

# CONSTITUTION OF THE ANTIGUA AND BARBUDA UNION OF TEACHERS

Affiliated to:

- The Caribbean Union of Teachers
- The World Confederation of Organisations of the Teaching Profession

Relationship:

- Canadian Teachers Federation
- Nova Scotia Teachers Union
- Any other desirable National, Regional, International Organisation

## 1. TITLE

The organization shall be called "The Antigua and Barbuda Union of Teachers"

## 2. OBJECTS

- (a) To provide machinery for bargaining for better remuneration and conditions of service.
- (b) To champion individual and collective rights of members.
- (c) To provide means for the co-operation of the teachers and expression of their collective opinions upon matters affecting the interests of education and the teaching profession.
- (d) The encouragement of the cultural and professional advancement of members.
- (e) To provide opportunities for social contacts among teachers.
- (f) To co-operate with other teachers' organizations and also with other bodies where their aims seek to promote the social and educational advancement of the community and the professional interests of teachers.
- (g) To promote such schemes as would be of benefit to the members financially, socially, culturally, educationally or professionally.

## 3. MEMBERSHIP

- (a) Any teacher in the State of Antigua and Barbuda is eligible for membership upon payment of the monthly dues.
- (b) Any teacher whose arrears exceed six (6) months shall be considered non-financial. Such a person shall pay re-entrance fee of not less than six months dues.
- (c) Any teacher whose arrears exceed seven (7) months shall be considered a non-member. Such a person shall pay a sum of not less than fifty dollars (\$50.00) to regain membership.

## 4. OFFICERS

The officers of the Union shall be:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| ♣ The President                   | ♣ The Treasurer               |
| ♣ 1st Vice President              | ♣ The Assistant Treasurer     |
| ♣ 2nd Vice President              | ♣ Membership of the Executive |
| ♣ The Secretary General           | ♣ Trustee                     |
| ♣ The Assistant Secretary General |                               |

## 5. COMMITTEE

The Executive Committee of the Union shall be comprised of officers (excepting the trustee) and three members elected from the general body. Any member may hold office at the pleasure of the Union.

## **6. ELECTION OF OFFICERS**

Officers of the union shall be elected by ballot triennially at the last meeting before the annual conference. Any officer may be expelled by a two-thirds vote at conference.

## **7. DUTIES OF OFFICERS**

- (a) The president is the leader of the organisation. He presides over all meetings of the Union, and shall have the power to summon any special meeting should be deem such a meeting necessary. He shall also deliver the State of the Union Address at the Opening Session of the Annual Conference.
- (b) The Vice President shall perform the duties of the President in order of precedence in absence of this Officer. One of the Vice Presidents should take the chair at the opening session of the annual conference. NB. Any member may act as President (preterm) over a meeting on a motion duly carried, in the absence of the President and the Vice Presidents.
- (c) The Secretary General shall be responsible for the proper recording of minutes of all meetings. He shall publicise every general meeting at least seven days prior to the date of the meeting, together with main topics for discussion. A written report of the working of the union shall be submitted by the Secretary General and presented to the annual conference.
- (d) The Assistant Secretary General shall render such assistance to the Secretary General as the latter from time to time require, and in the absence of the Secretary General shall perform the duties appertaining to the officer.
- (e) The Treasurer collects all funds of the Union. He shall keep a record of all receipts and expenditure and submit a statement of all money transactions to the Annual Conference or when required to do so by the Union.
- (f) The Assistant Treasurer shall render such assistance as the Treasurer shall from time to time require, and in the absence of the Treasurer, shall perform the duties appertaining to the office.
- (g) The Trustees shall audit the accounts for the Union and may call upon the Treasurer at any time for the records. They shall report their findings to the House.
- (h) Any member with due notice shall have the right to inspect any record, the property of the Union.

## **8. FUNCTION OF THE EXECUTIVE**

The Executive Committee shall function as an executive body in the interest of the Union and shall be empowered to take decisive steps in any important matter calling for immediate action.

## **9. FINANCE**

- a. Entrance Fee: - All members shall pay an entrance fee of five dollars (\$5.00)
- b. Monthly dues: - All members shall pay monthly dues of five dollars (\$5.00)
- c. The President, Secretary General and the Treasurer (all three) shall required to sign for the withdrawal of monies from the Union's Bank Account.
- d. The President, Secretary General and the Treasurer, (all three) are authorised to negotiate loans, for and on behalf of, the Union and its members with the Commercial Bank or Institution selected by conference or the executive.
- e. The payment of dues should be preferably by the check-off system. Members may elect to pay their dues directly.
- f. Conference may increase the monthly dues from time to time.
- g. The Union's account must be audited annually by a reputable, External Auditor.

## **10. HOLDING MEETING**

General Meeting shall be held once a term when the schools are in session, on a date fixed and published by the executive. At a meeting of the Union 10% of the membership, or 40 members, which ever is less shall form a quorum.

## 11. EXTRA-ORDINARY MEETING

An Extra-Ordinary Meeting may be called at any time if in the opinion of the President such a meeting is deemed necessary. Provided also, that an Extra-Ordinary Meeting may be called upon a written request, stating the object of the meeting and signed by any seven members.

## 12. ANNUAL CONFERENCE

There shall be Annual Conference Day of (i) Minutes (ii) matters arising.

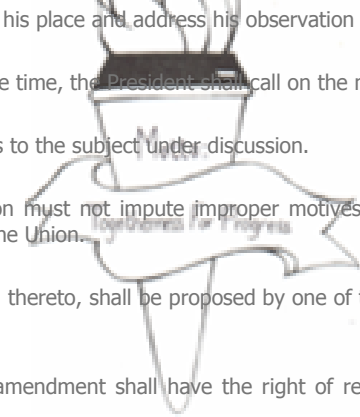
## 13. STANDING ORDERS

Agenda at Meeting:

a. It shall be as follows

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|--|---|
| (i.) Prayers   | (iv.) Special announcement by the President |
| (ii.) Reading of Member of the Union on Ascension Day from Minutes | (v.) Unfinished Business, New Business      |
| (iii.) Correspondence  | (vi.) Closing                               |

b. Rules Governing the Procedure at meeting:

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- (i.) A member desiring to speak shall rise in his place and address his observation to the President.
  - (ii.) If two or more members rise at the same time, the President shall call on the member who first catches his eye.
  - (iii.) A member must confine his observations to the subject under discussion.
  - (iv.) A member while speaking on a question must not impute improper motives to any member (b) use his right of speech for the purpose of obstructing the business of the Union.
  - (v.) Every motion, resolution or amendment, thereto, shall be proposed by one of the members and seconded by another before debate thereon shall be allowed.
  - (vi.) The Mover of a motion, resolution or amendment shall have the right of replying after all members who desire to speak, have spoken.
  - (vii.) No member shall speak more than once on a motion, resolution, or amendment thereto, except as provided under (vi.) above. No member except the mover shall speak on a motion, resolution or amendment thereto, for more than five minutes.
  - (viii.) Every motion, resolution or amendment thereto, shall be put to the vote by show of hands except the President in his absolute discretion decides otherwise.
  - (ix.) No member shall interrupt another member who is speaking except by rising on a point of order. The member so rising shall direct attention to the point which he desires to bring to notice and submit to the President's decision.
  - (x.) Any circumstance arising during a meeting in connection with procedure or the conduct of members and for which no provision has been made in the rules, shall be dealt with in the discretion of the President.

## 14. AMENDMENT OF LAWS

Amendment of these laws may be made at The Annual Conference with a two-third Majority in the House voting in favour of the amendment.

## DISSOLUTION

The Union may be dissolved when 4/5 of its Members vote for the dissolution.

