

**APPALACHIAN TEACHERS' ASSOCIATION**

**ASSOCIATION DES ENSEIGNANT(E)S DES  
APPALACHES**

# Constitution

Revised May 11, 2023

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Constitution

**I. Name of the Association**

Appalachian Teachers' Association (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 ETSB to teach
- c) ETSB: The Eastern Townships School Board
- d) QPAT: Quebec Provincial Association of Teachers
- e) AGM: Annual General Meeting

f) Sectors: Each high school with its feeder schools

- East - **Alexander Galt Regional High School**

Ayer's Cliff Elementary School  
Cookshire Elementary School  
Lennoxville Elementary School  
North Hatley Elementary School  
Pope Memorial Elementary School  
Princess Elizabeth Elementary School  
Sawyerville Elementary School  
Sherbrooke Elementary School  
Sunnyside Elementary School

- North - **Richmond Regional High School**

Asbestos Danville Shipton Elementary School  
Drummondville Elementary School  
St. Francis Elementary School

- West - **Massey-Vanier High School**

Butler Elementary School  
Farnham Elementary School  
Heroes' Memorial Elementary School  
Knowlton Academy  
Mansonville Elementary School  
Parkview Elementary School  
Sutton Elementary School  
Waterloo Elementary School

## **IV. Eligibility**

Any teacher who is in the employ of the ETSB and who has a regular, full-time, part-time or replacement contract, or is a casual supply, teacher-by-the-lesson or an hourly-paid teacher is a member of the Association.

## **V. Fees**

- a) The annual membership fee for teachers employed on a full-time basis shall be determined at the AGM. 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 fourteen members:

- a) The President;

To be nominated, the individual must have served on the Executive.

The election for the position of President will be unique. Once the President is elected or acclaimed, nominations will open for the other Executive positions.

- 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 Training Vice-President;
- f) Adult Education Vice-President;
- g) Three Members at Large;

One from each sector.

h) Member-at-large any sector appointed by the Executive.

The President's term of office shall be two years for a new President and one year for an incumbent.

The Executive members' term of office shall be two years.

The current positions on the Executive are divided into two groups, each group being up for election in alternating years.

Positions elected in even years:

- Secretary
- East high school Vice-president
- North high school Vice-president
- West elementary Vice-president
- Vocational Training Vice-president
- Member-at-large east sector
- **Appointed** member-at-large from any sector

Positions elected in odd years:

- Treasurer
- West high school Vice-president
- North elementary Vice-president
- East elementary Vice-president
- Adult Education Vice-president
- Member-at-large west sector
- Member-at-large north sector

The Union Officers are non-voting member of the Executive.

**The appointed member-at large is a non-voting member of the Executive.**

## **VII. Election of the Executive**

- a) A Nominations Committee will be established with one member from the Executive as chair and three members of the Association.
- b) The Executive is responsible for a time-line that shall be established in March.

- c) 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.
- d) 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.
- e) Voting and the collection of ballots for counting will be conducted electronically.

In the event that electronic elections are not possible, the union representatives of each school or centre shall run the elections locally and procedures will be in place to collect ballots for counting.

- f) Results will be posted within two working days of the day of the election.
- g) The election process is to be completed by May 30 of the year.
- h) 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.
- i) 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 agenda for all meetings in advance of the meeting;
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 via email and the website;
10. Be one of two Association representatives to the QPAT Board of Directors;
11. Supervise the handling of all grievance cases and cases of breach of contract;
12. Countersign all checks issued in the name of the Association;
13. Work full-time equivalency of their release time for the Association;
14. Carry out specific instructions of the General Assembly and Executive;
15. Make a report to the AGM;
16. Co-ordinate the work of the Executive and General Assembly; the committees of the Union; the Union itself;
17. Officially represent and speak for the Union;
18. Supervise the enforcement of a Collective Agreement between the Association and the employer;
19. Represent the Association in matters regarding negotiations;

**The Vice-presidents and Members-at-large shall:**

Represent the elementary, high school, adult education and vocational training teachers.

**The Secretary shall:**

Be responsible for recording and submitting the minutes of the Executive and general meetings of the Association to the President.

### **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.

### **The Union Officer shall:**

1. Be responsible to the President and Executive;
2. Countersign all cheques issued in the name of the Association if the President is absent;
3. Work the equivalency of their release time for the Association;
4. Report their activities at the Executive meetings and AGM.



## **All Executive members shall:**

1. Attend the Executive, regional representatives' and general meetings of the Association;
2. Act as liaison between the Executive and teachers in the schools and centres;
3. Participate on any ad hoc committees established by the Executive;
4. Assist the President at all times in conducting the business of the Association,

## **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 members of the Executive.
- f) In the case of e) notice of meeting and agenda shall be sent to each member days before the meeting. Notwithstanding, with the written agreement of three-quarters 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 respond to them in a timely fashion.
- h) A quorum of the Executive shall be two-thirds 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 policymaking body, shall decide the objectives for any given 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:

at ATA	Central Professional Improvement	(CPIC)
	Special Education Board Parity	(SEBPC)
	Special Education Teacher Parity	(SETPC)
	Special Education Advisory	(SEAC)
	Teacher Advisory	(TAC)
	Health and Safety	

at QPAT	Finance and Budget
	Nominations
	Membership Plans
	Adult Education
	Vocational Training
	Human Rights and Social Justice
	Convention
	New Teachers
	Health and Safety
	Special Needs
	Nominations

and any other committee or subcommittee established locally or provincially.

- 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.

## **X. Duties of Union Representatives**

Each school or centre shall annually elect from among its members one representative and one alternate who shall replace the representative if the representative cannot fulfil their duties. The union representative shall:

- a) Represent the views of their members;
- b) Meet with members;
- c) Inform the President of any union related matter that comes to their attention;
- d) Communicate ideas of their teachers to the President;
- e) Distribute correspondence from the Association and from QPA;
- f) Conduct all voting requested by the Association or QPAT;
- g) Attend all Representatives' meetings, Representatives' sessions and AGM and arrange for a replacement if necessary;
- h) Send a copy of the Council minutes to the President of the Association;
- i) Respond to queries from the Executive and Union Officer;
- j) Send lists of Council, committees and Governing Board members to the President

*Notwithstanding the above, there will be two union representatives each from Alexander Galt and Massey-Vanier high schools, and Sherbrooke, Parkview, Lennoxville and Drummondville elementary schools.*

## **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 seven days before the meeting.
- d) The members present shall constitute a quorum at a duly convened general meeting(s).
- 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.
- h) The Executive shall appoint the signing officers of the Union.
- i) The Executive shall adopt the remuneration policy for Union staff and/or President.

## **XII. Committees**

### **A. Standing Committees**

- a) The Association shall send representatives to all standing committees as established 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 AGM.

### **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 amended at the AGM.
- b) Fifteen days before the date of the AGM, 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 fifteen 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 months by writing to the Executive and stating their reasons.
- b) The Executive, at the next regular meeting, shall receive this request.
- c) Union fees shall continue to be deducted as per the Rand Formula.

### **C. Collective Strike Action**

- a) Any decision pertaining to collective strike action must be determined by a secret ballot at a general meeting(s).
- b) Prior written notice of at least forty-eight hours shall be given as to when and where such voting is to be held.
- c) 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**

- a) 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.
- b) Prior written notice of at least seven days 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 AGM.
- d) The auditor shall be a certified chartered accountant.

## **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.

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## **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 at the AGM of June 18, 2008

Updated following amendments at the AGM of May 27, 2009

Updated following amendments at the AGM of June 1, 2011

Updated following amendments at the AGM of May 14, 2015

Updated following the amendments at the AGM of June 15, 2017

Updated following the amendments at the AGM of May 26, 2022