



SYNDICAT DU PERSONNEL PROFESSIONNEL DE L'ÉDUCATION
DU NUNAVIK ET DE L'OUEST DE MONTRÉAL
3300 Côte-Vertu Boulevard, Suite 220
Saint-Laurent | Québec | H4R 2B7
T. 514.748.5983 | presidence@sppenom.ca



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* This document is a translation of the original French version. In the event of a discrepancy or ambiguity, the French version shall prevail.

CHAPTER 1 - GENERAL PROVISIONS	5
ARTICLE 1.1 NAME.....	5
ARTICLE 1.2 LEGAL FRAMEWORK.....	5
ARTICLE 1.3 DEFINITIONS	5
ARTICLE 1.4 JURISDICTION.....	6
ARTICLE 1.5 PURPOSES.....	6
ARTICLE 1.6 AFFILIATIONS.....	6
ARTICLE 1.7 HEAD OFFICE.....	6
ARTICLE 1.8 FISCAL YEAR.....	7
ARTICLE 1.9 RIGHTS, POWERS, AND PRIVILEGES.....	7
CHAPTER 2 - MEMBERS.....	8
ARTICLE 2.1 CONDITIONS OF ADMISSION.....	8
ARTICLE 2.2 UNION DUES	8
ARTICLE 2.3 EXCLUSION AND SUSPENSION.....	9
CHAPTER 3—GENERAL ASSEMBLY.....	10
ARTICLE 3.1 COMPOSITION.....	10
ARTICLE 3.2 POWERS.....	10
ARTICLE 3.3 MEETINGS.....	11
ARTICLE 3.4 QUORUM.....	12
ARTICLE 3.5 DECISIONS	12
CHAPTER 4 - UNIT COUNCIL.....	13
ARTICLE 4.1 COMPOSITION OF THE UNIT COUNCIL.....	13
ARTICLE 4.2 POWERS.....	13
ARTICLE 4.3 MEETINGS.....	13
ARTICLE 4.4 QUORUM.....	14
ARTICLE 4.5 DECISIONS	14
CHAPTER 5 - REGIONAL COUNCIL	15
ARTICLE 5.1 COMPOSITION OF THE REGIONAL COUNCIL	15

ARTICLE 5.2 POWERS	15
ARTICLE 5.3 MEETINGS	16
ARTICLE 5.4 QUORUM	16
ARTICLE 5.5 DECISIONS	17
CHAPTER 6 - EXECUTIVE COUNCIL	18
ARTICLE 6.1 COMPOSITION OF THE EXECUTIVE COUNCIL	18
ARTICLE 6.2 POWERS	18
ARTICLE 6.3 TERM OF OFFICE	19
ARTICLE 6.4 THE PRESIDENCY	20
ARTICLE 6.5 THE VICE-PRESIDENCIES	20
ARTICLE 6.6 THE SECRETARIAT	20
ARTICLE 6.7 THE TREASURY	21
ARTICLE 6.8 NOTICE OF MEETING, QUORUM, AND DECISIONS	21
CHAPTER 7 - ELECTION OF EXECUTIVE COUNCIL MEMBERS	22
ARTICLE 7.1 ELECTION COMMITTEE, COMPOSITION AND ROLE	22
ARTICLE 7.2 NOMINATIONS	23
ARTICLE 7.3 RIGHTS AND PRIVILEGES OF CANDIDATES	23
ARTICLE 7.4 VOTING	24
ARTICLE 7.5 VACANCY ON THE EXECUTIVE COUNCIL	24
CHAPTER 8 - LOCAL UNIT	26
ARTICLE 8.1 DELEGATE	26
ARTICLE 8.2 ROLE OF THE DELEGATE	26
ARTICLE 8.3 ROLE OF THE DEPUTY DELEGATE	26
ARTICLE 8.4 ELECTION OF THE DEPUTY DELEGATE	26
ARTICLE 8.5 GENERAL ASSEMBLY OF THE LOCAL UNIT	27
ARTICLE 8.6 AUTHORIZATION TO CALL A STRIKE	28
ARTICLE 8.7 AUTHORIZATION TO SIGN A COLLECTIVE AGREEMENT AND A LOCAL BARGAINING AGREEMENT	28
ARTICLE 8.8 AUTHORIZATION TO SIGN LOCAL ARRANGEMENTS OR ANY AGREEMENT PROVIDED FOR IN THE COLLECTIVE AGREEMENT	28

CHAPTER 9 – COMMITTEES.....	30
ARTICLE 9.1 COMMITTEES.....	30
CHAPTER 10 – FINANCES.....	31
ARTICLE 10.1 REVENUES OF THE UNION	31
ARTICLE 10.2 PAYMENTS.....	31
ARTICLE 10.3 FINANCIAL STATEMENTS.....	31
CHAPTER 11 – DISSOLUTION	32
ARTICLE 11.1 AMENDMENTS TO THE BYLAWS.....	32
ARTICLE 11.2 DISSOLUTION	33

CHAPTER 1 - GENERAL PROVISIONS

ARTICLE 1.1 NAME

- 1.1.1. The name of the Union is that authorized by the Inspector General of Financial Institutions, namely *"SYNDICAT DU PERSONNEL PROFESSIONNEL DE L'ÉDUCATION DU NUNAVIK ET DE L'OUEST DE MONTRÉAL,"* and its acronym is "SPPENOM."
- 1.1.2. The abbreviated name is "Syndicat des professionnelles et professionnels de l'ouest de Montréal." The Union may, at its discretion, use either the official or abbreviated name in the ordinary management of its operations. Any agreement or document signed or identified by the Union under the name "Syndicat des professionnelles et professionnels de l'ouest de Montréal" is deemed to refer to, and does refer to, the "SYNDICAT DU PERSONNEL PROFESSIONNEL DE L'ÉDUCATION DU NUNAVIK ET DE L'OUEST DE MONTRÉAL."

ARTICLE 1.2 LEGAL FRAMEWORK

- 1.2.1. The Union is constituted under the Professional Syndicates Act (CQLR, c. S -40).

ARTICLE 1.3 DEFINITIONS

The definitions in this article are established for the purposes of these bylaws.

- 1.3.1. "Professional staff" means any employee performing functions of a professional nature within a school service centre ("centre de service scolaire") or a school board.
- 1.3.2. "Local unit" means all professional staff employed by the same employer.
- 1.3.3. "Union" and "SPPENOM" mean the "SYNDICAT DU PERSONNEL PROFESSIONNEL DE L'ÉDUCATION DU NUNAVIK ET DE L'OUEST DE MONTRÉAL."
- 1.3.4. "Federation" and "FPPE" mean the "Fédération du personnel professionnel de l'éducation du Québec-CSQ."
- 1.3.5. "Centrale" and "CSQ" mean the "Centrale des syndicats du Québec."
- 1.3.6. "School board" means any school board or its equivalent under Quebec education laws.
- 1.3.7. "School service centre" means any school service centre ("centre de service scolaire") or its equivalent under Quebec education laws.

- 1.3.8. "Member" means any person admitted as such to the Union in accordance with its bylaws.
- 1.3.9. "Delegate" means any member who performs the role set out in article 8.2 of these bylaws.
- 1.3.10. "Deputy delegate" means any member elected to perform the role set out in article 8.3 of these bylaws.
- 1.3.11. "Union representative on the labour relations committee (LRC)" means any member elected by the local general assembly to sit on the LRC with the union delegate.
- 1.3.12. "Alternate union representative on the LRC" means any member elected by the local general assembly to replace a member of the LRC who cannot fulfil their role or to fill a vacant position.

ARTICLE 1.4 JURISDICTION

- 1.4.1. The Union is authorized to represent the professional staff of school service centres and school boards.
- 1.4.2. The Union's territorial jurisdiction covers the territories of the Centre de services scolaire Marguerite-Bourgeoys, the Centre de services scolaire des Trois-Lacs, and the Kativik School Board.

ARTICLE 1.5 PURPOSES

- 1.5.1. The purposes of the Union are to study, defend, develop, and promote the economic, social, and professional interests of its members, particularly through the negotiation and application of collective agreements. The Union may also work in collaboration with movements and organizations whose interests are compatible with its own.

ARTICLE 1.6 AFFILIATIONS

- 1.6.1. The Union is affiliated with the CSQ and the FPPE.
- 1.6.2. The Union may affiliate with any other organization whose interests are compatible with its own.

ARTICLE 1.7 HEAD OFFICE

- 1.7.1. The head office of the Union is located in Saint-Laurent.

ARTICLE 1.8 FISCAL YEAR

- 1.8.1. The fiscal year begins on July 1 and ends on June 30 of the following year.

ARTICLE 1.9 RIGHTS, POWERS, AND PRIVILEGES

- 1.9.1. The Union may exercise all the rights, powers, and privileges granted to it under the Professional Syndicates Act (1977, CQLR, c.S-40) and any other law applicable to it.

CHAPTER 2 – MEMBERS

ARTICLE 2.1 CONDITIONS OF ADMISSION

- 2.1.1. To become a member, a person must meet the following conditions:
- a) être une personne professionnelle salariée d'un centre de services scolaire ou d'une commission scolaire;
 - b) sign a membership card;
 - c) pay an entrance fee of two dollars (\$2.00);
 - d) be accepted by the Executive Council;
 - e) pay the union dues and any other fees required by the Union;
 - f) comply with the bylaws and regulations of the Union.
- 2.1.2. The following persons may also be members:
- a) retirees; or
 - b) accepted by the Executive Council.

ARTICLE 2.2 UNION DUES

- 2.2.1. a) The regular dues rate is set at 1.58% of total salary. However, the first payment of dues for a new member joining a bargaining unit already constituted in accordance with the law shall be 1.58% of total salary minus the two-dollar (\$2.00) entrance fee;
- b) The General Assembly may establish an extraordinary dues assessment in addition to the regular dues and determine the duration of its application.
- 2.2.2. The dues for members who do not receive a salary or who are accepted under article 2.1.2 are set at one dollar (\$1.00) per month.
- 2.2.3. The dues for members awaiting accreditation are set at one dollar (\$1.00) per month until accreditation is obtained; from the date of accreditation, the dues are those set out in article 2.2.1.
- 2.2.4. The methods for the deduction and collection of union dues are determined by the General Assembly.

ARTICLE 2.3 EXCLUSION AND SUSPENSION

- 2.3.1. Subject to section 3 of the Professional Syndicates Act, any member may be excluded from the Union for any of the following reasons:
- a) failure to pay regularly established dues;
 - b) serious breach of the Union's bylaws or regulations;
 - c) moral or material harm caused to the Union;
 - d) any other serious reason not provided for in these bylaws and regulations.
- 2.3.2. In all cases, exclusion may be decided by the Executive Council only after thirty (30) days' notice has been given by the President or the Secretary to the member concerned, so that the member may, if applicable, make the necessary representations.
- 2.3.3. Any decision of the Executive Council to exclude a member from the Union may be appealed before the Regional Council. The decision of that Council is final.
- 2.3.4. Any member is automatically suspended from the moment they wholly or partly exercise functions that fall exclusively under management. Such a member shall regain all rights as soon as they inform the Union that the conditions for their suspension no longer exist.

CHAPTER 3—GENERAL ASSEMBLY

ARTICLE 3.1 COMPOSITION

3.1.1. The General Assembly is composed of all members of the Union.

ARTICLE 3.2 POWERS

3.1.2. The powers of the General Assembly are primarily:

- a) to elect the members of the Executive Council;
- b) to adopt or amend the bylaws;
- c) to adopt or amend the regulations;
- d) to review and adopt the budget forecasts;
- e) to adopt the financial statements;
- f) to appoint the auditor and receive their report;
- g) to determine the regular union dues;
- h) to determine any extraordinary union dues, if applicable;
- i) to appoint a dues collection agent and determine the methods for the deduction and collection of union dues;
- j) to decide on affiliation with the FPPE, the CSQ, and any other organization whose interests are compatible with its own;
- k) to adopt the Union's action plan;
- l) to review and dispose of the reports submitted to it;
- m) to review, assess, and decide on all proposals submitted to it;
- n) to decide or express its opinion on any other matter submitted by the Executive Council;
- o) to decide on procedure in all cases not provided for in the rules of procedure.

ARTICLE 3.3 MEETINGS

3.3.1. Regular Meeting

- a) The General Assembly shall meet at least once (1) per year before June 1.
- b) The Executive Council determines the terms of the meeting. Members may participate by means of remote communication, such as videoconference or teleconference. This information shall be communicated to members in the notice of meeting.
- c) At the request of at least one member from the Kativik unit, the Union shall, if possible, provide English interpretation services.

3.3.2. The notice of a regular meeting of the General Assembly shall be sent in writing to each member's email address at least ten (10) days before the scheduled date of the meeting. The draft agenda must be included.

Any member who does not wish to receive the notice at their professional email address may inform the Union of a postal address or alternate email address of their choice, as well as the duration for which this alternative method of notice will apply.

3.3.3. Special Meeting

- a) Written notice of at least forty-eight (48) hours is required for a special meeting. This written notice shall be sent to each member's professional email address, except as otherwise provided in the preceding paragraph. The agenda must explicitly list all items to be discussed. No other items may be added to the agenda.
- b) The Executive Council, or the President upon written request from ten percent (10%) of the members stating the subject or reason for the request, must convene a special meeting within ten (10) days in accordance with the provisions of the preceding paragraph. Only the matters specified in the request shall constitute the agenda.
- c) Special meetings may be held in several regions in order to cover the Union's territorial jurisdiction, and the combined digital compilation of these meetings shall constitute the General Assembly.
- d) The Executive Council determines the terms of the meeting. Members may participate by means of remote communication, such as videoconference or teleconference. This information shall be communicated to members in the notice of meeting.
- e) At the request of at least one member from the Kativik unit, the Union shall, if possible, provide English interpretation services.

ARTICLE 3.4 QUORUM

- 3.4.1. The quorum of the General Assembly consists of the members present.

ARTICLE 3.5 DECISIONS

- 3.5.1. Decisions of the General Assembly are made by simple majority and by a show of hands, unless these bylaws or the rules of procedure provide otherwise. When meetings are held by videoconference or teleconference, the voting procedure may be adapted accordingly.

CHAPTER 4 - UNIT COUNCIL

ARTICLE 4.1 COMPOSITION OF THE UNIT COUNCIL

- 4.1.1. The Unit Council is composed of:
- a) the Vice-President and Delegate of the unit;
 - b) the Deputy Delegate of the unit;
 - c) the representatives and alternates on the Labour Relations Committee (LRC);
 - d) the members of the various committees established under the collective agreement;
 - e) any members designated by the Vice-President and Delegate and the Deputy Delegate, as applicable, in order to ensure the best possible representation in terms of job categories, levels of education, and services.
- 4.1.2. The composition of the Unit Council is established for one school year.
- 4.1.3. A maximum of ten (10) people may make up the Unit Council.

ARTICLE 4.2 POWERS

- 4.2.1. The powers of the Unit Council are primarily:
- a) to study matters concerning the local unit, including
 - b) d'étudier les affaires de l'unité locale :
 - follow-up with the LRC;
 - consultation for the preparation of LRC meetings;
 - opinions provided to the school service centre or the school board;
 - preparation of local arrangements;
 - consultation on various subjects.
 - c) to fill vacancies in the position of Deputy Delegate of the local unit, if applicable;
 - d) to collaborate on any matter referred by the Executive Council.

ARTICLE 4.3 MEETINGS

- 4.3.1. Regular Meeting
- a) The Unit Council shall meet at least three (3) times per school year on the days and times, and at the locations set by the Vice-President and Delegate of the unit or by the Unit Council itself.

- b) Meetings may be held by means of remote communication, such as videoconference or teleconference. This information shall be communicated to the Unit Council in the notice of meeting.
- c) The notice of meeting and the agenda shall be sent by email to the personal or professional address of each member at least seven (7) days before the meeting is held.

4.3.2. Special Meeting

- a) At the request of fifty percent (50%) of the members of the Unit Council, or following a request made by the Executive Council, the Vice-President and Delegate of the unit must convene a special meeting within ten (10) days. Only the matters specified in the request shall constitute the agenda.
- b) Notice of the special meeting shall be sent by email to the personal or professional address of each member at least three (3) days before the meeting is held. The agenda, listing all items to be discussed, must be attached to the notice.

4.3.3. Notwithstanding articles 4.3.1 and 4.3.2, the Vice-President and Delegate of the Kativik unit may proceed differently, with the authorization of the Executive Council.

ARTICLE 4.4 QUORUM

4.4.1. The quorum is constituted by the members present.

ARTICLE 4.5 DECISIONS

4.5.1. Decisions are made by a simple majority of votes unless otherwise provided in these bylaws or the rules of procedure. The Vice-President and Delegate of the unit shall have a casting vote in the event of a tie. When meetings are held by videoconference or teleconference, the voting procedure may be adapted accordingly.

CHAPTER 5 – REGIONAL COUNCIL

ARTICLE 5.1 COMPOSITION OF THE REGIONAL COUNCIL

- 5.1.1. The Regional Council is composed of:
- a) the members of the Executive Council;
 - b) the members of the Unit Councils;
 - c) the Union's representatives on FPPE and CSQ committees and networks.
- 5.1.2. If there is no Unit Council within a local unit, the Vice-President and Delegate of that unit may designate the Deputy Delegate and the representatives and alternates to the LRC and to the various committees provided for in the collective agreement to participate in the Regional Council.

ARTICLE 5.2 POWERS

- 5.2.1. The powers of the Regional Council are primarily:
- a) to provide a forum for union education, notably to prepare future union leadership;
 - b) to study and decide, when necessary, on any matter referred to it by the General Assembly, the Unit Councils, or the Executive Council;
 - c) to recommend to the Executive Council amendments to the bylaws and regulations that will be adopted by the General Assembly;
 - d) to recommend to the Executive Council amendments to the action plan that will be adopted by the General Assembly;
 - e) to recommend to the Executive Council amendments to the budget forecasts that will be adopted by the General Assembly;
 - f) to recommend new regulations to the Executive Council until such time as the General Assembly adopts, amends, or rejects them;
 - g) to respond, on behalf of the Union, to certain consultations from the FPPE or the CSQ when the Executive Council deems it appropriate;
 - h) to appoint the members of the election committee;
 - i) to fill vacancies in the position of Deputy Delegate of a local unit when the Unit Council is not in operation;
 - j) to fill vacancies on the Executive Council;

- k) to decide on the exclusion of a member, following an appeal of a decision by the Executive Council to exclude that member;
- l) to decide on any matter not reserved for the Executive Council or the General Assembly;
- m) to act, upon request, in an advisory capacity to the Executive Council.

ARTICLE 5.3 MEETINGS

5.3.1. Regular Meeting

- a) The Regional Council shall meet at least twice (2) per year on the days and times, and at the locations set by the Executive Council or by the Regional Council itself.
- b) The notice of meeting shall be sent to members at their email address at least seven (7) days before the date of the meeting.
- c) Meetings may be held by means of remote communication, such as videoconference or teleconference. This information shall be communicated to the Regional Council in the notice of meeting.

5.3.2. Special Meeting

- a) At the request of fifty percent (50%) of the members of the Regional Council, or following a request made by the Executive Council, the President or the Secretary must convene a special meeting within ten (10) days. Only the matters specified in the request shall constitute the agenda.
- b) Notice of at least three (3) days is required for the holding of a special meeting. The notice of meeting must include each item to be considered during the meeting; no item may be added to those listed in the notice.
- c) Meetings may be held by means of remote communication, such as videoconference or teleconference. This information shall be communicated to the Regional Council in the notice of meeting.

ARTICLE 5.4 QUORUM

- 5.4.1. The quorum is constituted by the members present, provided that at least two (2) of the three (3) local units are represented.

ARTICLE 5.5 DECISIONS

- 5.5.1. Decisions are made by a majority of votes unless otherwise provided in these bylaws or the rules of procedure. When meetings are held by videoconference or teleconference, the voting procedure may be adapted accordingly.

CHAPTER 6 - EXECUTIVE COUNCIL

ARTICLE 6.1 COMPOSITION OF THE EXECUTIVE COUNCIL

6.1.1. The Union is administered by an Executive Council composed of six (6) members elected by the General Assembly to hold the following positions:

- a) President;
- b) Secretary;
- c) Treasurer;
- d) Vice-President KI;
- e) Vice-President CSSMB;
- f) Vice-President CSSTL.

In the event of the absence, refusal, or inability of a member of the Executive Council to act, the Executive Council shall decide who will assume that member's duties.

ARTICLE 6.2 POWERS

6.1.1. The powers of the Executive Council are primarily:

- a) to manage the affairs of the Union;
- b) to carry out the decisions of the General Assembly and the Regional Council;
- c) to accept new members;
- d) to expel a member in accordance with article 2.3.1 of these bylaws;
- e) to call a strike for a bargaining unit after having been authorized to do so, in accordance with article 8.6.1;
- f) to authorize the signing of a collective agreement, a local bargaining agreement, local arrangements, and any other agreement provided for in the collective agreement, in accordance with articles 8.7.1 and 8.8.7 of these bylaws;
- g) to handle day-to-day and routine business;
- h) to authorize all legal or other proceedings required in the interests of the Union, except those that, by law, require a resolution of the General Assembly;
- i) to convene regular meetings of the General Assembly and the Regional Council, and to manage all matters related to such notices of meeting;
- j) to present an annual report to the General Assembly;
- k) to designate the persons authorized to sign commercial papers on behalf of the Union;

- l) to decide, by resolution or by mandate, on the pursuit of grievances in arbitration;
- m) to ratify, where applicable, the execution of any mandate related to the pursuit of a grievance in arbitration;
- n) to appoint the union delegates for the bargaining units to represent the Union before the employer;
- o) to prepare and present the action plan and budget forecasts for adoption by the General Assembly;
- p) to present, where applicable, amendments to the bylaws and regulations for adoption by the General Assembly;
- q) to amend, if necessary, the action plan adopted by the General Assembly to adapt it to circumstances;
- r) to amend, if necessary, the budget forecasts adopted by the General Assembly to adapt them to circumstances;
- s) to form committees, appoint their members, and adopt their action plans;
- t) to appoint the Union's official delegates to the organizations with which it is affiliated and to receive their reports;

ARTICLE 6.3 TERM OF OFFICE

6.3.1. The members of the Executive Council are elected for a three-year term beginning on July 1 following the election and ending on June 30, three (3) years later.

- a) For the positions of President and Vice-President of the CSSTL Unit, the reference year is 2017 and every three (3) years thereafter.
- b) For the positions of Treasurer and Vice-President of the KI Unit, the reference year is 2018 and every three (3) years thereafter.
- c) For the positions of Secretary and Vice-President of the CSSMB Unit, the reference year is 2019 and every three (3) years thereafter.

At the end of their term, any person who has held a position on the Executive Council must return to the head office all documents (paper or electronic) and other property belonging to the Union.

ARTICLE 6.4 THE PRESIDENCY

6.4.1. The President shall:

- a) preside over the meetings of the Executive Council, of the Regional Council, and of the General Assembly; maintain order; direct discussion; and ensure the application of the rules and procedures of assembly; and may be replaced as required;
- b) perform all other duties arising from their office and those assigned by the Union's bodies;
- c) have the right to vote and, in the event of a tie, have a casting vote;
- d) be an ex officio member of all committees;
- e) officially represent the Union;
- f) sign cheques, minutes, and other documents together with the Secretary or the Treasurer, as applicable;
- g) present the Executive Council's annual report to the General Assembly;
- h) ensure that the elected officers of the Union carry out their mandates;
- i) be invited ex officio to all local General Assemblies and participate without voting rights, except within their own local unit;
- j) sign any agreement (collective agreement, local arrangement, or local agreement);

ARTICLE 6.5 THE VICE-PRESIDENCIES

5.5.1. The Vice-Presidents shall:

- a) assume, as designated by the Executive Council, the duties of the union delegate for the unit they represent;
- b) perform all functions assigned to them by the Executive Council;
- c) co-sign any local arrangement or agreement for the unit they represent.

ARTICLE 6.6 THE SECRETARIAT

6.6.1. The Secretary shall:

- a) draft or have drafted the minutes of the meetings of the Executive Council, the Regional Council, and the General Assembly, and sign them jointly with the President;
- b) perform all duties assigned by the Executive Council.

ARTICLE 6.7 THE TREASURY

6.7.1. The Treasurer shall:

- a) collect or have collected the union dues, entrance fees, and other revenues of the Union;
- b) maintain accounting records approved by the Union;
- c) ensure that the Union's revenues are deposited in one or more bank or cash accounts chosen by the Executive Council;
- d) sign cheques and other commercial papers jointly with the President or any other person authorized for that purpose by resolution of the Executive Council;
- e) submit an annual financial report to the General Assembly at the end of each fiscal year;
- f) perform all duties assigned by the Executive Council.

ARTICLE 6.8 NOTICE OF MEETING, QUORUM, AND DECISIONS

- 6.8.1. The Executive Council shall meet at least seven (7) times per year on the days and times, and at the locations set by the President or by the Executive Council itself. Meetings may be held by means of remote communication, such as videoconference or teleconference.
- 6.8.2. Notice of a meeting of the Executive Council shall be given to its members by email at least three (3) days in advance.
- 6.8.3. A majority of the members of the Executive Council shall constitute a quorum.
- 6.8.4. Decisions are made by a simple majority of votes and by a show of hands, unless these bylaws or the rules of procedure provide otherwise. When meetings are held by videoconference or teleconference, the voting procedure may be adapted accordingly.

CHAPTER 7 – ELECTION OF EXECUTIVE COUNCIL MEMBERS

ARTICLE 7.1 ELECTION COMMITTEE, COMPOSITION AND ROLE

- 7.1.1. The Election Committee is composed of four (4) members: the Chair of the Election Committee, the Election Secretary, and two (2) Scrutineers. At least two different local units must be represented on the Committee. If the members appointed to these positions submit their candidacy for any Executive Council position, they are immediately replaced by members designated by the Regional Council.
- 7.1.2. The members of the Election Committee are mandated by the Regional Council at the first meeting of the school year for a period of one (1) year. If it is not possible to proceed in this manner, the Executive Council shall consult the Regional Council to appoint the members of the Election Committee.
- 7.1.3. The nomination period, the election campaign, and the voting process are carried out under the responsibility of the Election Committee.
- 7.1.4. The Executive Council and the Chair of the Election Committee shall agree on the date of the regular General Assembly and the timing of the vote.
- 7.1.5. The Election Committee initiates the electoral process forty-five (45) days before the regular General Assembly by announcing to the members the start of the nomination period and by making the nomination form available. The notice sent to members must also include the sections of the bylaws pertaining to the election of Executive Council members as well as a description of the duties of the positions up for election.
- 7.1.6. The Chair of the Election Committee shall accept nomination forms for twenty-five (25) days following the start of the electoral process. Five (5) working days before the end of the nomination period, the Chair shall send an email to members if the Committee has received no nominations.
- 7.1.7. The Chair of the Election Committee shall publish the list of candidates and their official communication provided for in article 7.3.1 at least ten (10) days before the election.
- 7.1.8. The Election Committee shall prepare the ballots for each Executive Council position up for election in accordance with article 7.4.3.

- 7.1.9. At the designated time of the election, the Chair of the Election Committee shall explain the election procedure to the General Assembly, recall the nominations, supervise the counting of votes, and announce the election results.
- 7.1.10. The Scrutineers shall distribute the ballots to members based on the verified attendance list, collect them, and proceed with the counting of votes.
- 7.1.11. The Secretary of the Election Committee shall prepare a record of the election proceedings the same evening, sign it jointly with the Chair of the Election Committee, and deliver it to the Secretary of the Union's Executive Council or to the person designated by the Executive Council.

ARTICLE 7.2 NOMINATIONS

- 7.2.1. Any member in good standing as defined in article 2.1.1 of these bylaws is eligible for the positions of President, Secretary, and Treasurer of the Executive Council.
- 7.2.2. Only members in good standing as defined in article 2.1.1 of these bylaws and belonging to the relevant local unit are eligible for the position of Vice-President of that unit on the Executive Council.
- 7.2.3. The nomination form must include the name of the candidate, their address, job classification, school service centre or school board, and the position sought. It must be signed by two (2) other members in good standing of the Union. The candidate must also sign the form to attest to their candidacy. The completed form must be sent by email to the address provided by the Election Committee.
- 7.2.4. If no candidate has submitted their nomination by the end of the nomination period set out in article 7.1.6, the position is deemed vacant and shall be filled in accordance with article 7.5.

ARTICLE 7.3 RIGHTS AND PRIVILEGES OF CANDIDATES

- 7.3.1. Candidates have the right to send one (1) written communication to all members, using the means established by the Election Committee. This communication is limited to one 8.5" x 11" page.

- 7.3.2. At the time provided in the agenda of the General Assembly, the Chair of the Election Committee shall offer each candidate a three (3) minute period to present themselves, followed by a question period of a duration determined by the Assembly. The order of presentations shall be determined at random.

ARTICLE 7.4 VOTING

- 7.4.1. The vote shall be organized by position up for election on the Executive Council and shall take place during the regular General Assembly in accordance with article 6.3.1 of these bylaws.
- 7.4.2. All members in good standing as defined in article 2.1 of these bylaws and present at the General Assembly have the right to vote. Members shall vote using the ballots provided for this purpose.
- 7.4.3. To be elected to a position on the Executive Council, a candidate must obtain an absolute majority of the votes cast.
- a) If only one (1) candidate has submitted their nomination, the members of the General Assembly shall vote by indicating on the ballot whether they are FOR or AGAINST. If the candidate does not obtain an absolute majority, the position is deemed vacant and shall be filled in accordance with article 7.5.
- b) If there are multiple candidates and no candidate obtains an absolute majority after the first round of voting, the candidate receiving the fewest votes is eliminated, and the Assembly votes again. The Assembly shall hold as many rounds of voting as necessary for a candidate to obtain an absolute majority.

ARTICLE 7.5 VACANCY ON THE EXECUTIVE COUNCIL

- 7.5.1. A vacancy on the Executive Council occurs when an elected member resigns, dies, or is declared by a civil court to be incapable of properly fulfilling the position for which they were elected; when an elected member, without valid reason, misses more than three (3) consecutive regular meetings of the Executive Council; or when a position is not filled by the General Assembly.
- 7.5.2. The Regional Council shall appoint a person to fill the vacancy. The election to fill the vacancy must be announced in the notice of meeting for the Regional Council. The person elected shall serve their term until the next elections for that position, as provided for in article 6.3.1.

- 7.5.3. The Regional Council may ask the Election Committee to add the vacant position to the electoral process of the next General Assembly, provided that this request allows for compliance with the timelines set out in Chapter 7 of these bylaws. An election held under this article allows the person elected to serve their term until the next elections for that position, as provided for in article 6.3.1.

CHAPTER 8 – LOCAL UNIT

ARTICLE 8.1 DELEGATE

- 8.1.1. The Vice-Presidents, appointed in accordance with article 7, act as Delegates for their respective local units.

ARTICLE 8.2 ROLE OF THE DELEGATE

- 8.2.1. The Delegate is responsible for:
- a) responding to any survey or questionnaire requested by the Union;
 - b) convening and presiding over the General Assembly of the local unit;
 - c) fostering union activity within the local unit;
 - d) ensuring the implementation of the Union's policies within the local unit;
 - e) casting a deciding vote in the event of a tie, including in the cases provided for in articles 8.6 and 8.7.

ARTICLE 8.3 ROLE OF THE DEPUTY DELEGATE

- 8.3.1. The Deputy Delegate is responsible for:
- a) replacing the Delegate in all their functions in the event of absence, refusal, or inability to act;
 - b) carrying out all duties assigned by the Delegate or the Executive Council;
 - c) participating, as an observer, in the meetings of the Executive Council.

ARTICLE 8.4 ELECTION OF THE DEPUTY DELEGATE

- 8.4.1. Following a recommendation from the Delegate and the Executive Council, the local Assembly shall proceed with the election of a Deputy Delegate.
- 8.4.2. Members in good standing, as defined in article 2.1.1 of these bylaws and belonging to the relevant local unit, are eligible for election.
- 8.4.3. Members in good standing from the relevant local unit have the right to vote in this election.

- 8.4.4. The Deputy Delegate is elected for a one (1) year term or until the next local Assembly of their unit in the following school year. They are eligible for re-election.
- 8.4.5. Members wishing to submit their candidacy may do so at the time provided in the agenda, or, if absent, must submit their candidacy in writing to the Delegate before the Assembly. Each nomination must be proposed and seconded.
- 8.4.6. Voting shall be conducted by secret ballot.
- 8.4.7. Any vacancy shall be filled by the Unit Council.
- 8.4.8. The election result shall be sent to the Union, which will officially appoint the elected person and notify the relevant school service centre or school board.

ARTICLE 8.5 GENERAL ASSEMBLY OF THE LOCAL UNIT

- 8.5.1. The General Assembly of the local unit is composed of members in good standing of the Union belonging to that local unit.
- 8.5.2. The General Assembly of the local unit shall meet at least once per year. Meetings may be held by means of remote communication, such as videoconference or teleconference.
- 8.5.3. The powers of the General Assembly of the local unit are primarily:
 - a) to elect, following a recommendation from the Executive Council and the Delegate of the unit, the Deputy Delegate of the local unit;
 - b) to elect two Union representatives to the LRC and one alternate Union representative;
 - c) to elect the representatives of the professional development committee, if applicable;
 - d) to approve, by secret ballot, any local negotiation;
 - e) to prepare draft resolutions for the Regional Council;
 - f) to approve expenditures of the local unit, if applicable;
 - g) to decide, in general, on any collective action specific to the local unit;

- 8.5.4. At the request of at least one third (1/3) of the members of the local unit, the Union Delegate shall convene a General Assembly of the local unit.
- 8.5.5. The quorum of the local unit General Assembly consists of the members present from that unit.
- 8.5.6. Notwithstanding articles 8.4 to 8.5 inclusive, the Executive Council may decide to proceed differently with respect to the General Assembly of the Kativik unit.

ARTICLE 8.6 AUTHORIZATION TO CALL A STRIKE

- 8.6.1. For a bargaining unit within the meaning of the Labour Code, a strike may only be called by the Executive Council after authorization by secret ballot, by a majority of votes cast by the members of that bargaining unit present at a General Assembly convened for that purpose at least forty-eight (48) hours in advance by the Executive Council.

At the request of the local unit, this Assembly may be held within the territory of that unit. Notwithstanding the foregoing, the Executive Council may decide to proceed differently for the Kativik bargaining unit.

ARTICLE 8.7 AUTHORIZATION TO SIGN A COLLECTIVE AGREEMENT AND A LOCAL BARGAINING AGREEMENT

- 8.7.1. For a bargaining unit within the meaning of the Labour Code, the Executive Council shall sign a collective agreement or a local bargaining agreement only after authorization by secret ballot, by a majority of votes cast by the members of that bargaining unit present at a General Assembly convened for that purpose at least forty-eight (48) hours in advance. The Delegate shall also sign the agreement; if there is no unit Delegate, the signature of the Executive Council is sufficient.

Notwithstanding the foregoing, the Executive Council may decide to proceed differently to obtain authorization from the members of the Kativik bargaining unit.

ARTICLE 8.8 AUTHORIZATION TO SIGN LOCAL ARRANGEMENTS OR ANY AGREEMENT PROVIDED FOR IN THE COLLECTIVE AGREEMENT

- 8.8.1. Any local arrangement or agreement provided for in the collective agreement, in order to be valid, must be signed jointly by the President and the unit

Delegate. If there is no unit Delegate, the signature of the Executive Council is sufficient.

CHAPTER 9 – COMMITTEES

ARTICLE 9.1 COMMITTEES

- 9.1.1. The General Assembly, the Regional Council, and the Executive Council may establish committees as needed and in accordance with the action plan.
- 9.1.2. Committees shall report to the body that created them at the time determined by that body.

CHAPTER 10 – FINANCES

ARTICLE 10.1 REVENUES OF THE UNION

10.1.1. The Union derives its revenues from:

- a) the entrance fee paid by its members, as set out in article 2,11c);
- b) the dues paid by its members and contributing persons;
- c) special donations, grants, and subsidies that may be granted to it;
- d) interest earned from investments.

ARTICLE 10.2 PAYMENTS

10.2.1. All payments shall be made electronically or by cheque. Each transaction must be approved by the two (2) persons holding the positions of President and Treasurer, or by two (2) persons authorized for that purpose by the Executive Council.

ARTICLE 10.3 FINANCIAL STATEMENTS

10.3.1. The General Assembly shall annually appoint an auditor who must submit a report within one hundred (100) days of the end of the financial year, which concludes on June 30 of each year (in accordance with article 3.31). The General Assembly may choose a member as auditor, provided that this person is not a member of the Executive Council.

10.3.2. The General Assembly shall adopt the financial statements following its review of the auditor's report.

10.3.3. Any member may obtain a copy of the financial statements free of charge.

CHAPTER 11 – DISSOLUTION

ARTICLE 11.1 AMENDMENTS TO THE BYLAWS

- 11.1.1. To amend, repeal, or replace any article of these bylaws, a notice of motion must be sent to all members at least ten (10) days before the meeting at which the notice of motion will be discussed.
- 11.1.2. For an amendment to the bylaws intended to disaffiliate the Union from the CSQ, the following conditions must be met:
 - a) a proposal to hold a referendum on disaffiliation may not be discussed unless a notice of motion has been given at least thirty (30) days before the General Assembly; the notice of motion must also be sent to the CSQ and the FPPE within the same period;
 - b) for a disaffiliation to be valid, it must receive, by referendum, the support of a majority of members. All members in good standing must be informed of the voting locations and times, which must be chosen to facilitate participation;
 - c) the CSQ may delegate an observer during the referendum.
- 11.1.3. For an amendment to the bylaws intended to disaffiliate the Union from the FPPE, the following provisions must be met:
 - a) a proposal to hold a referendum on disaffiliation may not be discussed unless a notice of motion has been given at least thirty (30) days before the General Assembly—the notice of motion must also be sent to the CSQ and the FPPE within the same period;
 - b) for a disaffiliation to be valid, it must receive, by referendum, the support of a majority of members. All members in good standing must be informed of the voting locations and times, which must be chosen to facilitate participation;
 - c) the FPPE may delegate an observer during the referendum.
- 11.1.4. The notice of motion to amend the bylaws must include the full text of the proposed amendment.
- 11.1.5. Subject to articles 11,12 and 11,13, any amendment to these bylaws, in whole or in part, requires a two-thirds (2/3) majority vote of the members present.
- 11.1.6. No amendment to article 1.4 may take effect without first obtaining authorization from the FPPE Congress.
- 11.1.7. Any amendment to the bylaws takes effect upon its adoption, unless otherwise provided by law.

ARTICLE 11.2 DISSOLUTION

- 11.2.1. The Union cannot be dissolved as long as fifteen (15) members in good standing wish to maintain it.
- 11.2.2. In the event of dissolution, the liquidation shall be carried out in accordance with the provisions of the Professional Syndicates Act (CQLR, c. S-40).