



CONSTITUTION

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SYNDICAT DE L'ENSEIGNEMENT DU COLLÈGE CHAMPLAIN LENNOXVILLE

Constitution of
Le Syndicat de l'Enseignement du Collège Champlain Lennoxville

1. Name:

The name of the Union is Le Syndicat de l'Enseignement du Collège Champlain Lennoxville (SECCL).

2. Affiliations:

The Union can affiliate with any organization whose professional interests correspond to its own.

3. Goals of the Union:

- (a) To promote and foster the economic, social and professional rights and interests of its members.
- (b) To help maintain a salubrious working environment of mutual respect that acknowledges the strength and expertise of all and is free from harassment and discrimination.
- (c) To represent its members in employer-employee relations and to defend their rights in areas such as working conditions, local policies, and grievances.
- (d) To represent the membership's opinions in negotiations for Collective Agreements and local ententes that recognize the realities of the teaching profession in the new millennium and provide for working conditions that coalesce with this reality.
- (e) To ensure the accurate interpretation and implementation of the Collective Agreement once it is negotiated and ratified.
- (f) To provide a democratic and transparent form of local government that ensures all its members are kept continually informed on all matters of importance.
- (g) To provide ample venues and opportunities for members to express themselves freely and to vote in democratic elections.

4. Membership:

To obtain membership status and the right to vote, faculty must pay a one-time fee of \$2.00.

5. Dues:

All faculty teaching credit courses in Regular or Continuing Education at Champlain Lennoxville must pay Union dues. The amount is determined by the SECCL and its affiliate members and is based on yearly salary. Dues are collected through payroll deduction.

6. General Assembly:

The General Assembly is composed of all Union members. Its functions are:

- (a) To acquire knowledge of, judge and decide on all proposals brought before it.

- (b) To elect the members of the Executive Council and representatives to the various committees requiring faculty representation.
- (c) To adopt and/or modify the Union's constitution.
- (d) To receive the Treasurer's financial report of the past year.
- (e) To adopt verification mechanisms for the annual financial report.
- (f) To adopt the Union annual budget.

7. Meetings:

7.1: Meeting Delivery

General Assemblies are usually held in person at the constituent college. The executive council shall try to schedule the meeting when most teachers are available (e.g., during co-curricular period). Online meetings may be called when the executive council deems appropriate.

7.2: Regular General Assemblies (RGA)

- A. The Union will hold at least two (2) Regular General Assembly Meetings per academic year, and at least one per semester.
- B. Members will receive written notice of the meeting in their faculty mailboxes or by email at least fourteen (14) days prior to the scheduled meeting date.
- C. Members will receive the agenda and documentation by email at least seven (7) days prior to the scheduled meeting date.

7.3: Special General Assemblies (SGA)

- A. Special General Assemblies will be called as needed with at least twenty-four (24) hours prior notice.
- B. Members will receive written notice in their faculty mailboxes or by email.
- C. Members will received the closed agenda and documentation at least twenty-four (24) hours prior to the meeting .

7.4: Annual General Assembly (AGA)

- A. The Union will hold one (1) Annual General Assembly in May or June before the end of availability.
- B. Members will receive written notice of the meeting in their faculty mailboxes or by email at least fourteen (14) days prior to the scheduled meeting date.
- C. Members will receive the agenda and documentation (e.g. minutes of previous meeting(s)) by email at least seven (7) days prior to the scheduled meeting date.

7.5: Proxy Voting

- A. A member is considered to be incapable of attending a General Assembly if any of the following situations applies on the day of the Assembly:
 - i. Contractual obligations to Champlain College Lennoxville prevent them from being able to attend;

- ii. The member is on leave as prescribed in the Collective Agreement currently in force for faculty, including but not limited to: parental leave, leave for professional development, leave for professional activities, leave for the purpose of holding public office;
 - iii. The member is on sick leave as a result of an illness or accident that renders them unable to perform the usual duties associated with their position at the College;
 - iv. The member is recognized as non-available to the college at the time of the assembly.
- B. Any member contemplated in Article 7.5A may assign their voting right, valid for a period of one General Assembly, to another member of their choosing. It shall be the responsibility of the member assigning the proxy to complete the proxy voting form and ensure that it is received by the Secretary of the SECCL no later than the calling to order of the Assembly for which a proxy has been assigned.
 - C. A proxyholder shall not be permitted to exercise more than one (1) proxy in any given Assembly.
 - D. Proxies shall be excluded for the purpose of establishing quorum for a General Assembly.
 - E. It shall be the responsibility of the Secretary to inform the chair if any proxies have been received. The chair shall then have the responsibility of ensuring that proxies are counted during votes.

8. Quorum:

The quorum for General Assemblies is twenty percent (20%) of the ETC's for the constituent college. The number of ETC's shall be updated once a year based on the annual staffing proposal. Members present using on-line meeting tools, when available, count in the quorum.

9. Executive Council: Roles and Responsibilities:

The SECCL is administered by an Executive Council of five (5) members duly elected by the General Assembly:

One (1) President;

One (1) First Vice-President;

One (1) Vice-President Treasury;

One (1) Vice-President Secretary;

One (1) Vice-President Advisory.

The Executive Council calls General Assemblies, administers the Union and assists members in their dealings with the College Administration. It also represents the Union at various external meetings (e.g., FEC meetings, CSQ meetings, etc.), and sees to the implementation of the General Assembly decisions. The members of the Executive Council also are the official representatives of the Union members in *Rencontres entre le Collège et le Syndicat (RCS)*.

The specific responsibilities of each officer of the Executive Council are outlined below:

a) The President:

- Is the official representative of the Union
- Acts as a liaison between the membership and the College Administration
- Participates in Litigation Prevention Committee meetings
- Represents the Union at the FEC-CSQ's Conseil Fédéral and Conseil Général

b) The First Vice-President

- Fulfills the President's role in case of absence, incapacity or refusal to act.

c) The Vice-President Treasury

- Manages the Union's financial resources.
- Recommends financial investments.
- Oversees and reports on all Union financial activities.
- Implements the verification mechanisms adopted by the General Assembly.
- Oversees the relevant committees of the Union (SECCL awards committee, SECCL charitable donations committee, etc.)

d) The Vice-President Secretary:

- Prepares and distributes the agenda and relevant documentation (e.g. minutes of previous meetings, call for elections, etc.) for all General Assemblies.
- Records and distributes the minutes of all General Assemblies.
- Keeps a record of the membership.
- Keeps a record of the names of committee representatives and transmits this information to management.

e) The Vice-President Advisor:

- Informs, advises, and manages issues related to potential grievances.
- Formulates, files, and follows-up on grievances.
- Supports Union members in the understanding and pursuit of their rights.
- Participates in Litigation Prevention Committee meetings

The Vice-Presidents (VPs) assist the President in their duties. Executive Council officers shall, amongst themselves, distribute the following tasks and responsibilities:

- Internal affairs
 - o Inform and report to membership during General Assemblies
 - o Organize workshops for membership
 - o Ensure that the College respects its responsibilities towards the Collective Agreement.
 - o Work on local ententes

- External affairs
 - o Attend FEC-CSQ meetings (Conseil Général) or committees (e.g., CIFAC, ad-hoc committees)
 - o Attend CSQ meetings and committees and keep the membership informed.
- Communication
 - o Ensure regular communication of Union matters to membership (e.g., Newsletter)
 - o Respond to media queries on relevant topics
 - o Communicate with decision-makers (e.g., local MNA) on matters pertinent to the Union;
- Mobilization
 - o Participate in FEC-CSQ and CSQ mobilization committees and actions
 - o Inform membership of Union-related issues
 - o Contact other Unions at the College (e.g., Support Staff), when appropriate
 - o Organize collective actions

Executive officers shall determine amongst themselves the amount of release provided to each position, based on attributed responsibilities.

10. Nomination and Election of Officers:

- (a) The first call for nominations of candidates for the positions of Executive Council Officers shall take place during the month of March, and shall be made at least two weeks prior to the General Assembly whose agenda includes the election of the Executive Council.
- (b) Nominations of candidates for the position of each of the above named officers shall be made in writing on the Nomination Form accompanying the Call for Nomination. Each nomination shall bear the names of the nominee as well as those of two members of the Union other than the nominee. All nominations shall be submitted by hand or electronically to the Vice-President Secretary of the Union no less than twenty-four (24) hours prior to the General Assembly whose agenda includes the election of the Executive Council. Nominations shall be posted on the SharePoint of the SECCL as they are received.
- (c) Elections shall be carried out by secret ballot at the General Assembly and supervised by the Chair and two elected scrutineers.
- (d) Election of officers of the Executive Council shall be by a simple majority of those who have voted. If no candidate receives a majority on the first ballot there shall be a run-off election between the two leading candidates at the same meeting with the members present at the meeting voting.
- (e) In the event that no nominations are received prior to the twenty-four (24) hour deadline, the Chair shall call for nominations from the floor followed by elections.
- (f) Each mandate shall be for one (1) year. A new officer's mandate shall begin at the start of availability for the academic year.

- (g) The maximum number of consecutive mandates within the executive shall be six, regardless of the position.
- (h) To qualify to run again for a position on the executive, a member who has reached the maximum number of consecutive mandates shall wait at least one year before submitting their nomination.
- (i) In the event that no nominations are received prior to the twenty-four (24) hour deadline, a member who has reached the maximum number of consecutive mandates could be nominated from the floor. Should the member be elected for that position, they will have to step down as stipulated in (h).
- (j) In the event that the number of nominations received during the nomination period is not more than the number of positions available, candidates shall be deemed elected by acclamation as of the date of closing of the nomination period.

11. Nomination and Election of Committee Representatives:

A: Committees with Release Time

The call for nominations and election of all committees having release time to assign to some of their members shall occur concurrently with those for the Executive Council elections and will follow the same election procedure as outlined in Article 10 from a) to e).

Onset of Mandate: The mandate for elected representatives shall begin at the onset of the following academic year.

B: Committees without Release Time

Unless otherwise specified in its constitution, the call for nominations and elections of committees without any release time shall occur during the Annual General Assembly. All committees without release time shall follow the election procedure outlined in Article 10 from a) to e).

Onset of Mandate: Unless otherwise specified in its constitution, committee mandates shall begin at the onset of the following academic year.

12. Scrutineers' Report and Declaration of Results:

Elections and votes by secret ballot will be counted by scrutineers. The scrutineers shall hand in a written report of the results. The report will follow this form:

Election

Number of votes cast

Number of votes necessary for election (majority of votes cast, excluding abstentions, and rejected votes)

Number of votes received for each candidate

Number of abstentions*

Number of rejected votes**

The Chair will announce the winner.

Motion

Number of votes cast

Number of votes necessary for adoption (majority of votes cast, excluding abstentions and rejected votes)

Number of votes for

Number of votes against

Number of abstentions*

Number of rejected votes**

The Chair will announce the results.

* Abstentions are defined as missing electronic votes plus blank paper bulletins, if any.

** Rejected votes are defined as bulletins with more than one choice checked, if any.

13. Executive Position Vacancies:

In cases where the President, for whatever reason, is unable to fulfill their mandate, the First Vice-President shall normally assume the presidency. A call for nominations for the position of First Vice-President shall then be issued. The mandate will end as originally planned.

If a Vice President is unable to fulfill their mandate, they shall be replaced through a call for nominations. The elected officer shall assume their duties immediately following their election and will end either upon their predecessor's return or on the date when the predecessor's mandate was to expire.

14. Standing Committees:

The list of standing committees and its members is the responsibility of the Vice-President Secretary and made available electronically by the SECCL. The list will be updated as needed.

15. Disaffiliation:

A motion to hold a referendum to disaffiliate from the CSQ and the FEC may be proposed by any member.

The following rules also apply:

- a) A proposal to hold a referendum on disaffiliation cannot be discussed unless a notice of motion has been given at least sixty (60) days before the general assembly is held. The notice of motion must be sent to the CSQ and the FEC, along with a summary of the reasons in support of the proposal to hold a referendum on disaffiliation, as well as the list of its paying members, within the same delay.
- b) A disaffiliation decision, to be valid, must receive by referendum the support of the majority of paying members. All contributing members must be informed of the place and time of the ballot. This place and this time should be chosen so as to facilitate voting.

- c) The CSQ may delegate authorized persons to represent it to observe the conduct of the referendum; in particular, it can delegate someone at each polling station.
- d) Before the general assembly where a proposal to hold a referendum will be debated, representatives of the CSQ and of the FEC meet with the SECCL, in order to discuss the reasons in support for the proposal to hold a referendum on disaffiliation, procedures to be followed during disaffiliation and the organization of the general assembly.
 The SECCL must agree to receive at any general assembly two persons authorized to represent the CSQ as well as two persons authorized to represent the FEC, if they have requested it beforehand.
 The persons authorized to represent the CSQ and the FEC may express their opinions for a period of time necessary for the understanding of the debate.
 No other organization can be present during the general assembly.
 The persons authorized to represent the CSQ and the FEC may attend the entire general assembly where the proposal relating to the holding of the referendum is debated.
- e) The SECCL sends a copy of the convocation to the CSQ and the FEC and the agenda of any general assembly on time regulations that precede the holding of the meeting. Reasons for support of the proposal to hold a referendum on disaffiliation must be included in the convocation.
- f) The result of the referendum is sent to the CSQ and to the FEC within twenty-four (24) hours of the counting of the votes. Within thirty (30) days following the transmission of the results, the CSQ and the FEC may, if they deem it appropriate, examine the voters' list, ballots or any other document used during the ballot. These documents are made available to them on request; they can only be examined in the presence of at least one authorized person by the SECCL.
- g) Following a decision in favor of disaffiliation, the SECCL must pay union dues to the CSQ and the FEC for the three (3) following months.

16. Amendments to the SECCL Constitution:

Amendments to the Constitution may be proposed by any member and must be forwarded to each member of the Union at least fourteen (14) days before the meeting at which this motion is to be discussed. Such notice of motion must state the wording of the proposed amendment. To amend the constitution, in part or in whole, an affirmative vote of two-thirds (2/3) of the members present is required.

17. Parliamentary Authority:

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (written by Henry M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch) shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.