the vote.

- 17.5** The amendment is adopted if it is approved by two-thirds (2/3) of the members in good standing who exercise their right to vote.

- 17.6** This Constitution as a whole is reviewed at least every four (4) years. The review is undertaken by the Constitution Committee, which reports its conclusions to the Delegates' Council and then to the annual general meeting, whether or not it proposes an amendment.

Where the committee proposes an amendment, the amendment follows the procedure set out in sections 17.1 to 17.5 and the vote is taken at the annual general meeting at which the report is presented or at the vote that follows it. The report of the committee is sent with the text of the proposed amendment.

- 17.7** Notwithstanding sections 17.1 to 17.5, the Executive Committee may amend this Constitution without a vote of the members for the sole purposes of bringing it into conformity with the second paragraph of section 20.3.3 of the Labour Code and of correcting errors of form, drafting, calculation or clerical errors. Any amendment so made is reported to the next meeting of the Delegates' Council and to the next annual general meeting.

18.0 COMMITTEES

- 18.1** The standing committees of the Association are:

- a) the Finance and Budget Committee;
- b) the Election Committee;
- c) the Bargaining Committee;
- d) the Constitution Committee.

18.2 The Executive Committee may create special committees on its own initiative or on the recommendation of the Delegates' Council.

18.3 Unless otherwise provided:

- a) the chair of a special committee is designated by the Executive Committee, unless the President of the Association decides to chair it;
- b) the chairmanship of the standing committees is determined by section 19.0; their other members are designated by the Delegates' Council, on the recommendation of the Executive Committee, subject to that same section;
- c) all committees report to the Executive Committee and submit to it a written report intended for the annual general meeting;
- d) the Delegates' Council may at any time replace a committee member that it has designated, except a member of the Election Committee. A committee member who ceases to be a member in good standing ceases to be part of the committee.

19.0 SPECIAL PROVISIONS APPLICABLE TO CERTAIN COMMITTEES

19.1 The Finance and Budget Committee is composed of the Treasurer, who chairs it, and of at least two (2) and not more than four (4) other members in good standing elected by the Delegates' Council at its first meeting of the school year, for a term of two (2) years. It assists the Treasurer in preparing the draft budget, the financial statements and the annual report on the use of financial resources.

It adopts the annual budget of the Association and sets subject to the third paragraph, the remuneration of the President, as well as the allowances and reimbursements of the members of the Executive Committee, of the Delegates' Council and of the committees, as the case may be.

The remuneration of the President takes the form of an annual stipend (responsibility allowance). The stipend in effect when this Constitution comes into force is increased on April 1 of each year by four percent (4%), plus the annual increase granted to management staff under the Quebec treasury, Human Resources, current salary scale for Service Centres and School Boards category of management personnel. The first year of a Presidents position starts at step 7.

19.2 The Election Committee is composed of five (5) members in good standing elected by the Delegates' Council at its last meeting of the school year, for a term of two (2) years. It elects its chair from among its members. If a member of the committee stands for election, that member is immediately replaced, for the remainder of the term, by a Delegate appointed by the Executive Committee. Its duties are described in sections 5.0 and 15.0 and in the Schedule.

19.3 The Bargaining Committee is composed of the President, who chairs it, the First Vice-President and the Second Vice-President. The President acts as chief negotiator unless the President chooses to delegate that responsibility.

19.4 The Bargaining Sub-Committee is composed of the members of the Bargaining Committee and of six (6) to ten (10) Delegates designated by the Delegates' Council. It assists the Bargaining Committee and acts as liaison with the Delegates.

19.5 The Constitution Committee is composed of three (3) to five (5) members in good standing designated by the Delegates' Council, which also designates its chair. It carries out the review provided for in section 17.6 and examines the proposed amendments.

20.0 FISCAL YEAR

20.1 The fiscal year of the Association begins on the first day of July and ends on the thirtieth day of June.

21.0 BANKING OPERATIONS AND RECORDS

21.1 One or more bank accounts are opened in the name of the Association with the financial institutions chosen by the Executive Committee. All sums belonging to the Association are deposited in them. Cheques and payments are signed by two (2) signatories authorized under this Constitution.

21.2 Bills of exchange, promissory notes and other negotiable instruments are accepted, issued, drawn or endorsed in the name of the Association by two (2) authorized signatories. Instruments remitted to the bankers of the Association for collection may be endorsed by the member of the Executive Committee authorized by resolution.

21.3 The vouchers for sums paid to the Association are signed by the Treasurer or by the person designated by the Treasurer or by the President, and those receipts constitute a discharge for the sums received.

21.4 The Association keeps records of its receipts, payments, reimbursements and other financial transactions in accordance with generally accepted financial administration practices.

22.0 REIMBURSEMENT OF EXPENSES AND INDEMNIFICATION

22.1 Every member in good standing who incurs verifiable expenses for the benefit of the Association in the performance of authorized duties is reimbursed for them.

22.2 The Association assumes the defence of every member of the Executive Committee, every Delegate and every committee member who is sued by reason of the performance of that person's duties, and assumes the costs of that person's defence as well as any award and any settlement that may result from it.

- 22.3** Section 22.2 does not apply where the person acted in bad faith, committed a gross fault, derived a personal benefit from the office or was found guilty of a criminal offence connected with the performance of that office.

23.0 DOCUMENTS AND PERSONAL INFORMATION

- 23.1** The books, documents, files and other permanent records of the Association are kept at the head office of the Association.
- 23.2** The Association adopts and publishes a personal information governance policy and keeps a register of confidentiality incidents. The President acts as the person in charge of the protection of personal information.

24.0 LIST OF ELECTED PERSONS

- 24.1** The Association keeps up to date the list of the persons elected to an office within it, namely the members of the Executive Committee, the Delegates and the members of the Election Committee. The list indicates, for each of them, the office held, the establishment concerned, where applicable, and the duration of the term.
- 24.2** The Secretary causes the list to be posted in each establishment and makes it accessible on the Association's website, within thirty (30) days after any election and each time it is modified.
- 24.3** The list is accessible to every employee.

25.0 GRIEVANCES

- 25.1** The Executive Committee decides whether or not to refer a grievance to arbitration.
- 25.2** Where it decides not to refer a grievance to arbitration, the Executive Committee informs the employee concerned in writing, setting out the reasons for its decision.
- 25.3** The employee may, within thirty (30) days after receiving that notice, ask the Executive Committee in writing to reconsider its decision. The Executive Committee renders a written decision.

26.0 AFFILIATION, MERGER AND DISSOLUTION

- 26.1** The Association may affiliate with a union, a federation or a confederation, or merge with another association of employees, only after approval by two-thirds (2/3) of the members in good standing who exercise their right to vote, following a vote held in accordance with section 15.0.
- 26.2** The dissolution of the Association is decided in the same manner.
- 26.3** In the event of dissolution, after payment of the liquidation costs and of the debts, the property of the Association is divided in equal shares among the members in good standing on the date of

the loss of the certification or on the date of the filing of the application for dissolution, whichever occurs first.

26.4 Notwithstanding section 26.3, property derived from contributions of third parties devolves to an association, a legal person or a trust pursuing objectives similar to those of the Association.

26.5 The loss of the certification does not in itself entail the dissolution of the Association.

27.0 INTERPRETATION, LANGUAGE AND COMING INTO FORCE

27.1 This Constitution and the Schedule prevail over the rules of procedure referred to in section 16.1, over the election and voting procedures and over any policy adopted by the Association.

27.2 The French and English versions of this Constitution are equally authoritative. In case of divergence, the version of the two that conforms to the Labour Code prevails; failing that, the one that best expresses the common intention prevails.

27.3 Any question of interpretation is submitted to the Delegates' Council, which decides it.

27.4 This Constitution comes into force on the date of its adoption and replaces all previous constitutions.

27.5 The Delegates in office when this Constitution comes into force complete the term for which they were elected. The first election held in accordance with section 12.0 is that of February 2028.

27.6 Adopted at the annual general meeting of October 16, 2026. Previous Constitution: adopted on March 22, 2001, amended on November 27, 2015.

Annex

SCHEDULE — VOTING PROCEDURE

Section 1 — Provisions common to all votes

1. This Schedule applies to every secret ballot provided for in section 15.0 of the Constitution. It governs only the conduct of the vote; nominations are governed by section 5.0. It does not apply to the election of Delegates, which is governed by section 12.0. Section 2 applies to a vote held by electronic means and Section 3 to a vote held by paper ballot, the method being determined in accordance with sections 15.2 and 15.6 of the Constitution.
2. The Election Committee is responsible for the conduct of the vote. It sets the date, the hours and the place of the vote. For the votes referred to in paragraphs a) to d) of section 15.1 the Election Committee sets the voting schedule so that voting is available for a period of at least twelve (12) hours, which may extend over two (2) days.
3. Fourteen (14) days before the vote, the Association sends to each establishment the updated list of the members in good standing who work there. The Delegate posts it and reports any error or omission. No later than the day of the vote, the Association sends a reminder indicating the changes made to the list.
4. The vote is secret. The counting of the ballots is carried out in such a way that no result can be attributed to a particular establishment.
5. When the counting of the ballots is completed, the members of the Election Committee who are present sign a declaration attesting to the results. The Chair announces them immediately and has them published in the establishments within ten (10) days.
6. Where the gap between the results is less than two percent (2%) of the votes cast, the Chair of the Election Committee automatically authorizes a recount, which takes place on the following day. In the case of an election, the gap is measured, for each office, between the candidate having obtained the greatest number of votes and the candidate immediately following.
7. Any member in good standing who has grounds to believe that an irregularity has occurred files a written declaration with the Chair of the Election Committee within ten (10) days after the publication of the results, setting out the facts and providing the evidence available to that member. The Chair convenes the Election Committee without delay and invites the complainant and any interested party to attend. After hearing the evidence, the committee decides whether the complaint is well founded, in whole or in part, and orders a recount or a new vote where applicable. Its decision is published in the establishments within five (5) days after the hearing.
8. The ballot papers and the verifiable record of the electronic counting of the ballots are kept at the head office of the Association for three (3) years following the vote.

Section 2 — Electronic voting

9. The electronic vote is held in accordance with section 15.6 of the Constitution.

10. The counting of the ballots takes place as soon as the vote closes, under the supervision of the Chair of the Election Committee. The members of the Election Committee who are present produce and sign the verifiable record of the counting of the ballots.

Section 3 — Paper ballot voting

11. The paper ballot vote is held at a general meeting or at a place that the Election Committee designates and announces in advance. The members of the Election Committee act as scrutineers.
12. The ballot papers are handed to the electors in the voting area only. They may not be handed to a person who does not have the right to vote or be taken out of the voting area.
13. The elector marks the ballot paper with a check mark or a cross in the appropriate box; any other mark invalidates it. An elector who inadvertently spoils a ballot paper returns it to the scrutineer, who keeps it and hands the elector a new one.
14. The ballot papers are deposited in a sealed ballot box, which is opened only at the counting of the ballots.
15. The counting of the ballots takes place as soon as the vote closes, by the members of the Election Committee under the supervision of its Chair, in the presence of the candidates or their representatives who wish to attend. Where the vote was held in more than one place, the ballot papers are combined in a single ballot box before the counting begins.