



APPALACHIAN TEACHER'S ASSOCIATION
ASSOCIATION DES ENSEIGNANT(E)S DES APPALACHES

Telephone 819-791-4185

Fax 819-791-4186

ataunion@hotmail.com

www.ataunion.org

ATA Constitution

Constitution of the Appalachian Teachers' Association

I. Name of the Association

Appalachian Teachers' Association, abbreviated as ATA.

II. Aims

The aims of the Association shall be:

- a) To protect and advance the economic and social welfare of its members
- b) To promote the professional development of its members.

- c) To negotiate and apply the Collective Agreement on behalf of its members.
- d) To promote the cause of public education in Quebec.
- e) To provide the members with a means of communication, cooperation, and consultation with other organizations.

III. Definitions

- a) Member: All teachers who conform to Article IV Eligibility
- b) Teacher: Person employed by the E.T.S.B to teach.
- c) E.T.S.B.: The Eastern Townships School Board
- d) Q.P.A.T.: Quebec Provincial Association of Teachers
- e) A.G.M.: Annual General Meeting.

IV. Eligibility

Any teacher who is in the employ of the E.T.S.B. who has a regular, full-time, part-time, occasional substitute, adult education or vocational education status upon acceptance of their application by the executive is a member in the Association.

V. Fees

- a) The annual membership fee for teachers employed on a full-time basis shall be determined at the A.G.M. The membership fee for teachers employed on a part-time basis, teachers participating in a deferred salary plan, teachers on availability, teachers by-the-lesson, and occasional substitutes shall be a portion of the fee for full-time teachers, equivalent to the percentage of salary earned. The fees for all categories of teachers include the assessment to be remitted to the Quebec Provincial Association of Teachers. The fees shall be deducted in equal amounts from the regular salary installments paid to teachers by the school board.

- b) Any fee change must be approved at a general meeting.

VI. Executive

The Executive shall consist of eleven (12) members:

- a) The President

b) Six Regional Vice-Presidents

- one from each high school and one from each group of feeder schools to that high school

c) Secretary

d) Treasurer

e) Vocational Education Vice-President

f) Adult Education Vice-President

g) Member at Large

The Executive members' term of office shall be two (2) year

The current positions on the executive are divided into two groups: One group being up for re-election at one time, the second group in an alternate year.

As of May 2008/2009

- Secretary
- East high school VP
- North high school VP
- West elementary VP
- Voc Ed VP

As of May 2009/2010

- Treasurer
- West high school VP
- North elementary VP
- East elementary VP

- Adult Ed VP
- Member at Large

Furthermore, the President may have a tenure for a maximum of ten (10) consecutive years.

VII. Election of the Executive

A Nominations Committee will be established with one member from the Executive as chair and three members of the Association.

The Executive is responsible for a time-line that shall be established in February.

The Nominations Committee will meet by the end of March to follow the time-line and prepare an election procedure that would include nominations, ballots and counting the ballots as necessary, and publicize this information to the membership.

In the eventuality that the Chair of a Nominations Committee's position on the Executive is contested, a replacement will be appointed by the Executive.

The Union representatives of each school shall run the elections locally.

Procedures will be in place to collect the ballots for counting.

Results will be posted within two working days of the day of the election.

The election process is to be completed by May 30 of the year.

The Nominations Committee will call a meeting in each region in order for teachers to meet the candidates for contested positions.

The Nominations Committee will extend the nomination period or have another election as soon as possible if positions remain open after the first nomination period.

If after the second round of nominations the position remains open the executive will have the power to fill these positions

VIII. Duties of the Individual Members of the Executive

The President shall:

1. Call and preside at all Executive, Representatives and General Meetings of the Association.
2. Prepare the agendas for all regular meetings at least seven (7) days in advance.
3. Sign and execute all contracts of agreements in the name of the Association and sign all official press releases and/or official public statements.
4. Be ex-officio member of all committees of the Association.
5. Be a regular or alternative member of all parity committees.
6. Be chairperson of the negotiations committee.
7. Attend as many school board meetings as possible or designate an alternate.
8. Be responsible for maintaining files.
9. Be responsible for regular communication with the membership by means of bulletins, newsletter, and/or websites.
10. Be the Association representative to the QPAT Board of Directors.
11. To supervise the handling of all grievance cases and

cases of breach of contract

12. Countersign all cheques issued in the name of the Association.

13. Work full-time equivalency of their release time for the Association.

The Vice-Presidents shall:

1. Chair regional representative meetings
2. Act as liaison between the members and the president.
3. Represent the elementary, high school, adult education and vocational education teachers on the Executive.
4. Participate on any ad hoc committees established by the Executive.
5. Submit expense claim forms to the Treasurer after Regional Representatives' meetings.

The Secretary shall:

1. Be responsible for recording and distributing the minutes of the Executive and general meetings of the Association.
2. Countersign all cheques if the President is absent.

3. Prepare, in collaboration with the President, the agendas of all regular meetings.

The Treasurer shall:

1. Keep a record of all income and expenditures of the Association and its committees.

2. Present the proposed budget to the AGM of the Association and a recommendation on the amount of the dues for the next year.

3. Have the care and custody of all the funds and securities of the Association and deposit them as directed by the Executive.

4. Be authorized to spend an amount not in excess of \$250.00 for unforeseen contingencies.

5. Sign, with the President, all bank contracts.

6. Submit a statement for audit for July 31 for each year.

7. Prepare a monthly financial statement

8. On request by any member, provide a copy of the financial statement as reported by the auditors.

All Executive members shall:

1. Attend the Executive and general meetings of the Association.
2. Act as liaison between the Executive and teachers in the schools.

IX. Powers and Duties of the Executive

- a) The Executive shall administer the assets of the Association and shall supervise its secretariat.
- b) The Executive shall conduct daily and routine business and shall supervise all the services of the Association.
- c) The Executive shall carry out Executive decisions and consider special requests from individual members of the Association.
- d) The Executive shall hold monthly meetings.
- e) The Executive shall hold special meetings when summoned by the President or by a petition of at least five (5) members of the Executive.
- f) Notice of meeting and agenda shall be sent to each member seven (7) days before the meeting. Notwithstanding, with the written agreement of three-quarters (3/4) of the members or the oral consent of all the members, the requirements of notice of meeting and agenda

for the special meeting may be waived.

g) Receive suggestions and complaints from the members and to respond to them in a timely fashion.

h) A quorum of the Executive shall be two-thirds (2/3) of its members.

i) Decisions shall be by simple majority of those present. The President would have a casting vote in the case of a tie.

j) Subject to the direction of the Association, the Executive shall be the policy-making body, shall decide the objectives for any give year, and shall see that they are carried out.

k) All committees shall report to the Executive.

l) The Executive shall be consulted on the proposed amendments to the Constitution, the report of the treasurer, the budget, the draft of the collective agreement before ratification of the membership.

m) The members of the Executive should ensure representation on the following committees, both local:

Labour Relations Committee

New Special Education Committee

Professional Improvement

Special Education Advisory

Special Education Teacher Parity

Teacher Advisory Council

Teacher Training Committee (TTC)

and at QPAT:

Teacher Education and Development

Special Education

Adult Education

Vocational Education

Curriculum Council

Computer

New Teachers

Membership Plans

Finance and Budget

Human Rights and Social Justice

n) The Executive shall have the final decision on the acceptance of members.

o) The Executive shall appoint a general chairperson to preside at general meetings of the Association.

p) At regional meetings, the role of the chairperson will be assumed by one of the vice-presidents.

X. Duties of Union Representatives

Each school or centre shall annually elect from among its members one representative as union representative who shall:

- a) Represent the views of his/her members.
- b) Meet with members.
- c) Keep membership lists up to date.
- d) Distribute and collect correspondence from the Association and from QPAT.

Notwithstanding the above, there will be two union representatives each from Alexander Galt and Massey-Vanier High Schools.

- e) Conduct all voting requested by the Association or QPAT.
- f) Attend all Representatives' meetings, and arrange for a replacement when he/she is unable to attend.
- g) Send a copy of the School Council minutes to the President of the Association.

XI. General Meetings

- a) The Annual General Meeting shall be held in the Spring.
- b) Special general meetings may be convened at the discretion of the Executive or by a petition of a simple majority of the members of two schools or centres.
- c) Notice and agenda of the general meetings shall be received in the schools and centres at least one week before the meeting.
- d) The members present shall constitute a quorum at a duly convened general meeting(s). At any meeting those present may vote themselves to be less than a quorum if fewer than ten percent (10%) of eligible members are present.
- e) A decision shall be that of a simple majority of those in attendance.
- f) The auditor's report and the budget shall be presented at the AGM.
- g) The Executive shall present the list of new members in the

Association.

XII. Committees

A. Standing Committees:

a) The Association shall send representatives to all Standing Committees as needed by the Collective Agreement or convened by QPAT. The representatives shall be appointed by the Executive and are responsible to the Executive.

b) After each meeting, the representative shall submit to the Executive a report of that meeting.

c) A report shall be prepared by the representative for the A.G.M.

B. Special Committees:

a) Special committees shall be appointed to deal with specific issues of concern to the Association.

b) Members shall be appointed by the Executive.

c) A report from such a committee will be given to the Executive.

XIII. To Change the Constitution

a) The Constitution will be normally amended at the A.G.M.

b) Fifteen (15) days before the date of the A.G.M., written notices, including notices of motion, shall be received in each school and centre.

c) A two-thirds majority vote of the members present at the general meeting is required to modify the Constitution.

d) Any member may propose an amendment to the Constitution when it has been endorsed by 15 members in good standing.

e) The Executive may also propose amendments to the Constitution.

XIV. Special Procedures

A. Resignations

a) Resignations from any Executive position or committee shall be submitted to the Executive.

b) The vacant position will be filled by a method decided upon by the Executive.

B. Withdrawal from the Association

a) A member may apply to withdraw from the Association any time after the first six (6) months by writing to the Executive stating his or her reasons.

b) The Executive, at the next regular meeting, shall receive this request.

c) Union fees shall continue to be deducted.

C. Collective Strike Action

Any decision pertaining to collective strike action must be determined by a secret ballot at a general meeting(s).

Prior written notice of at least forty-eight hours shall be given as to when and where such voting is to be held.

Authorization for collective strike action shall be decided by a simple majority of the members who exercise their right to vote.

D. Ratification of a Collective Agreement

Authorization for the signing of a collective agreement shall be obtained through a secret ballot at a general meeting(s) and shall be decided by a simple majority of the members who exercise their right to vote.

Prior written notice of at least one week shall be given as to when and where such voting will be held.

XV. Auditing

a) The fiscal year of the Association shall begin on the first day of August and end on the last day of July of the following year.

b) The auditor shall be recommended by the Executive to audit the account books for the past year.

c) This appointment will be approved at the A.G.M.

XVI. Budget

a) Provisions shall be made in the budget for verifiable expenses of members of the Executive and members of all committees of the Association.

b) Provisions shall be made in the budget for the indemnification of any member of the Association who shall incur verifiable expenses for the benefit of the Association while executing authorized functions.

XVII. Rules of Order

All meetings of the Association and its committees shall be conducted in accordance with accepted parliamentary procedure. (Reference: Robert's Rules of Order).

XVIII. Affiliation

The Appalachian Teachers' Association is a member of the Quebec Provincial Association of Teachers. (l'Association provinciale des enseignantes et enseignants du Québec).

[Back to Top](#)

History of Amendments to the Constitution

Updated after amendments at the AGM of June 4, 2003.

No amendments were made at the AGM of June 10, 2004.

No amendments were made at the AGM of May 31, 2005.

Updated after amendments at the AGM of June 14, 2006.

Updated following amendments of AGM of June 18, 2008

Updated following amendments of AGM of May 27, 2009