

CONSTITUTION

of the **Dawson Support Staff Union** **{Syndicat du personnel de soutien de Dawson}**

December 4, 1987
Amended November 18, 1988
Amended May 30, 1991
Amended May 31, 1993
Amended October 10, 2006
Amended June 10, 2011
Bylaw 1 adopted June 10, 2011
Amended June 14, 2013
Bylaw 2 adopted June 14, 2013

Amended December 11, 2014
Bylaw 3 adopted December 11, 2014
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Amended February 2, 2016
Amended January 12, 2017
Bylaw 3 amended January 12, 2017
Bylaw 4 amended January 12, 2017
Amended Jan. 10, 2018
Amended Jan. 8, 2019

CHAPTER I – PREAMBLE

Article 1 - NAME

A Union is hereby constituted in the City of Montreal under the name of Syndicat du personnel de soutien de Dawson (SPSD), Dawson Support Staff Union (DSSU). The Union is incorporated as a non-profit organization in the province of Quebec as of November 10, 2010 – Quebec enterprise number (NEQ): 1166964180.

Article 2 - HEAD OFFICE

The head office of the Union is situated at 3040 Sherbrooke St. West, Room 8A.9, Westmount, QC H3Z 1A4. The membership must be notified of any change as soon as possible by email, written notice or General Assembly.

Article 3 - JURISDICTION

The jurisdiction of the Union shall cover all Support Personnel in the employ of Dawson College.

Article 4 - AIMS

The aims of the Union shall be the advancement and protection of the professional, social (i.e. working conditions and rights of the individual), and economic welfare of its members and especially the negotiation and application of the collective agreement.

Article 5 - AFFILIATION

The Union may affiliate itself with any organization which has similar goals to its own. The Union is affiliated with the Centrale des syndicats du Québec (CSQ) and with the Fédération du personnel de soutien de l'enseignement supérieur (FPSES). The Union will respect the bylaws, rules, and decisions according to the stipulations provided for in the constitution of the chosen organization. Any representative or delegate of the chosen organization may be present at the meetings of the Union and take part in the deliberations, if approved by the Coordinating Council. However, in the case of a General Assembly, the presence of such a representative or delegate must be an item on the agenda.

Article 6 - DISAFFILIATION

- (a) A motion to hold a referendum on the subject of disaffiliation cannot be discussed unless notice of such a motion is given at least sixty (60) days in advance of a General Assembly. Notice of such a motion must be sent to the Centrale and the Federation, within the same delay;
- (b) The Union also sends to the Centrale and the Federation within the same delay, a summary of the reasons it alleges to support the proposal to hold a referendum on disaffiliation, as well as a list of its contributing members;
- (c) The Union shall have to accept at any General Assembly two persons authorized to represent the Centrale and two persons authorized to represent the Federation, who have so requested in advance, and will allow them to express their opinion for a period of time necessary for the comprehension of the debate. No other organization may be present at the General Assembly. The persons authorized to represent the Centrale and the Federation may attend the whole General Assembly where the proposal for holding the referendum is debated;
- (d) For a decision for disaffiliation to be valid, a referendum must receive support of the majority of members of the Union (50% + 1). All members must be informed of the location and time of the vote. The location(s) and the time(s) must be chosen so as to facilitate that vote;
- (e) The Centrale may delegate persons authorized to represent the Centrale as observers to be present at the time of the referendum; the Centrale may also delegate a person at each polling station;
- (f) The Union sends to the Centrale a copy of the notice and agenda of any General Assembly within the prescribed time before the meeting. The reasons it alleges to support the proposal to hold a referendum on disaffiliation must be included in the notice;
- (g) Before the General Assembly where a proposal to hold a referendum on disaffiliation will be debated, representatives of the Centrale and the Federation meet with the Union to discuss the reasons it alleges to support the proposal to hold a referendum on disaffiliation, the procedures following disaffiliation and the organization of the General Assembly;
- (h) The result of the referendum shall be transmitted to the Centrale and the Federation within twenty-four (24) hours following the ballot counting. Within thirty (30) days following the transmission of the results, the Centrale and the Federation may, if they deem it appropriate, examine the lists of voters, the ballots or any other document used at the poll. These documents are made available to them upon request; they can only be examined in the presence of at least one person authorized by the Union;
- (i) Following a decision in favour of disaffiliation, the Union must pay the Centrale and the Federation the union dues for the next three (3) months.

CHAPTER II – MEMBERS

Article 1 - DEFINITION

A member is one who conforms to Article 2 of this Chapter.

Article 2 - ELIGIBILITY

A Support Personnel who is a regular part-time, regular full-time, occasional or substitute employee of Dawson College, and who is not excluded by virtue of his/her function according to the Labour Code and the Collective Agreement shall be eligible for membership to the Dawson Support Staff Union provided that:

- (a) He/She sign the DSSU Application Form;
- (b) He/She shall pay an initiation fee of two (2) dollars;
- (c) He/She shall agree to abide by the Constitution of the Union and the resolutions adopted by the General Assembly or referendum.

Article 3 - DUES

The dues which each Support Personnel must pay to the Union shall be 1.4% of the employee's annual salary.

Article 4 - PRIVILEGES

Only members of the Union benefit from the privileges and advantages conferred by the bylaws of this Constitution. Members have access to all documents of the Union except grievance files and personal files and may examine them by appointment with the Executive Committee.

Article 5 - RESIGNATION

Any member who resigns from the College, in accordance with the Collective Agreement, loses all rights to the advantages and privileges conferred by this Constitution.

Article 6 - PRIVACY

The Union will destroy all personal information as per Bylaw 2, of any former employee seven years after their last paid day of work provided there are no related current grievances or litigations associated with their file.

CHAPTER III – GENERAL ASSEMBLIES

Article 1 - COMPOSITION

The General Assembly is composed of all members of the Union. The General Assembly must sit at least (2) times a year. Notice of the sitting accompanied by an agenda and all related documents must be sent to all members at least seven (7) working days before the set date.

Article 2 - DUTIES OF THE GENERAL ASSEMBLY

The Union is administered by the Executive Committee under the direction of the General Assembly. In particular, the duties of the General Assembly are as follows:

- (a) to ratify all appointees;
- (b) to ratify negotiations pertaining to any working contract, local ententes or agreements;
- (c) to adopt the provisions of the budget and financial statements;
- (d) to form ad hoc or standing committees judged to be useful to the well-being of the Union;
- (e) to modify and to amend the Constitution;
- (f) to form a Finance Committee to review and verify Union financial records;
- (g) authorize any expense of one thousand dollars (\$1,000) or more, above and beyond the approved operating budget.

Article 3 - SPECIAL GENERAL ASSEMBLIES

Special General Assemblies are normally convoked after advance notice of at least three (3) working days. However, in the case of an emergency, the Executive Committee of the Union may convoke such an assembly within that delay. Notice of the sitting accompanied by an agenda must be sent in writing to all members. Fifteen members may demand a Special General Assembly at any time, having given the President of the Union a notice signed by those members indicating the object(s) of such an Assembly. The President of the Union must convoke this Assembly within ten (10) working days of receiving such a notice, conforming to the above mentioned procedures.

Article 4 - QUORUM

At General Assemblies the quorum is fixed at forty-five (45) members of the Union.

Article 5 - PROCEDURE*

**repealed (see Bylaw 3-Procedures for Deliberative Assemblies)*

CHAPTER IV – EXECUTIVE COMMITTEE

Article 1 - COMPOSITION

The Executive Committee is made up of:

- 1 President
- 1 Vice-President Internal
- 1 Vice-President of Communications
- 1 Vice-President External
- 1 Secretary
- 1 Treasurer

The six (6) Executive Committee members are elected as per Bylaw 4 (Elections) of this Constitution.

Article 2 - MEETINGS

The Executive Committee meets at least bi-weekly during the fall and winter semesters, once a month during summer and non-school periods; date and place set by the President. Quorum is set at fifty percent plus one (50% + 1) of the members.

Article 3 - DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee are as follows:

- (a) to administer the operations of the Union;
- (b) to determine the dates and places of meetings, General Assemblies and Special General Assemblies;
- (c) to administer the funds of the Union within the limitations of the budget;
- (d) to implement all decisions taken by the General Assembly;
- (e) to form committees necessary to study, discuss, promote, or attain the aims of the union;
- (f) to receive complaints from members, examining and taking action on them;
- (g) to replace by appointment any officer who has resigned;
- (h) to designate the person(s) who will represent the Union or the members thereof officially when participation is required at an organization or committee;
- (i) to prepare agendas for Executive, Coordinating Council and General Assembly meetings;
- (j) to consult and make recommendations to the Coordinating Council and General Assembly;
- (k) to authorize all requests for syndical leave.

Article 4 - ANNUAL REPORT

The Executive Committee must present a report of its activities to the General Assembly in the first Assembly held after June 30th (the Union's financial year).

Article 5 - TRANSFER OF EXECUTIVE POWERS

If there are less than three (3) members on the Executive Committee, all Executive powers and duties are transferred to the Coordinating Council.

CHAPTER V – DUTIES AND POWERS OF THE OFFICERS

Article 1 - PRESIDENT

The duties of the President are the following:

- (a) to represent the Union in official proceedings;
- (b) to convoke General Assemblies;
- (c) to preside or designate a person to preside overall General Assemblies;
- (d) to sign cheques jointly with the treasurer or some other designated member of the Executive Committee;
- (e) to sign the minutes of Assemblies as well as financial reports;
- (f) acquire a working knowledge of parliamentary procedures and laws and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (g) to give a report on the state of the Union to the Coordinating Council and General Assembly;
- (h) to be ex-officio on all committees;
- (i) to supervise the general activities of the Union.

Article 2 - VICE-PRESIDENT INTERNAL

The duties of Vice-President Internal are the following:

- (a) to preside over all General Assemblies as required;
- (b) to assume the duties of the President in his/her absence;
- (c) acquire a working knowledge of parliamentary procedures and law and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (d) to be ex-officio on all committees;
- (e) to act as the convener of ad hoc subcommittees;
- (f) to be in charge of translation for the Union;
- (g) to coordinate liaisons.

Article 3 - VICE-PRESIDENT OF COMMUNICATIONS

The duties of the Vice-President of Communications are the following:

- (a) to assume the duties of the Internal Vice-President in his/her absence;
- (b) to act as publicity agent for all General Assemblies of the Union, to ensure that all members are informed of such meetings at least seven(7) days in advance;
- (c) acquire a working knowledge of parliamentary procedures and laws and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (d) to be ex-officio on all committees;
- (e) to be responsible for the coordination of the newsletter and all other communiqués;
- (f) to be responsible for the creation, modification and coordination of the DSSU web page and all other electronic media;
- (g) to read important correspondence at General Assemblies, Executive and Coordinating Council meetings.

Article 4 - VICE-PRESIDENT EXTERNAL

The duties of the Vice-President External are the following:

- (a) to represent the Union pertaining to external activities and organizations;
- (b) to act as the Union's official delegate at meetings called by the union affiliates;
- (c) to act as the Union's official delegate during contract negotiations;
- (d) to be ex-officio on all committees;
- (e) acquire a working knowledge of parliamentary procedures and laws and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (f) to give a report of all external meetings to the Coordinating Council and General Assembly.

Article 5 - SECRETARY

The duties of the Secretary are the following:

- (a) to be responsible for minutes at Executive and Coordinating Council meetings and General Assemblies for the Union;
- (b) to circulate the minutes of the General Assemblies of the Union to the membership;
- (c) to witness the signature of the President on all and any contracts and agreements in the name of the Union;
- (d) to notify the Executive and Coordinating Council of scheduled meetings;
- (e) to take charge of the Union's membership list and all documentation of the Union;
- (f) acquire a working knowledge of parliamentary procedures and laws and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (g) to be ex-officio on all committees.

Article 6 - TREASURER

The duties of the Treasurer are the following:

- (a) to receive and bank all monies of the Union;
- (b) to verify all statements coming from the bank;
- (c) to sit as Treasurer on the Finance committee which is responsible for reviewing and verifying the books once a year;
- (d) to give a financial report with the Finance Committee at each General Assembly and a brief monthly financial report to the Coordinating Council;
- (e) to make suggestions to the Coordinating Council and General Assembly about the best way to invest Union funds;
- (f) acquire a working knowledge of parliamentary procedures and laws and thorough understanding of the Constitution, Bylaws, standing rules of the Union and especially the Collective Agreement;
- (g) to be ex-officio on all committees.

CHAPTER VI – STANDING COMMITTEES & REPRESENTATIVES

All committees or representatives must give a report of their activities to the Coordinating Council.

Article 1 - LABOUR RELATIONS COMMITTEE (CRT)

The DSSU Labour Relations Committee is composed of:

- one (1) Executive Committee representative
- two (2) representatives elected as per Bylaw 4 (Elections) of this Constitution and carry out their mandate in accordance with the Collective Agreement.

The Labour Relations Committee (CRT) does not have the authority to sign agreements and/or ententes with the College; any such agreement or entente must be signed by a member of the Negotiation Committee with the majority approval of the Coordinating Council. All agreements and/or ententes are subject to the approval of a General Assembly meeting.

Duties:

- a) defend the rights and privileges of Union members as set out in the Collective Agreement;
- b) attend monthly CRT meetings;
- c) attend Coordinating Council meetings.

Article 2 - NEGOTIATION COMMITTEE

The Negotiation Committee consists of the Executive Committee and will operate in consultation with the Coordinating Council as per Chapter VII of this Constitution.

Article 3 - PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

The two (2) DSSU Professional Development Committee representatives are elected as per Bylaw 4 (Elections) of this Constitution and carry out their mandate in accordance with the Collective Agreement.

Duties:

- a) be familiar of the procedures and documents required for professional development requests;
- b) provide information and advice to DSSU members;
- c) represent the DSSU in a position to improve or modify the standing policies;
- d) attend Coordinating Council meetings.

Article 4 - CLASSIFICATION COMMITTEE

The DSSU Classification Committee is composed of:

- one (1) Executive Committee representative
- one (1) representative elected as per Bylaw 4 (Elections) of this Constitution and carries out their mandate in accordance with the Collective Agreement.

Duties:

- a) to be familiar with the Classification Plan;
- b) to offer support during the reclassification request process;
- c) attend Coordinating Council meetings.

Article 5 - WOMEN'S COMMITTEE

The two (2) Women's Committee representatives are elected as per Bylaw 4 (Elections) of this Constitution.

Duties:

- a) advocate and represent the interests of women in the college;
- b) plan women and gender-related events including International Women's Day, taking actions to counter ignorance, prejudice, stereotypes, discrimination, harassment or gender-based violence with strategies aimed at sensitizing and educating the membership;
- b) occasionally attend conferences outside the college;
- c) attend Coordinating Council meetings.

Article 6 - HEALTH AND SAFETY COMMITTEE

The one (1) DSSU Health and Safety representative is elected as per Bylaw 4 (Elections) of this Constitution and carries out their mandate in accordance with the Collective Agreement.

Duties:

- a) represent the DSSU on the Dawson Health and Safety committee, which investigates and follows up all questions, concerns and complaints that are directed to its attention;
- b) be familiar with health and safety issues around the college and assist DSSU members when requested;
- c) be familiar with the Health and Safety Act and provide information to DSSU members;
- d) attend Coordinating Council meetings.

Article 7 - HARASSMENT COMMITTEE

The one (1) DSSU representative of the Committee to Stem Violence, Discrimination, Harassment and the Abuse of Power is elected as per Bylaw 4 (Elections) of this Constitution and carries out his/her mandate in accordance with the Collective Agreement.

Duties:

- a) provide active education and make recommendations, when necessary, on changes to the policy and existing practices;
- b) responsible for working with the College to prevent incidents of violence, discrimination, harassment and the abuse of power;
- c) attend Coordinating Council meetings.

Article 8 - SOCIAL SECURITY REPRESENTATIVE

The one (1) Social Security Representative is elected as per Bylaw 4 (Elections) of this Constitution.

Duties:

- a) be familiar of the procedures and documents required for retirement and parental leave requests to the College;
- b) provide information to DSSU members related to retirement, parental rights and the CSQ-SSQ insurance contract;
- c) occasionally attend conferences outside the College;
- d) attend Coordinating Council meetings.

Article 9 - SUPPORT STAFF TRAINING DAY COMMITTEE

The two (2) Support Staff representatives of the Support Staff Training Day Committee are elected as per Bylaw 4 (Elections) of this Constitution.

Duties:

- a) to plan and organize the yearly Support Staff Training Day;
- b) to promote and establish professional working activities;
- c) attend Coordinating Council meetings.

Article 10 – DELEGATE AT LARGE

The one (1) Delegate at Large is elected as per Bylaw 4 (Elections) of this Constitution.

Duties:

- a) provide support to the different union committees when needed;
- b) occasionally attend conferences outside the College;
- c) attend Coordinating Council meetings.

Article 11 - OTHER COMMITTEES & REPRESENTATIVES

The Support Staff members of the Board of Governors and Senate are also elected as per Bylaw 4 (Elections) of this Constitution, and are non-voting members of the Coordinating Council. All representatives on ad hoc committees or other standing committees not listed in articles 1 to 10 of this Chapter, who were appointed by the General Assembly or Executive Committee, are not members of the Coordinating Council.

CHAPTER VII – COORDINATING COUNCIL (CC)

Article 1 - COMPOSITION

The Coordinating Council shall be composed of the Executive Committee and all members of the Standing Committees & Representatives listed in articles 1 to 10 of Chapter VI. If a member occupies more than one Council position, he/she is limited to one vote.

Article 2 -MEETINGS

The CC meets at least twice a semester at a time and place set by the Executive Committee. Quorum is set at 50% plus one of the elected members.

Article 3 - DUTIES OF THE CC

The duties of the Coordinating Council are as follows:

- (a) to ratify any decisions that will be taken at the Standing Committee level;
- (b) to ratify any agreement or entente between the Union and the College;
- (c) to ratify any decision to contract legal and/or technical services not provided by the FPSES that may be necessary;
- (d) to act as a consultative body for the Union;
- (e) to make recommendations to the Executive Committee and the General Assembly;
- (f) authorize any expense of one thousand dollars (\$1,000) or less, above and beyond the approved operating budget;
- (g) to assume all Executive powers and duties if there are less than three (3) members on the Executive Committee.

Article 4 - VOTE

Decisions of the CC are taken when the majority of the members present assent. A member shall refrain from voting in the event of a conflict of interest.

Article 5 - TERMINATION

At the end of the term of office each member must remit all property of the Union to the Executive Committee.

Article 6 - REIMBURSEMENT

Union officers are reimbursed as per the DSSU Expense Reimbursement Policy applicable to meetings, for expenses incurred in the exercising of syndical duties that have been approved by the Executive Committee.

Article 7 - RESIGNATION

Any elected officer of the Executive Committee or Coordinating Council may resign by submitting a written notice to the Secretary of the Union. The resignation is in effect upon reception of the letter by the Secretary or at any later date indicated by the resigning officer. Any elected officer of the Executive Committee or Coordinating Council who misses more than three (3) consecutive scheduled meetings without valid reason will be considered to have resigned.

Article 8 - SUSPENSION AND EXPULSION

The Executive Committee or Coordinating Council in its respective scope of authority may suspend or expel, by a two-thirds (2/3) majority vote, for a period that it determines, an officer who does not respect the Union's regulations, Bylaws and Constitution, or who acts contrary or in a way damaging to the interests of the Union. The decision of the Executive Committee or Coordinating Council could be appealed by the expelled or suspended officer before a special or annual General Assembly; the officer must make known his or her intention to appeal within ten (10) days following the reception of the suspension or expulsion notice. The decision of the General Assembly is final and without appeal.

Article 9 - REINSTATEMENT

A suspended officer may be readmitted provided he or she:

- (a) is approved by a two-thirds (2/3) vote of a quorum of the respective Executive Committee or Coordinating Council; and
- (b) agrees to fulfill such reasonable conditions as may be imposed by the respective Executive Committee or Coordinating Council; or
- (c) is reinstated by a decision of the General Assembly following his/her appeal of the suspension/expulsion made by the Executive Committee or Coordinating Council.

CHAPTER VIII – VOTING PROCEDURES FOR MOTIONS*

**repealed (see Bylaw 3-Procedures for Deliberative Assemblies)*

CHAPTER IX – ELECTIONS*

**repealed (see Bylaw 4-Elections)*

CHAPTER X - CONSTITUTIONAL AMENDMENTS

Article 1 - ADOPTION AND AMENDMENT OF THE CONSTITUTION AND BYLAWS

- (a) A proposal to modify or repeal the Constitution or Bylaws, or any proposal for a new Constitution or Bylaw must be sent to the members, by the Executive Committee at least (21) days before the General Assembly which will deal with it;
- (b) Members, the Executive Council and the Coordinating Council may formulate amendments to any announced motions for modifications or for new provisions, in conformity with this article and by sending them to the Executive Committee at least (14) days before the General Assembly which will deal with them;
- (c) No new motions will be accepted beyond this time limit;
- (d) The Executive Committee shall send to the Members, at least (7) days before the General Assembly which will deal with them, all motions received within the established time limits as well as the position of the Executive Committee on each motion, if applicable;
- (e) All motions addressed in this article must be included in the minutes of the General Assembly at which the motions were put forward;
- (f) A secret ballot vote cannot be requested for a motion or an amendment brought to the General Assembly, by virtue of this chapter, without the approval of at least 90% of the General Assembly;
- (g) The DSSU Constitution and Bylaws can only be adopted, modified or repealed with the approval of two thirds (2/3) of the votes cast by members in attendance.

Article 2 - COMING INTO FORCE

- (a) Any amendment to the Constitution or Bylaws, or any new Bylaw, shall come into force as soon as it is adopted by the General Assembly, unless a different date is specified.

CHAPTER XI - STRIKE PROVISIONS

Article 1 - STRIKE MANDATE

Any vote for a strike must be by secret ballot in a General Assembly. Notice of the sitting in regards to the ballot to be held, must be sent to all members at least 48 hours in advance as required by article 20.2 of the Labour Code.

Article 2 - DURING A STRIKE

The following special provisions are in effect:

- (a) the General Assembly must ratify the amounts and method of payment of strike pay;
- (b) any vote to return to work or to accept or reject contract offers during a strike must be by secret ballot in a General Assembly;
- (b) the General Assembly must ratify how often to convene future General Assemblies;
- (c) the rules for calling a General Assembly outlined in Chapter 3 do not apply during a strike; a minimum of 24 hours notice is required;
- (d) the Executive Committee must notify members of a temporary change of head office within 24 (twenty-four) hours.

CHAPTER XII – FINANCES

Article 1 - SIGNING AUTHORITIES

Three members of the Executive Committee will have signing authority for all cheques (the President, the Treasurer, and one other member of the Executive Committee). All cheques must be signed by two of these members; all petty cash vouchers by one of these members.

Article 2 -AUTHORIZATION LIMITS

Other than previously approved operating expenses:

- (a) the Executive Committee can authorize any expense payment of five hundred dollars (\$500) or less, special expenses must be reported at the next Coordinating Council or General Assembly;
- (b) the Coordinating Council can authorize a payment of one thousand dollars (\$1,000) or less, above and beyond the approved operating budget;
- (c) any expense of more than one thousand dollars (\$1,000) must be authorized by the General Assembly.

Article 3 - STRIKE FUND

At the end of the Union's fiscal year, any surplus shall be transferred to the Union's Strike Fund.