



**CONCORDIA UNIVERSITY LIBRARY EMPLOYEE'S  
UNION (CSN)  
SYNDICAT DES EMPLOYÉ(E)S DES BIBLIOTHÈQUES  
DE L'UNIVERSITÉ CONCORDIA (CSN)**

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## **CHAPTER 1: PREAMBLE**

### **ARTICLE 1 - NAME**

The National Union of Sir George Williams University's Employees - CSN , as established in Montreal on April 6, 1970 and having changed its name to Concordia University Library Employee's Union (CSN) – Syndicat des Employé(e) des bibliothèques de l'Université Concordia (CSN) on September 6, 2007, is an employees' association within the meaning of the Labour Code.

### **ARTICLE 2 – HEAD OFFICE**

The union head office is situated at 1455 De Maisonneuve West, H3G 1M8, in Montreal, Québec.

### **ARTICLE 3 - JURISDICTION**

The union's jurisdiction includes all support employees in the Libraries and may also cover any other employee.

### **ARTICLE 4 - UNION OBJECTIVES**

The union subscribes to the declaration of principles of the CSN and has as its objectives the examination and improvement of the social, professional, economic and political interests of its members. These goals shall be pursued collectively and include the negotiation and conclusion of a collective agreement, precluding any form of discrimination based on race, sex, language, political opinion, religion or sexual orientation. The union shall also seek to ally itself with similar union organizations.

### **ARTICLE 5 - AFFILIATION**

The union is affiliated with the Confédération des Syndicats Nationaux (CSN), the Fédération des Employées et Employés des Services Publics and the Conseil central du Montréal Métropolitain.

The union shall abide by the constitution of the organizations mentioned above in the present article, and shall act accordingly.

The union agrees to pay monthly the per capita dues that have been set by these different organizations to which it is affiliated.

Any officer or delegate of the above-mentioned bodies shall have the right to attend any union meeting and participate in the deliberations, but shall not be entitled to vote.

### **ARTICLE 6 - DISAFFILIATION**

A motion of dissolution of the union or disaffiliation from the CSN, the federation or the central council, cannot be discussed at a union meeting unless a prior notice of motion has been given

ninety (90) days beforehand. The said notice of motion must be presented and discussed at a duly convened, regularly-scheduled or special general meeting.

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

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

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

## **ARTICLE 7 - REQUEST FOR CERTIFICATION**

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

## **CHAPTER 2: MEMBERSHIP**

### **ARTICLE 8 - DEFINITION**

Members shall enjoy the rights set out in the present constitution, provided that they satisfy the eligibility criteria defined in article 9, as well as the conditions specified in article 10. Each member has the right to obtain one copy of the collective agreement as well as one copy of the present constitution.

### **ARTICLE 9 - ELIGIBILITY**

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

- a) be a person covered by the union's jurisdiction or who was laid off and has prospects for returning to work soon, including anyone absent due to illness, a work-related accident or any other leave authorized under a work contract, or anyone on strike, locked out or dismissed and whose recourse is supported by the union;
- b) abide by the present constitution and comply with the union's bylaws.
- c) pay the initiation fee and the union dues set by the union's general meeting.

## **ARTICLE 10 - APPLICATION FOR MEMBERSHIP AND INITIATION FEE**

Anyone wishing to belong to the union must pay his or her initiation fee to the treasurer, and sign an application for membership to the union, which must contain a promise to comply with the constitution of the union. The said application for membership must be accepted by the union's executive committee and ratified by the general meeting.

Once accepted, membership shall be considered retroactive to the date that the application was signed. If refused, the applicant shall receive a refund of his or her initiation fee.

The initiation fee for members is 2,00\$.

## **ARTICLE 11 - UNION DUES**

The union dues that each duly accepted member must pay to the union are determined by the union's general meeting.

## **ARTICLE 12 - PRIVILEGES AND ADVANTAGES**

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

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

### **ARTICLE 13 - RESIGNATION**

Any member submitting their resignation from the union shall forfeit all union advantages and privileges. The said resignation must be submitted in writing.

### **ARTICLE 14 - SUSPENSION OR EXCLUSION**

Shall be liable to a suspension or an exclusion from the union by the union's executive committee, any member who:

- a) neglects to abide by commitments made to the union.
- b) causes a serious prejudice to the union.
- c) is active or spreads propaganda in favour of associations that are detrimental to the interests of the union or the members of the union.

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

## **ARTICLE 15 - SUSPENSION AND EXCLUSION PROCEDURES**

- a) The suspension or exclusion of a member shall be declared by the union's executive committee.
- b) The decision of the executive committee shall only take effect upon ratification by the union's general meeting.
- c) Before declaring the suspension or exclusion, the executive committee must give the said member at least eight (8) days notice, inviting him or her before the committee to explain and defend his or her position, and indicating, in writing, the reasons supporting the suspension or exclusion of the member as well as the date, the time and the place of the proposed encounter.

## **ARTICLE 16 – MEMBERS’ RECOURSES**

The suspended or excluded member has the following recourse:

- a) if the member, whose suspension or exclusion has been declared by the union's executive committee and subsequently ratified by the general meeting, wishes to appeal the decision, he or she must do so by informing the secretary of the union's executive committee within the ten (10) calendar days following the ratification vote by the general meeting;
- b) in the case of an appeal, the appellant shall nominate someone to act as his or her representative on the appeal panel, and the executive committee of the union shall do the same; both representatives shall then try to agree to the appointment of a presiding panel member; failing such agreement the executive committee of the central council shall make the choice;
- c) the two respective panel representatives must be nominated within ten (10) calendar days from the date that the appeal is filed; the designation of the president by the executive of the central council must be accomplished within the ten (10) calendar days that they are seized of the matter;
- d) the designated panel shall itself determine the procedure it wishes to follow; however, the panel must hear the submissions of both parties before rendering a decision;
- e) the unanimous or majority decision of the panel shall be final and binding on both parties. It must be rendered within the shortest possible lapse of time;
- f) if the member should win his or her appeal, the union shall assume the entire cost of the appeal procedure including any loss of earnings if applicable; however, should the member lose the appeal he or she must assume the responsibility of the payment of his or her representative's fees and expenses as well as his or her share of other expenses incurred, resulting from the submission of the case to the appeal panel;
- g) the expenses of the president of the panel shall be assumed by the union;
- h) if both parties agree on the choice of a sole arbitrator, the union shall assume all the expenses of the case;
- i) the suspension or exclusion of said member shall remain effective throughout the appeal procedure.

## **ARTICLE 17 - REJOINING THE UNION**

To rejoin the union, a member who has resigned must be reaccepted by the union's executive committee.

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

## **ARTICLE 18 – UNION STRUCTURES**

The union shall be governed by the following structures:

- a) the general meeting
- b) the union council
- c) the executive committee

## **CHAPTER 4: THE GENERAL MEETING**

### **ARTICLE 19 - COMPOSITION**

The general meeting shall be made up of all the members of the union.

### **ARTICLE 20 - ATTRIBUTES OF THE GENERAL MEETING**

The general meeting is the supreme authority of the union.

More specifically it has the following attributes:

- a) to determine the overall policies of the union;
- b) to elect the union's officers;
- c) to receive, amend, accept or reject all reports forwarded from members of the union, the union council and the executive committee;
- d) to ratify, to amend or to annul any decision forwarded from the union council or the executive committee;
- e) to establish any committee deemed necessary to meet its objectives, in particular the bargaining committee for the collective agreement;
- f) to decide upon the union's contract proposals, to accept or reject the employer's offer(s), to decide on strike action or any other pressure tactic(s);
- g) to modify the union's constitution;

- h) to set the amount of union dues;
- i) to vote upon annual budgets, that have been submitted for approval by the union's executive committee;
- j) to dispose of the auditing committee's report and all other documents related to the administration of the union's funds;
- k) to act upon and decide on all matters that are so judged to be in the interests of the proper functioning of the union.

## **ARTICLE 21 - THE ANNUAL GENERAL MEETING**

The annual general meeting shall take place no later than a hundred and twenty (120) days after the end of the fiscal year which terminates on May 31.

The annual general meeting must be convened at least seven (7) days beforehand by means of notice(s) posted on the union's bulletin board or sent to each member.

Members from both campuses are called to a single meeting.

The notice of meeting must contain at least the following information:

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

At this meeting, amongst other items there must be:

- the presentation and adoption of the financial statements for the fiscal year just ended, as well as the auditing committee's report and the budgetary provisions.
- on the even-numbered years, elections shall be held for the officers of the executive committee, the auditors and other elected union representatives, except for the area representatives who are elected in their respective areas, in the week following this general meeting.

## **ARTICLE 22 - REGULAR GENERAL MEETING**

There must be at least one regular general meeting every six (6) months, including the annual general meeting, convened in the same manner as the annual general meeting.

## **ARTICLE 23 - SPECIAL GENERAL MEETING**

A special general meeting may be convened by the president of the union, upon approval of the executive committee of the union, usually after an official notice of at least twenty-four (24) hours. However, in an emergency situation, the president of the union may call such a meeting within a reasonable lapse of time.

The union council itself may also call a special general meeting by following the same procedure indicated above.

The notice of meeting must indicate the agenda for the said meeting. Only this (these) subject(s) can be discussed at the said meeting.

At any time, the number of members corresponding to the quorum of a general meeting may obtain the calling of a special general meeting by submitting to the president of the union a written petition signed by them, indicating the purpose(s) of such a meeting.

The secretary must then proceed to convene the said special general meeting within the fourteen (14) days following his or her receipt of the notice by the president, respecting the procedure and time limits outlined above. However, no meeting can be thus convened during the Christmas period or between June 24 and Labour Day.

The executive committee of the union must call a special general meeting when so requested by the executive committee of the federation, the central council or the CSN, whereupon the reasons are serious and judged to be in the interest of the union's members and the labour movement in general.

## **ARTICLE 24 - GENERAL MEETING - QUORUM AND BINDING VOTE**

- a) The quorum of a general meeting is equal to 15% of all members.
- b) Any vote of the general meeting is carried and shall be binding when a majority of the members present support a given motion, except for the cases indicated in articles 6, 24 d), 61 and 68 of the present constitution, which decisions shall be made according to the procedures described within said articles.
- c) Any vote of the general meeting shall be taken generally by a show of hands, except in the cases indicated in subparagraph d) of the present article. However, at any time a member may ask that a vote be taken by secret ballot and this without debate.
- d) The following decisions must necessarily be taken by a secret ballot vote to be binding, all the while respecting the following conditions:
  - approval of the collective agreement  
a majority of the members present at the meeting.
  - strike vote  
a majority of the members of the union.  
  
The members must be advised in the notice of meeting that a strike vote is on the agenda of the meeting.
  - disaffiliation  
a majority of the members of the union.
  - modifications to the present constitution  
a two-thirds (2/3) majority of the members present at the meeting.

- dissolution of the union  
a majority of the members of the union.

## **ARTICLE 25 - AGENDA**

The agenda that is to be proposed to the general meeting should be clearly indicated on the notice of meeting.

## **CHAPTER 5: THE UNION COUNCIL**

### **ARTICLE 26 - COMPOSITION**

The union council shall be made up of the following union members:

- the executive committee
- the members designated as union delegates to represent the following groups or to fulfill the following functions :

#### Area representatives:

- Webster Collection Services : 2 area reps.
- Webster Periodicals and Media and Inter-library Loans: 1 area rep.
- Webster Circulation : 1 area rep.
- Webster Administrative Services, Government Information Services and Information Services (Reference) : 1 rep.
- Vanier Circulation, Reference and Secretary : 1 rep.
- Vanier Periodicals and Media : 1 rep.

#### Permanent committees:

- Labour relations committee : three (3) members including the President and two(2) other members nominated by the executive committee.
- Grievance committee : two (2) members including the Vice-president grievances and one other member elected at the general meeting. Note: each area representative can be called to a grievance meeting if the grievance originated in their area.
- Health and safety : three (3) members including the Vice-President Health and Safety and two (2) members elected by the general meeting. If possible, there should be members from the two campuses on this committee. Therefore, once the elections of the Vice-President completed, one of the other two positions is reserved in priority to a member of the other campus. However, if there are no candidates from the other campus, the position is filled at large.

Members of any temporary committee (Electoral College mandate, Bargaining Committee, any ad hoc committee established by the union to fulfill its goals) as well as the union's auditors, may also be invited to the union council to report on their respective mandates.

The preceding shall constitute a minimum and the union council may increase the number of union delegates if it sees fit, as well as modify the distribution of area representatives, so as to ensure adequate representation of all members.

### **ARTICLE 27 - ELIGIBILITY**

Any member of the union is eligible to become a union delegate.

### **ARTICLE 28 - ATTRIBUTES OF THE UNION COUNCIL**

The union council assumes authority between the general meetings. In particular, it has the following attributes:

- a) to ensure that the executive committee follows through on the mandates given to it by the general meeting, it shall replace any union officer or union delegate who resigns, is unable to act or is absent, and thus, until the following general meeting, where an election shall be held to fill the vacant position(s).
- b) to elaborate on the policy and activities of the union between general meetings, especially those involving the collective agreement and inter-union matters.
- c) to create the appropriate committees to see to the proper functioning of the union and to elect the members to said committees.
- d) may assist the executive committee in preparing the general meetings.

### **ARTICLE 29 - MEETINGS**

The union council shall meet when necessary.

### **ARTICLE 30 QUORUM AND BINDING VOTE OF THE UNION COUNCIL**

- a) The quorum of the union council is equal to 50% of positions actually filled.
- b) The decisions of the union council shall be carried by a majority vote of the members who are present.

### **ARTICLE 31 - DUTIES AND AUTHORITY OF THE UNION AREA REPRESENTATIVE**

The attributes of the union area representative are as follows:

- a) to ensure that the collective agreement is respected, within the group of employees that he or she represents.
- b) to ensure that newly hired personnel join the union.
- c) to inform the group that he or she represents of the decisions made by the union council, and to defend in the union council the viewpoint(s) proposed by the members in the group that he or she represents.
- d) to personally convene the members in the group that he or she represents to all general meetings, regardless of the provisions set out in article 21.

## **ARTICLE 32 – LENGTH OF A TERM OF OFFICE**

The term of office of a union representative is two (2) years.

## **ARTICLE 33 – COMPLETION OF A TERM OF OFFICE**

At the completion of their term of office, all union representatives shall transfer to their successors, all the properties of the union, as well as all useful information and pertinent documentation.

## **ARTICLE 34 – ELECTION**

- a) union area representatives are elected by the members in the area they represent, as specified in article 26 paragraph b);
- b) the elections are organized by the Secretary of the union, with the assistance of a member of the area who is not a candidate for the elections.

## **CHAPTER 6: EXECUTIVE COMMITTEE**

### **ARTICLE 35 - LEADERSHIP OF THE UNION**

The union shall be headed by an executive committee.

### **ARTICLE 36 - COMPOSITION**

The executive committee shall be made up of five (5) members, as follows:

- a) the president;
- b) the secretary;
- c) the treasurer;
- d) the vice-president responsible for grievances;
- e) the vice-president responsible for health and safety.

### **ARTICLE 37 - ELIGIBILITY**

Any member is eligible to become a union officer.

When an election for union officers is held, a member unable to attend may present his or her candidacy to any position, provided that his or her nomination is proposed by a member present at the election meeting, who must present a written signed procuracy from the absent member who so wishes to stand for election.

## **ARTICLE 38 - ATTRIBUTES OF THE EXECUTIVE COMMITTEE**

The attributes of the executive committee are as follows:

- a) to guide the union's affairs.
- b) to determine the date and the place of general meetings, union council meetings and executive committee meetings.
- c) to authorize expenditures set out in the budget, and whose maximum amount has been determined by the general meeting; to check the treasurer's accounting books and reports.
- d) in light of the priorities of the union, and taking into account the available resources, to adopt budgetary provisions for recommendation to the union council and to the general meeting.
- e) to ensure that the rules and regulations adopted by the general meeting are respected.
- f) to set up any committee required to study, to discuss, to promote or to further the goals of the union.
- g) to name people to represent the union to the various bodies to which the union is affiliated.
- h) to accept members.
- i) to receive member's complaints, to examine and dispose of them, in accordance with articles 14, 15 and 16 of the present constitution.
- j) to receive and examine all communications submitted by the general meeting to them, and to report back to the general meeting.
- k) to abide by the decisions made by the general meeting, which constitute a mandate to be executed on behalf of all of the members of the union.
- l) to submit to the general meeting any question or issue requiring a vote by the members.
- m) to present a report of the previous year's activities to the annual general meeting.
- n) to see to the temporary replacement of the president if he or she is absent for a short period of time.
- o) to authorize all the procedures and legal acts necessary for the best interest of the union.

## **ARTICLE 39 - MEETINGS**

The executive committee shall meet when necessary, in accordance with the provisions that they, themselves, shall determine.

## **ARTICLE 40 - QUORUM AND BINDING VOTE**

The quorum of the executive committee is equal to 50% of positions actually filled.

The decisions of the executive committee shall be carried by a majority vote of the members present.

## **CHAPTER 7:        RESPONSIBILITY AND AUTHORITY OF THE EXECUTIVE OFFICERS**

### **ARTICLE 41 - PRESIDENT**

The attributes of the president are as follows:

- a) to be responsible for the internal operation of the union;
- b) to chair the meetings of the union's various structures, to preside over discussions, to share necessary information and explanations regarding the issues and motions being discussed by the meeting. The president must temporarily abandon the chair to one of the vice-presidents if he or she wishes to take a position in a debate.
- c) to represent the union in all formal matters.
- d) to oversee the proper application of the union's bylaws and to make sure that each officer of the union carefully executes the duties of their mandate.
- e) to oversee overall union activities.
- f) to jointly sign the union's cheques with the treasurer and/or the secretary.
- g) to instruct the convening of general meetings, of union council meetings and of executive committee meetings.
- h) to have the right to vote only in the case of a tie vote.
- i) to sign the minutes of all meetings, along with the secretary.
- j) to sign the union's financial statements, along with the treasurer.
- k) to be responsible for the union's external statements (to the media, to the affiliated union bodies etc.)
- l) to sit ex-officio on all committees of the union.

### **ARTICLE 42 - VICE-PRESIDENTS**

- a) Vice-president responsible for grievances
  - is responsible for the handling of the union's grievances files
  - reports on the work of the committee to the executive committee, the union council and the general meeting
  - recommends courses of action to be taken as to grievances to the executive committee
  - works with the other members on the executive committee on any file or mandate decided by the executive committee
- b) Vice-president responsible for health and safety
  - is responsible for the handling of the union's files dealing with health and safety on the job and work-related accidents and illnesses.
  - reports on the work of the committee to the executive committee, the union council and the general meeting
  - recommends courses of action to be taken as to health and safety issues to the

executive committee

- is responsible for the follow-up of technological changes and their possible impact on the health and safety and work environment of the members.
- works with the other members on the executive committee on any file or mandate decided by the executive committee

In the absence of the president and of the Secretary or in case of their inability to act, one of the Vice-Presidents shall replace the president.

### **ARTICLE 43 - SECRETARY**

The attributes of the secretary are as follows:

- a) to take the minutes of each meeting and to read the minutes of each preceding meeting; to enter said minutes in a register and to sign them with the president.
- b) to convene the meetings of the various union structures in accordance with the present constitution.
- c) to make available to any member, who so desires, the register containing the union's minutes, in the course of union meetings.
- d) to compose and send the union's correspondence, keeping a copy of said correspondence in the union's files.
- e) to file and keep all written information.
- f) to read to the union's meetings all documents that the meeting is to be made aware of.
- g) to send to the various bodies to which the union is affiliated a copy of the union's constitution, the names of the officers of the executive committee and any motions that the union desires to submit to the convention of an affiliated body.
- h) replace the president in her or his absence or inability to act.
- i) works with the other members on the executive committee on any file or mandate decided by the executive committee

### **ARTICLE 44 - TREASURER**

The attributes of the treasurer are as follows:

- a) to be responsible for the union's financial administration and the handling of the union's properties.
- b) to ensure that all financial transactions are properly recorded in the appropriate accounting statements and registers as per the system established by the CSN.
- c) to collect all union dues and any monies owed to the union.
- d) to present to the executive committee, upon request, or at least every four (4) months, the bank reconciliation and the union's financial statement.
- e) to make all disbursements authorized by the executive committee and to sign cheques jointly with the president and/or the secretary.
- f) to make available to any member, who so desires, the accounts ledgers, as well as statements from the Caisse populaire or financial institution, in the course of union

meetings.

- g) to deposit as soon as possible in the Caisse Populaire or financial institution any funds on hand, and to send the appropriate amounts owed to the bodies to which the union is affiliated.
- h) to prepare the budgetary provisions, in collaboration with the executive committee, and to ensure their presentation to the executive committee, the union council and the general meeting.
- i) to prepare the annual financial statements at the end of the fiscal year and to ensure their presentation to the executive committee, the union council and the general meeting.
- j) to provide, at all times, the union's ledgers and all the necessary documents to the duly authorized representative of the executive committee of the CSN and to the union's own auditing committee.
- k) works with the other members on the executive committee on any file or mandate decided by the executive committee

#### **ARTICLE 45 - LENGTH OF A TERM OF OFFICE**

The term of office of the executive committee officers shall be two (2) years.

#### **ARTICLE 46 - COMPLETION OF THE TERM OF OFFICE**

At the completion of their term of office, all of the executive committee officers must transfer to their successors all union properties, as well as all useful information and pertinent documents.

#### **ARTICLE 47 - ELECTION PROCEDURE**

- a) The general meeting at which union executive elections are held shall name a chairperson of the election, someone to take the minutes of the election and scrutineers to participate in the counting of the ballots. The preceding persons may not be nominated to any of the positions being filled.
- b) In all cases, a vote is held, conducted by secret ballot. The scrutineers chosen to count the vote shall count the ballots and report the results to the chairperson of the elections; the latter shall only vote in the case of a tie or shall order a second ballot.
- c) To be elected, the candidate shall obtain the absolute majority (more than 50%) of the voters.
- d) Only the members present at the meeting shall be entitled to vote.

#### **ARTICLE 48 - INSTATEMENT INTO OFFICE**

Each of the officers shall officially take on his or her position as soon as he or she is instated into office.

- a) When proceeding with the instatement into office of the union executive, as much as possible, a representative from one of the bodies to which the union is affiliated shall be invited to participate.
- b) The instatement into office of the union's executive officers should be performed

immediately after the elections are held, or at the subsequent meeting.

- c) The election secretary shall call the names of the elected officers, who shall take their respective places on the platform.
- d) The election chairperson shall request that the members present stand up, and he or she shall proceed with the instatement into office.
- e) The election chairperson shall repeat:

*DO YOU PROMISE ON YOUR HONOUR TO FULFIL THE DUTIES OF YOUR OFFICE, TO ABIDE BY THE CONSTITUTION, TO FURTHER THE INTERESTS OF THE UNION AND ITS MEMBERS, TO REMAIN IN OFFICE UNTIL THE NOMINATION OF YOUR SUCCESSORS; DO YOU SO PROMISE?*

Each of the officers shall reply: *"I SO PROMISE"*.

The general meeting shall answer: *"WE BEAR WITNESS."*

### **ARTICLE 49 - COMPENSATION**

The officers of the executive committee of the union are not entitled to any remuneration or stipend (allowance for presence).

However they shall be compensated for travel expenses, accommodation expenses, meal expenses, or babysitter fees that are incurred in the course of union duties and as needed, subject to the standards in force at the CSN.

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

## **CHAPTER 8:       AUDITING THE UNION'S BOOKS AND THE                           AUDITING COMMITTEE**

### **ARTICLE 50 - AUDITING THE UNION'S BOOKS**

At any time, a person authorized to represent the federation, central council or the CSN, may proceed with an audit of the books of the union. The treasurer shall submit all books and exhibits requested by this authorized representative to him or to her.

### **ARTICLE 51 - ELECTION OF THE AUDITING COMMITTEE MEMBERS**

Two (2) members of the union shall be elected as the union's auditors in the same manner as the executive officers are elected.

No executive officer or member of the union council can act as a member of the auditing committee.

## **ARTICLE 52 - MEETINGS AND QUORUM**

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

The treasurer must be present at the meetings of the auditing committee, unless the committee members ask to meet without him or her present.

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

## **ARTICLE 53 - RIGHTS AND DUTIES OF THE UNION'S AUDITORS**

The attributes of the auditors are:

- a) examine all revenues and expenses.
- b) examine and authenticate the reconciliation of the Caisse populaire or financial institution account, the treasurer's report, as well as all other financial accounts of the union (leisure, insurance, strike funds, etc.)
- c) verify the application of the motions of the general meeting, the union council and the executive committee.
- d) upon a unanimous decision, to call a special general meeting.

## **ARTICLE 54 - ANNUAL REPORT**

Once a year, the union's auditing committee shall submit a written report of their work, as well as any recommendations that they deem appropriate, to the annual general meeting. The report and recommendations shall be submitted beforehand to the union executive committee and the union council.

## **CHAPTER 9: RULES OF ORDER**

THE FOLLOWING CHAPTER SHALL APPLY TO ALL OF THE MEETINGS OF THE UNION'S STRUCTURE.

## **ARTICLE 55 - CALLING THE MEETING TO ORDER AND THE AGENDA**

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

## **ARTICLE 56 - PUTTING A QUESTION TO VOTE**

Except for the cases previously specified herein, a majority of the members present shall be necessary for a motion to be binding. Only in the case of a tie vote shall the president have the right to vote.

## **ARTICLE 57 - VOTE**

When a vote is called, all discussion shall cease; the question shall be put to a vote by a show

of hands, unless a secret ballot or nominal vote is duly requested.

A single member may request that a vote be taken by secret ballot, or nominally, as long as he or she has so requested before the president has called for the vote.

However, concerning the regulations regarding secret ballot votes in article 23d) they shall apply notwithstanding the above.

### **ARTICLE 58 - NOTICE OF MOTION ( MOTION TO RECONSIDER )**

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

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

### **ARTICLE 59 – ADJOURNMENT OR CLOSING THE MEETING**

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

### **ARTICLE 60 - MOTION**

Every motion must be seconded, written down in the minutes by the secretary and read to the meeting before discussion begins. At this point, the motion belongs to the meeting and it cannot be called back without the unanimous approval of the meeting.

### **ARTICLE 61 - PRECEDENCE OF A MOTION**

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

### **ARTICLE 62 - AMENDMENT**

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

## **ARTICLE 63 - SUB-AMENDMENT**

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

## **ARTICLE 64 - PREVIOUS QUESTION**

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

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

## **ARTICLE 65 - PRIVILEGED MOTIONS**

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

## **ARTICLE 66 - ETIQUETTE**

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

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

## **ARTICLE 67 - RIGHT TO SPEAK**

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

## **ARTICLE 68 - TO CALL BACK TO ORDER**

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

## **ARTICLE 69 - POINT OF ORDER**

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

## **ARTICLE 70 - PROCEDURAL DISPUTE**

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

## **CHAPTER 10: AMENDMENTS TO THE CONSTITUTION**

### **ARTICLE 71 - AMENDMENTS**

Subject to article 71, the general meeting of members has the power to modify the present constitution within the framework of the statutes of the CSN, of the federation and of the central council.

Any motion aiming to modify, in total or in part, the present constitution, or wishing to change the name of the union must be presented, in writing, to the union council before being read to the general meeting.

Any changes to the constitution must be approved by a two-thirds (2/3) majority vote of the members present before being enforced.

A copy of any such changes of the constitution must be forwarded to the federation, the central council and the CSN.

### **ARTICLE 72 - RESTRICTION TO AMENDMENTS**

Articles 5, 6, 7, 72 and 73 of the present constitution cannot be changed or abrogated without written consent from the CSN, the federation and the central council, except if the union has disaffiliated in accordance to the procedure provided for in article 6.

### **ARTICLE 73 - DISSOLUTION OF THE UNION**

When a motion of dissolution of the union has been adopted, in accordance to the present constitution, the assets of the union shall be forwarded to the Professional Defence Fund (FDP) of the CSN, unless the general meeting has decided otherwise.