

# CONSTITUTION OF THE ST. LUCIA TEACHERS' UNION

Revised June 2002

**Regulations, standing orders code of ethics, description of emblem and Motto**

***MOTTO: "Unite for Power and Progress"***

## DESCRIPTION OF EMBLEM

The picture in the emblem is two- fold.

1. The two black faces which face each other signify the fraternity and equality which exist among all teachers. Each head holds the brain which determines the teacher's intellectual, spiritual and social capability.
2. In another light the two faces form a golden chalice which contains liberation which is the essence of all our aspirations. The joined hands represent unity and the work force which depend on the mental or intellectual ability of all teachers.

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## **THE CONSTITUTION**

We the teachers of St. Lucia, in order to provide for our common good and welfare, to act as a corporate body in the pursuit of Justice within our profession and generally to protect our interests, do organize ourselves into a Union. We do hereby establish these Regulations, Code of Ethics, Standing Orders and Elections Procedures to govern ourselves and to form, for legal and professional purposes, the Constitution of the St. Lucia Teachers' Union.

### **1. NAME AND OFFICE**

- (a) This organization shall be known as the St. Lucia Teachers' Union (hereinafter) referred to as THE UNION.
- (b) The Registered Office of THE UNION shall be located in Castries or in such other places as may be decided upon by the Biennial Convention.

### **2. OBJECTIVES**

- (a) To unite all the teachers of St. Lucia into a common association.
- (b) To obtain and maintain just and proper wages, terms and conditions of employment and generally to protect the interest of members. To provide for members legal and /or other advice and assistance when and where necessary in connection with their employment.
- (c) To examine, promote and / or comment on and all legislation and regulations affecting THE UNION and /or its members both as teachers and as citizens.
- (d) To promote and advance the cause of social justice through education.
- (e) To work towards the elimination of illiteracy within the shortest possible time.
- (f) To afford the Government and Education Authorities the benefit of teachers' collective ideas, opinions and experiences on educational, social and cultural matters.
- (g) To work towards the establishment and maintenance of a relevant domestic system of education which allows teachers and students the opportunity to participate in the decision making processes.
- (h) To create institutions within THE UNION that will improve and ensure the social, economic, professional and cultural welfare of teachers.
- (i) To seek to exert the influences of teachers on matters of national importance.

- (j) To establish, carry on or participate in the business of printing or publishing newspapers, journals, books, pamphlets or other publications that are in agreement with the aims of THE UNION.
- (k) To regulate relations and to settle disputes between members and other workers by amicable agreements whenever possible.
- (l) To establish and maintain relations with Teachers' Organisations and Trade Unions locally, regionally and internationally, and to promote the Trade Union Movement.

### **3. MEMBERSHIP**

- (a) Membership in THE UNION is open to all persons in St. Lucia employed in the Teaching Service and shall be determined by the Administrative Secretariat or the Biennial Convention in the case of Honorary Membership.
- (b) Membership in THE UNION shall be of four types, viz., Full, Student, Associate and Honorary.
- (c) Full members shall be persons employed in the teaching profession and professional staff employed in the Ministry of Education and private educational institutions contributing and entitled to union services and benefits.
- (d) Student Membership shall be
  - (i) persons who, not being previously employed in the teaching profession, are attending teacher training institutions.
  - (ii) teachers on study leave with no pay.
  - (iii) Exempted from paying union dues
  - (iv) Entitled to all benefits and privileges except voting and holding branch and/or national office.
- (e) Associate Members shall
  - (i) Groups with aims and objectives compatible with those of THE UNION and whose application for membership is considered and granted by the National executive Committee.
  - (ii) Persons who are retired teachers but were full members up to the times of retirement.
  - (iii) Persons who otherwise qualify as teachers
  - (iv) Entitled to representation at the Conference of Delegates as stipulated by the National Executive Committee but shall not have the right to vote.
- (f) Honorary Members shall
  - (i) be appointed by the Biennial Convention

- (ii) not pay dues, vote nor hold office but shall be entitled to all other benefits
- (g) An updated list of all Honorary Members shall be prepared every two years by the General Secretary.
- (h) No member shall be entitled to hold national office until six months has elapsed after being admitted to membership.
- (i) Every person, on being accepted as a member, shall be provided with a membership card.
- (j) Only members of the union shall be entitled to representation by THE UNION in matters pertaining to employment and welfare.
- (k) Application for Full, Student, Honorary or Associate Membership shall be made by submitting the appropriate membership and subscription forms ( in duplicate) together with two passport sized photographs through any union official to the General Secretary who will place them before the Administrative Secretariat for consideration, acceptance or rejection.

#### **4. SUBSCRIPTION FEES**

The subscription fee payable to THE UNION shall be determined by the Biennial Convention. All members shall be bound by the decision of the Biennial Convention.

- (a) A member whose subscription is three months in arrears shall be deemed unfinancial. One, whose subscriptions is six months in arrears and who has not paid after fourteen (14) days of receiving the notification, shall cease to be a members of THE UNION and his/her name shall be removed from the roll of members.
- (b) A non-financial members shall not be permitted to vote at meetings of THE UNION at any level( Branch or General), nor shat he/she be eligible for election to any office before the expiration of six(6) months from the date of his/her readmission to membership. However, he or she may attend meetings of THE UNION or Branch, but shall take no part in the discussion unless invited to do so by the Chairperson of the meeting.
- (c) A person who ceased to be a member of THE UNION by reason of being suspended or expelled fro arrears in subscription may, on application and on the payment of arrears, be reinstated upon such terms as the National Executive may decide when the matter is referred to them by the Administrative Secretariat. Teachers who resigned from THE UNION on their own accord, may also be readmitted to membership at the discretion of the National Executive Committee.

## **5. GOVERNMENT AND ADMINISTRATION**

The Government and Administration of The UNION is distributed in Order of authority from the Biennial Convention at the top to shop stewards at the bottom. This hierarchy emphasizes that the most powerful voice in the Union is that of the members expressed at National General Meetings. The other representative groups of Government and Administration, from the level of the National Executive Committee, shall act on decisions, taken by the members or take decisions pending ratification by members through their supreme authority.

The Government and Administration of the Union shall operate at the following levels:

- (a) Biennial Convention
- (b) National General Meeting
- (c) Conference of Delegates
- (d) National Executive committee
- (e) Administrative Secretariat
- (f) Branches
- (g) Shop Stewards

### **(a) Biennial Convention**

- (i) The supreme authority of THE UNION shall be vested in the Biennial Convention which shall be held every two years during the vacation
- (ii) The Biennial Convention shall be open to all members but only Full Members shall be permitted to vote.
- (iii) A quorum for the Biennial Convention shall consist of 15% of members.
- (iv) No business shall be transacted at the Biennial Convention unless a quorum is present at the time the meeting proceeds to business.
- (v) If within one hour from the time appointed for the Biennial Convention a quorum is not present, the Biennial Convention shall stand adjourned to a date within two weeks to be announced by the presiding officer, and if at that general meeting a quorum is still not present within half hour of the time appointed for the Biennial Convention, the members present shall be a quorum.
- (vi) Notice of the Biennial Convention together with the Meeting's Agenda and procedure shall be determined by the National Executive Committee

and shall be given at least 30 days prior to the Biennial Convention either by the public advertisement of by THE UNION'S bulletin.

- (vii) Without prejudice to other business, the Biennial Convention shall
- receive and consider reports, resolutions and recommendation from the Conference of Delegates
  - receive individual interventions on reports and resolutions
  - receive the report of the Election Commission and install new Executive Officers;
  - ratify a budget for THE UNION for the next Biennium; and
  - consider other business.

**(b) National General Meetings**

- (i) Between Biennial Conventions authority shall be vested in the National General Meeting which shall take place at least once a year.
- (ii) The National General Meeting shall be open to all members but only Full Members shall be eligible to vote.
- (iii) Notice of the National General Meeting as well as the agenda and procedure shall be determined by the Administrative Secretariat and such notice shall be given at least 30 days prior to such meetings either by public advertisement or THE UNION's bulletin.
- (iv) The National General Meeting shall
  - examine the execution and implementation of the Biennial Conventions programme;
  - examine reports by the National Executive Committee and/or Administrative Secretariat
  - Consider new business; and
  - Make major decisions on THE UNION's business.
- (v) An extraordinary National General Meeting may be convened by the Administrative Secretariat or by the National Executive Committee at any time or by written petition from no less than 10% of Full financial members.

- (vi) In the case of a request for a meeting by petition, matters to be considered shall be clearly indicated in the petition which shall be submitted to the General Secretary.
- (vii) Extraordinary national General Meetings shall be held within twenty-one (21) days of receipt of a petition.
- (viii) Seven (7) days notice of an extraordinary National General Meeting shall be given either by public advertisement or by THE UNION's bulletin.

**(c) Conference of Delegates**

An Annual conference of Delegates shall

- (i) Be held at least seven days before the Biennial Convention or during the second term in the year when there is no Biennial Convention.
- (ii) Deliberate in all such matters deemed necessary by the National Executive Committee and pertinent to the agenda of the National or Biennial Convention such as THE UNION's Financial Report and balance sheets, the auditor's report, resolutions and the report of the National Executive Committee.
- (iii) Comprise of the National Executive Committee; Shop Stewards or one representative from each school provided that school with financial membership of over 30 should be afforded an additional delegate; a representative of each group which is an Associate Member.
- (iv) Have the power to pass resolutions and to make recommendations to the National General Meeting or Biennial Convention with regards to the making of rules and the amendment of regulations. It shall also have the power to make decisions for action subject to ratification at the National General Meeting or Biennial Convention.

**(d) National Executive Committee**

The National Executive Committee shall

- (i) Consist of all elected National Officers, the Immediate Past President, Branch Representatives, Trustees and coordinators of standing committees ( or their representatives, when necessary).
- (ii) Be the highest administrative body of THE UNION.
- (iii) Meet every two months and at such other times as may be determined by the National Executive Committee or may be considered necessary

for the effective conduct of THE UNION's business by the Administrative Secretariat.

- (iv) Require a branch to replace its representative on the National Executive Committee if a representative fails to attend three consecutive meetings to which he/ she is summoned without written explanation of his/her absence or if the National Executive Committee is of the majority opinion that an explanation given is not satisfactory. Any representative so affected shall have the right of appeal at the Biennial Convention or National General Meeting immediately following the decision and the ruling of that Biennial Convention or National General Meeting shall be final.
- (v) Hold a meeting only if there is a quorum of at least one more than half of the total membership.
- (vi) Make decisions by voting on the basis of a simple majority.
- (vii) Have the power to raise or borrow money on any of the properties or securities of THE UNION by way of mortgage or otherwise in such manner as it deems fit.
- (viii) Monitor the work of the Administrative Secretariat, branches and standing committees; take any corrective measures and; make recommendations as it deems necessary.
- (ix) Ensure that decisions of the Biennial Convention and National General Meetings are implemented.
- (x) Have a term of office not exceeding two years
- (xi) Have the power to fill a vacancy from among full members of THE UNION, in the event that that Elections Commission deems the time insufficient to hold a bye- election.
- (xii) Determine the duties of the administrative staff members of THE UNION.
- (xiii) Consider any business relevant to THE UNION.
- (xiv) Notwithstanding any other provision the entire elected body of the National Executive Committee or any of its members may be removed from the office during the period between Biennial Conventions on a two-thirds (2/3) majority vote of those present and voting at an extraordinary National General Meeting held for this purpose on the request of 20% of the financial members from at least four branches.

Such request, accompanied by their signatures, shall be made in writing stating therein the reasons for removal. The request shall be sent to the General Secretary who must, not later than 14 days after receipt of the request, issue notice for the holding of an extraordinary National General Meeting not later than 21 days from the date of such notice. Provided, however, that such a meeting shall not fall within 4 months prior to the holding of regular UNION elections. Provided, as well, that the extraordinary National General Meeting immediately proceeds to elect a replacement for any elected officer removed.

**(e) Administrative Secretariat**

The Administrative Secretariat shall

- (i) Comprise the President, Vice Presidents, General Secretary, Deputy General Secretary, Treasurer, Public Relations Officer and Immediate Past President.
- (ii) Direct the day to day operations of THE UNION and coordinate the activities and programmes of the National Executive Committee.
- (iii) Be responsible for supervising the National Office and shall have administrative staff to be decided upon by the National Executive Committee and paid from the funds of THE UNION.
- (iv) Be empowered to summon extraordinary National General Meetings and National Executive Meetings as the need arises.
- (v) Have a term of office not exceeding two years.
- (vi) Meet at least once between meetings of the National Executive Committee, and otherwise as deemed necessary by the General Secretary in consultation with the President.
- (vii) Be empowered to appoint committees and co-opt members to committees to further any specific business interest of THE UNION.
- (viii) Report on its activities to the national Executive Committee in writing and such reports should be circulated before the date of the meeting.

**(f) Branches**

- (i) THE UNION shall operate a branch system for the purpose of carrying out the objectives of THE UNION.
- (ii) The number of branches and the specific boundaries of the branches shall be decided by the Biennial Convention.

- (iii) Branches shall, as far as possible cover a specific geographical area.
- (iv) Each Branch shall operate as a separate body but shall be bound by the Constitution and regulations of THE UNION and the decisions of the Biennial Convention, National General Meetings and the National Executive Committee.
- (v) Each branch shall meet at least once a term at a time and place to be determined by the branch executive.
- (vi) Each branch shall have an Annual General Meeting during the Month of October at which the Branch Executive Report and Financial Report shall be given.
- (vii) Elections officers shall be held biennially during the month of October.
- (viii) The new executive shall assume office from the first Monday of November.
- (ix) The authority of the Branch shall be vested in the General Meeting of the Branch.
- (x) Members shall be given notice of the Branch General Meetings at least one week before its scheduled date and the agenda for such meetings shall be prepared and circulated by the Branch executive.
- (xi) The Branch Executive may summon an emergency General Meetings anytime it deems it necessary.
- (xii) The Branch Executive shall comprise a President, Secretary, Treasurer, Public Relations Officer, Shop Stewards in the Branch and any other office which the General Meeting deems necessary for the conduct of the branches business.
- (xiii) Each Branch shall have the power to draft its own Rules to govern its business, provided that these do NOT CONFLICT with that Constitution or Regulations of THE UNION.
- (xiv) Each branch shall have the power to raise funds to defray expenses of the Branch.
- (xv) A percentage of monthly subscriptions based on the number of financial members of the branch shall be allocated to the Branch. This

percentage shall be decided by the National Executive Committee thought it can be revised by the Biennial Convention.

- (xvi) Each Branch shall submit for annual inspection all the books and financial recorded of the Branch to National Treasurer.
- (xvii) Branch General Meetings shall be open to all members of the Union but only full members shall be eligible to vote or hold office.
- (xviii) The Branch Executive shall ensure full implementation of decisions made at the Branch general Meeting, National Executive Committee National General Meetings and Biennial Conventions and shall co-opt any member of the general body of the Branch to assist in the Executive's work.
- (xix) Decisions at the Branch Executive shall be on the basis of simple majority with the Branch President having an original and casting vote.
- (xx) The Branch Executive shall see to it that proper records are kept and shall submit detailed reports of accounts as well as official minutes of Executive Meetings to the National Executive Committee of the Union termly, or whenever required to do so by the National Executive Committee.

**(g) Shop Stewards**

- (i) Members of staff in each educational institution shall elect, during the first term of each school year, a member of staff who shall be the Union's shop steward in that institution.
- (ii) IN the event that a representative /steward is not elected by the end of the first term of each school year, The National Executive Committee shall have the power to appoint a member of staff of the school concerned to the post until such time that a meeting is convened to elect a person to the post.
- (iii) It shall be the duty of the shop steward to inform the General Secretary of his/her appointment within two weeks of being elected.
- (iv) It shall be the duty of the shop steward to act as a liaison between his. Her staff, his/her branch and the National Executive Committee: To carry out such additional duties as are from the time to time determined by the National Executive Committee and so foster the objectives of St. Lucia Teacher's Union as laid down in the Constitution.

- (v) Each shop steward must be a Full member of THE UNION. Members shall hold office for two school years and shall be eligible for re-election by the school staff.
- (vi) A vacancy occurring during the term of office of a steward shall be filled by a steward from the same school.
- (vii) The school staff shall have the right to replace a non-functioning or ineffective Shop Steward if his/her performance is considered to adversely affect the school or the union in general.

**6. DUTIES OF THE NATIONAL EXECUTIVE OFFICERS.**

**7.**

**(a) The President**

The President shall

- (i) preside over at all meetings of THE UNION at which he/she shall have both an original and casting vote.
- (ii) Sign the minutes of every meetings at which he/she presides at the times they are confirmed;
- (iii) In conjunction with the Administrative Secretariat superintend the general administration of the affairs of THE UNION according to the Regulations of THE UNION.
- (iv) Convene all meetings through the General Secretary;
- (v) In cases of emergency, have the authority to spend and may authorize the expenditure of a sum of money not exceeding a limit by the National Executive Committee from the funds of the Union reporting the same to the Administrative Secretariat at its first meeting after the expenditure.
- (vi) In conjunction with the Treasurer and one Trustee sign all cheques and endorse all expenditure of THE UNION.
- (vii) Be responsible for all official releases of THE UNION to the public, press and teachers.
- (viii) Act generally on behalf of THE UNION with the consent of the National Executive Committee.

- (ix) Notwithstanding the above, delegate some of the responsibilities to the Vice President.

**(b) The First Vice President**

The First Vice President shall:

- (i) assist the President generally.
- (ii) in the absence of the president perform the duties of the president.
- (iii) In the event of a vacancy arising in the office of the President, assume the duties and authority of the President until elections are held to fill the vacancy or until a President is appointed by the National Executive Committee.
- (iv) Chair the Education Committee.
- (v) Perform, from time to time, any other duty determined by the Administrative Secretariat or the National Executive Committee.

**(c) The Second Vice President**

The Second Vice President shall:

- (i) act as President or 1<sup>st</sup> Vice President in their absence and shall, otherwise, assist them generally.
- (ii) in the event that the officers of both President and Vice President become vacant, assume the duties and authority of the President until elections are held to fill the vacancy or until the offices which became vacant are filled by the National Executive Committee.
- (iii) chair the sports, social and cultural committees.
- (iv) perform from time to time any other duty determined by the National Executive Committee and/or Administrative Secretariat.

**(d) The General Secretary**

The General Secretary shall:

- (i) carry out the instructions of the National Executive Committee and/or the Administrative Secretariat.
- (ii) be responsible for all the correspondence of the UNION.

- (iii) ensure that proper up-to-date records of membership. Correspondence, books, papers and documents of THE UNION are kept.
- (iv) Be responsible for the preparation and notification of all meetings, including the circulation of the agenda, the preparation of all National Executive Committee reports to all National General Meetings and Conferences of Delegates, in consultation with the President.
- (v) Be head of the Administrative Secretariat and direct the day-to-day Management of THE UNION's business;
- (vi) Liase with local, regional and international Trade Unions, Secretariats and with other organizations involved in Trade Unionism and Education as directed by the decision-making bodies of THE UNION;
- (vii) Hand over to the treasurer all monies collected on behalf of THE UNION not later than 72 hours after the Treasurer shall deposit said amount in the Bank to the Credit of THE UNION within 48 hours thereafter;
- (viii) Be provided with petty cash in a sum to be determined by the National Executive Committee. For expedience, administration of petty cash may be delegated to Administrative Staff, but the General secretary shall ultimately be accountable to the National Treasurer.
- (ix) Prepare the agenda to the National Executive Committee Meetings in consultation with the President and responsible for its circulation;
- (x) Perform from time to time such other duties as defined by the Administrative Secretariat, National Executive Committee, or a higher body within THE UNION.

**(e) The Deputy General Secretary**

The Deputy General Secretary

- i) assist the General Secretary at all times in the performance of his/her attitudes and shall deputize for the General Secretary in the event of his/her absence, illness or resignation;
- ii) be responsible for preparing the minutes of all meetings and presenting them at the next meeting;
- iii) shall perform from time to time other duties assigned to him/her by the National Executive Committee, Administrative Secretariat or higher level of THE UNION.

**(f) The Public Relations Officer**

The Public Relations Officer shall;

- (i) be responsible for uplifting and promoting the public image of THE UNION.
- (ii) be responsible, in conjunction with the President for all literature, press releases and conferences, public meetings and other publicity or propaganda of THE UNION.
- (iii) chair the Publications and Public Relations Committee;
- (iv) perform from time to time such other duties as defined by the Administrative Secretariat, the National Executive Committee or a general Meeting of THE UNION

**(g) The Treasurer**

The Treasurer shall:

- (i) be responsible for the management of the expenses and income of THE UNION.
- (ii) receive all monies paid to THE UNION and lodge same within 48 hours of receipt with the bankers of THE UNION.
- (iii) keep proper accounts of receipts and expenditure supported by documentary evidence and shall submit same for audit when requested by the Administrative Secretariat.
- (iv) submit a report to each regular meeting of the National Executive Committee or at such other times as the National Executive Committee may decide;
- (v) at least one month before the date fixed for the Biennial Convention of THE UNION present to the National Executive Committee a report for the preceding two years, an income and expenditure account and Balance Sheet as at the end of such period; these documents shall form part of the National Executive Report to the Convention.
- (vi) Also present an audited statement of Account outlining expenditure for the completed year to the Conference of Delegates;
- (vii) Chair the Finance and Fund Raising Committee

- (viii) Forward to all financial members a copy of the auditor's report;
- (ix) Determine the latest dates for requests for appropriations in the following financial year, and shall inform in writing the various committees and the Elections Commission for these dates in good time for the preparation of their requests;
- (x) Cause to be prepared an annual budget to be submitted for approval to the Annual Conference of Delegates and shall supervise the Union's expenditures in accordance with the approved budget;
- (xi) After consultation with the Finance Committee and the Trustees of THE UNION, make recommendations to the National Executive Committee for the extraordinary deployment of funds not foreseen in the Budget;
- (xii) Authorize an extraordinary expenditure not exceeding the sum fixed from time to time by the National Executive Committee in cases of emergency and when the National Executive Committee cannot be conveniently summoned to an extraordinary meeting, in consultation with the President;
- (xiii) Make available to financial members for inspection, the books of THE UNION not more than seven days after he has received such a request in writing;
- (xiv) In conjunction with the President and one Trustee sign all cheques on behalf of THE UNION;
- (xv) Twice annually inspect the books and financial records of Branches.

## **8. FINANCE AND AUDIT**

- (a) One of the objectives of the St. Lucia Teachers' Union shall be to raise funds by means of:
  - (i) an entry contribution levied on each member;
  - (ii) a monthly subscription;
  - (ii) fund raising activities;
  - (iii) donations and gifts;
  - (iv) interest on investments ( if any);
  - (v) levies on members when the occasion demands that such levy be imposed; and

(vi) loans ( if necessary)

(b) Such funds shall be used for the purpose of:

- (i) meeting expenses towards management and administration;
  - (ii) providing legal assistance in matters arising out of the employment of members when the need arises;
  - (iii) assisting members in extreme situations on the advise of the National Executive Committee
  - (iv) paying salaries and wages to employees of the union;
  - (v) providing yearly allocation to Branches which shall be the equivalent of one month's contribution by the Branch to the funds;
  - (vi) providing scholarships for the sons, daughters and /or wards of financial members;
  - (vii) meeting THE UNION's commitments to Caribbean Union of Teachers, Education International and other organizations,
  - (viii) providing allowances to union officials in the course of performing union duties;
  - (ix) providing training, education and professional development for members.
- (c) Teachers' monthly subscriptions shall be paid through the Treasury by means of the check-off system or at the Union's office. All monies collected on behalf of THE UNION for whatever purpose, shall be lodged in the Bank by the Treasurer. The Treasurer shall carry our periodicals checks at the Treasury to ascertain that deductions are made and that subscriptions are taken from all teachers who have requested that such be done from their salaries.
- (d) The monies collected shall be divided in proportion determined by the Biennial Convention into:
- (i) Management Fund
  - (ii) Industrial Action Fund
  - (iii) Special Fund
  - (iv) Property and Building Fund and any other fund which the National Executive Committee may deem necessary

- (i) **Management/ General fund:** The Management General fund shall be applied to the business ( i.e. administration) of The UNION to secure its proper functioning. Details of expenditure shall be set forth in a Budget prepared by the treasurer in consultation with the National Executive Committee at the commencement of every financial year of the UNION, which shall be from January 1 of one year to the 31<sup>st</sup> of December of the same year.
- (ii) **Industrial Action Fund:** A portion of the monthly subscription of each member shall be placed in this fund, together with any contribution which will accrue from fund raising activities, donations or gifts which shall be made to the fund. A separate “Bank Account” shall be kept for this fund.
- (iii) **Special Fund:** The Special Fund shall consist of gifts, requests, grants, donations, loans and other funds marked for special purposes. This shall form part of the budget but shall be kept in a separate account.
- (iv) **Property and Building Fund:** A Property and Building Fund shall be established for the purpose of procuring and maintaining any building or property of the UNION. This fund shall be managed by a Property and Building Committee in consultation with the National Executive Committee.

**(e) Records of Accounts**

A true account shall be kept of the assets and Liabilities of THE UNION and all sums of money received and expended. The records of accounts shall be secured in a place as the National Executive Committee deems fit and shall be at all times open for inspection by its financial members on application to the General Secretary and on giving not less than fourteen (14) days notice. Such inspection shall be carried out with due regards to the security of the expedition of its business provided that, in any case, satisfactory reasons are given for the said inspection.

**(f) Petty cash**

In order to avoid unnecessary delay in carrying out the financial affairs of THE UNION, the General Secretary should be permitted to keep petty cash. This amount shall from time to time be reviewed by the National Executive Committee as the need arises. Before the petty cash can be replenished, the Treasurer shall have to be satisfied that the amount handed to the General Secretary can be accounted for ( i.e by bills etc.). In order to do so effectively the General Secretary shall keep a ‘Petty Account Book’ with entries of all receipts and expenditure and bills kept safely for the scrutiny of the examiners of accounts.

- (g) Notwithstanding the provision of (e) ( I) above, the General Secretary may delegate such functioning to Administrative staff but the General Secretary shall be accountable.
- (h) A small committee of at least three (3) members shall be appointed to carry out quarterly auditing (i.e. internally) and submit in writing a report to the National Executive Committee. These Auditors shall be selected by the National Executive Committee.
- (i) All Monies received on behalf of the UNION must be handed over to the Treasurer within seventy-two (72) hours. ON no account should any person or persons spend monies in his, her possession without the permission of the Treasurer.
- (j) All payments and disbursements made by cheques shall be duly stamped with the UNION's stamp and signed by the Treasurer, the President and one trustee.
- (k) The Treasurer shall prepare and submit all books of accounts of the UNION and all documents pertaining thereto for auditing by a Public Auditor who shall prepare a full audit statement to be presented at each Biennial Convention.
- (l) The Auditor shall be required to attend the convention to explain the accounts or his Report to the members. The Audit Statement shall be circulated to all Executive Members and schools at least four (4) weeks before its presentation at the Biennial Convention.

## **9. TRUSTEES**

- (a) There shall be two trustees who shall be appointed to the Biennial Convention based on the recommendations of the Conference of Delegates.
- (b) The Funds and property of THE UNION, real or personal, shall be vested in the Trustees and dealt with by them as the National Executive Committee shall direct.
- (c) At the time that any property is vested in the Trustees they shall be required to execute a declaration of trust.
- (d)
  - (i) The Trustees shall be responsible for monitoring the use of Union funds and property and shall be empowered to carry out periodic checks of books and financial records of THE UNION.
  - (ii) The Trustees may require the Treasurer to produce any information relevant to their functions such as inventory and record of depreciation of property

- (e) The purchase and disposal of property shall be done in consultation and with the approval of Trustees provided that they do not over-rule any decisions of the National Executive Committee.
- (f) Trustees shall meet periodically with the National Treasurer to consider matters relating to finance and general administration.
- (g) The Trustees shall be members of the National Executive Committee and Finance and Fund Raising Committee and shall perform any such duties determined by the National Executive Committee or any higher level of the UNION.

## **10. PROPERTY**

- (a) All property of THE UNION shall be vested in the Trustees who shall be accountable to the Biennial Convention for the disposal of such property.
- (b) Proper inventory shall be kept of all property belonging to THE UNION.
- (c) Periodic assessments shall be made of all property belonging to THE UNION as may be deemed necessary based on the advice of the Union's Auditors or National Executive Committee or Finance and Fund Raising Committee.

## **11. NATIONAL ELECTIONS**

### **(a) General**

- (i) Elections of National Officers of the UNION shall be by popular secret ballot.
- (ii) The elections shall be held on a school day during the second term every two (2) years, on a date to be announced by the Chairman of the Elections Commission before the end of January in the year of the elections.
- (iii) In special circumstances, as determined by a two-thirds majority of the National Executive Committee when National elections cannot be held at the appointed time, the Elections Commission shall fix a new date for elections within one month of the end of the circumstance (s) which caused the postponement.

### **(b) Eligibility for Office**

- (i) Only full members with not less than six consecutive months of continuous full membership shall be eligible for nomination to office.

- (ii) Former officers who have been dismissed from National Office are not eligible for nomination.
- (iii) Staff members of the Union who are not elected officers should resign before accepting nomination.

(c) **Nominations**

- (i) Nominations for any office in the Union shall be submitted to the Secretary of the Elections Commission on the approved form, on the appointed day set by the Commission.
- (ii) Each nomination shall be accompanied by two photographs of the nominee and his/her curriculum vitae.

(d) **Elections Commission**

- (i) The National Executive Committee shall establish an Elections Commission whose main function is to organize and supervise the National Elections of the Union. No member of this Commission shall be a candidate in the Elections.
- (ii) The Commission shall consist of nine members to be appointed by the National Executive Committee. These representatives may be Full or Honorary members who by reason of experience or expertise are adjudged by the National Executive Committee to be suitable for this task.
- (iii) Each branch shall nominate one person for consideration for appointment to the Elections Commission by the National Executive Committee.  
Once made, these appointments shall remain until explicitly revoked by the National Executive Committee, or until the member himself becomes ineligible to hold the post.
- (iv) A member of the Commission may resign at any time by informing in writing the National Executive Committee through the chairman of the Elections Commission.
- (v) A member of the commission who decides to contest a National Election in the Union must resign from the Commission at least twenty one (21) days before Nomination Day.

- (vi) By the end of October in the year of National Elections in the Union, the Branch Executive shall forward to the General Secretary the Name, address and telephone number of any two new nominees to the Commission. This notification must be accompanied by a written statement of acceptance of the nomination signed by the nominee, who if he is a full member of the union, shall also be required to declare that he does not intend to be a candidate in the next elections.
- (vii) Each year the General Secretary shall ensure that there be convened, or he/she shall himself/herself convene, a meeting of the Commission before the end of November. Subsequent meetings shall be held at the discretion of the Commission itself.
- (viii) The Commission shall elect its own chairman, Vice Chairman, Secretary and Treasurer from amongst its members. The Chairman shall preside at meetings of the Commission, the Secretary shall be responsible for its correspondence and record; the treasurer shall be responsible for the preparation of the budget of the Commission, the disbursement of its funds and the keeping of its accounts. A statement of these accounts shall be submitted to the Union's Treasurer and shall be included in the audited report of the Union.
- (ix) An account in the name of the Elections Commission of the Union shall be opened with the following shall be signatories: Chairman, Secretary, Treasurer.
- (x) Before the end of January in a year of elections of National Officers, the Commission shall announce the date on which the elections are to be held.
- (xi) It shall be the responsibility of the Commission to determine the eligibility of prospective candidates for election to office according to the criteria set out by the Constitution.
- (xii) The Elections Commission shall formulate regulations for the proper conduct of Elections and shall submit these for approval to the National Executive Committee. These regulations, once approved, shall form an appendix to the constitution.

**(e) Conduct of the Elections**

- (i) It is the duty of the Elections Commission to obtain from the National Executive Committee the Official list of full members of The Union, so as to draw up the official list of voters in each school.
- (ii) By the first of February in the year of the elections, the Commission shall forward to each Branch Secretary the official list of voters in each school of the branch.
- (iii) The Commission shall forward to all schools, before the end of February, the List of Nominees for office, together with the Curricula vitae of the nominees, and all relevant information as may be necessary for the proper conduct of the Elections.
- (iv) The Commission shall determine the number and location of ballot boxes in each branch, and appoint Officials to each ballot box to ensure the proper conduct of the Elections. These Officials may be chosen from the shop stewards in the branches.
- (v) The Union shall seek the co-operation of the Ministry of Education to facilitate the smooth running of the elections.
- (vi) The Union shall apply for time-off for teachers working as Elections Personnel.
- (vii) The results of the voting shall be announced by the chairman of the Commission as soon as they are determined.
- (viii) Any person who is nominated unopposed for an office will be deemed elected to the post for which he/she was nominated.

**(f) Bye-elections**

- (i) In the event of an office falling vacant, a bye-election for that office shall be held if, in the opinion of the Elections Commission, there is sufficient time for the smooth organization of the election.
- (ii) Should the time be considered insufficient by the Commission the bye-election shall be forfeited and the office shall be filled by an appointee of the National Executive Committee.

**(g) Costs**

- (i) The costs for the administration of National Elections shall be borne by the UNION.

- (ii) The Commission's Treasurer is to see that proper accounts are kept. These accounts are subject to audit by the UNION's auditors and the audited accounts shall be submitted to the UNION's Treasurer to be included in his/her Annual Report.

## **12. INTERPRETATION**

In the event of any question arising as to the interpretation of any of the rules of The UNION the question shall be referred to the National Executive Committee whose decision shall be conclusive and binding upon members.

## **13. AMENDMENT**

- (a) These Regulations may be added to, rescinded or amended by a 2/3 majority of the financial members of the UNION present and voting at the Biennial Convention or National General Meeting or at any extraordinary National General Meeting summoned within thirty (30) days for that purpose by the National Executive Committee.
- (b) Notice of a proposed amendment shall be sent in writing to the General Secretary who shall circulate the proposed amendment within one (1) month or thirty (30) days of its receipt to all branches and shop stewards.
- (c) Branches and shop stewards must receive copies of the proposed amendment at least 30 days before the meeting and a certification of receipt should be signed and received by the General Secretary.

## **14. DISCIPLINE**

- (a) The professional conduct of all members of THE UNION shall be guided by a Code of Ethics endorsed by the Biennial Convention.
- (b) The National Executive Committee is empowered to set up a special committee comprising five Full members of the UNION to deal with complaints of unprofessional conduct or of non-compliance with the Rules of THE UNION. The committee shall investigate the alleged offence and make recommendations to the National Executive Committee.
- (c) Any member who is found guilty of revealing any confidential business of THE UNION to employers, press or any other person

not directly concerned with THE UNION, shall be fined, suspended, expelled or dealt with in such legal manner as the National Executive Committee shall decide.

- (d) The National Executive Committee shall have the power to suspend or expel a member who, in its opinion, has been guilty of conduct calculated to bring THE UNION into disrepute or who has refused to comply with any rules of THE UNION, provided always that such members shall be given the opportunity of meeting the Committee set to investigate charges of this nature as in rule 12 (b) of these regulations, to defend the charges brought against him.
- (e) Such suspensions or expulsions must be ratified by a National General Meeting or Biennial Convention.
- (f) If a member wishes to appeal a decision of the National Executive Committee, such right of appeal shall be exercised by notice in writing to the General Secretary of THE UNION, who shall within twenty-one (21) days of the date of receipt of the notice, present this to the National General Meeting for its decision.
- (g) Any member so disciplined shall have the right to appeal the decision of the National Executive Committee at the National General Meeting or Biennial Convention following the decision. The ruling of the National General Meeting or Biennial Convention shall be final.

## **15. RULE BOOKS/CONSTITUTION**

- (a) Members may purchase copies of the Constitution at such a price as may from time to time be fixed by the National Executive Committee.
- (b) At least one copy of the Constitution shall be placed in each school or other educational institutions for the use of members.
- (c) A copy of the Constitution shall be given to each Shop Steward upon his election to the post.

## **16. AFFILIATION**

The UNION may affiliate itself to any other organization. Such affiliation shall be decided upon by a majority vote at the Biennial Convention or National General Meeting.

## **17. DISSOLUTION**

- (a) The UNION may not be dissolved except with the consent of at least five sixths (5/6) of the full members voting by secret ballot at an Extraordinary National General Meeting summoned for that purpose.
- (b) In the event of the UNION being dissolved as provided for above in section (a), all debts and liabilities legally incurred on behalf of the UNION shall be fully settled and the remaining funds divided up among the financial members in equal proportion.

## **APPENDIX I**

### **Regulations Governing the Elections of the Elected National Officers**

The election of President, First Vice President, second Vice President, General Secretary, Deputy General Secretary, Treasurer and Public Relations Officer of the UNION, shall be conducted in accordance with the regulations herein stated and in conjunction with the Constitution.

#### **1. Nominations**

- 1.1 The Elections Commission shall set aside a day when nominations shall be received and checked and the stipulated sum paid as a deposit between the hours of 9:00 a.m. and 3:00 p.m. at the Registered Office of the UNION or at any other place or time as determined by the Commission after consultation with the National Executive Committee.
- 1.2 A candidate shall not be nominated for more than one office.
- 1.3 Only registered and financial members are entitled to be nominated.
- 1.4 Each nomination for office shall be signed by the candidate and not less than ten proposers from each of two branches. Proposers must be financial members of the UNION.
- 1.5 Nominations shall be made on the prescribed form and must be submitted to the Secretary of the Commission by the appointed time on the appointed date.
- 1.6 Each nomination shall be accompanied by a deposit of fifty dollars ( \$50.00) which must be paid to the Elections Commission. The deposit shall be refunded

only to those candidates who poll a minimum of at least one tenth (1/10) of the total number of votes cast in the elections of the post contested by the candidate.

1.7 A list of candidates nominated shall be forwarded to all shop stewards within fourteen (14) days of the nomination.

1.8 On Nomination Day, each candidate shall present to the Supervisor of Elections two (2) passport sized pictures and a curriculum Vitae for publication on the Union's newspaper.

1.9 No later than fourteen (14) days prior to Elections Day a candidate may withdraw his nomination by letter, countersigned by two (2) of his proposers ( one from each branch) to the Chairman of the Elections Commission. A candidate's name cannot be removed from the ballot paper after the expiry of this period except for grave reasons or disqualification

## **2. Voter's List**

2.1 Only financial members who are on the Approved List of Voters shall be entitled to vote.

2.2 The Approved List of Voters shall be sent to each school, listing the names of the members who are eligible to vote from that particular school. This list shall be circulated at least twenty-eight (28) days prior to Elections Day.

2.3 If a voter's name is omitted from or included wrongly on the Approved List, representations must be made to the Elections Commission for changes not later than twenty-one (@!) days prior to Elections Day. Such changes as necessary shall be placed on the Supplementary List Voters and sent to all the relevant school not later than seven days prior to Elections Day.

## **3. Elections Date**

3.1 The Elections Commission shall fix a date and place for the elections within the limits of the Constitution.

3.2 The Elections Commission must inform all school and branches of the data of Elections Day within seven (7) days of the setting of such date.

## **4. Elections Personnel**

4.1 The chairman and Vice Chairman of the Elections Commission shall be the Supervisor and Deputy Supervisor of elections.

- 4.2 The Elections Commission shall appoint the following at least twenty-eight (28) days prior to Elections Day:
- (a) one Returning Officer for each branch.
  - (b) One Presiding Officer ( who shall be the shop steward or his nominee) per polling station.
  - (c) One assistant Presiding Officer (who shall be the shop steward or his nominee.)
  - (d) One assistant returning officer for each large branch.
- 4.3 The Supervisor and deputy Supervisor of elections shall be responsible for duties outlined herein and for seeing that all elections personnel carry out their duties to the satisfaction on the Elections Commission.
- 4.4 The Returning Officer shall be responsible for the distribution of all Ballot Books and documents to the elections officers of the branch in time for the scheduled start of the poll, and at the end of the poll, for the collection and transport of same to the supervisor of Elections.
- 4.5 The Presiding Officer and his assistant shall be responsible for the Physical arrangement of the Polling Station under his charge, shall attend to all relevant matters for the proper conduct of the poll and shall transport and deliver the Ballot Box to the Returning Officer of his branch.
- 4.6 Polling Agents appointed by candidates may look after the interest of candidates but shall not in any way obstruct the smooth process of the elections.

## **5. Polling Stations**

- 5.1 Each school shall serve as a polling station in each Electoral District. However, where schools are within the same compound, the commission may decide to have one polling station to serve theses schools.
- 5.2 Polling Stations shall be open from 9:00 a.m. to 3:00 p.m. on the date set for polling.
- 5.3 Polling stations may be closed before 3:00 p.m. provided that all registered voters at that school have voted.
- 5.4 All voters who are on the compound of the Polling Station at 3:00 p.m. shall be allowed to cast their votes.
- 5.5 A candidate shall have the right, either personally or through an Elections Agent, to visit Polling Stations during the course of an election, but may not in any way disrupt the process of the elections. The candidate or his Agent shall not remain in the Polling Station for more than five consecutive minutes

## **6. Ballot Papers**

### **6.1**

- (a) The Elections Commission shall provide Ballot Papers, listing for each post the names of the candidates in alphabetical order.
- (b) Each Ballot Paper shall contain spaces for registering the voter's 'X' mark, the Ballot Box number and the signature of the Presiding Officer.
- (c) Each Ballot Paper shall be divided into sections corresponding to the number of posts to be filled.
- (d) When considering spoilt ballots, each section of the Ballot Paper shall be considered a separate ballot.
- (e) Only the prescribed Ballot Paper shall be valid.

6.2 For each post the voter shall place an 'x' in pencil, between the parallel lines, on the right hand side of the name of the candidate for whom he intends to cast his vote. Only one mark per section is allowed.

6.3 Each voter shall be entitled to one vote per candidate per post.

- 6.4
- (a) If a voter spoils a ballot by voting for the wrong candidate or in such form that it is necessary to change the ballot paper, the voter has a right to request another ballot paper and further instructions for voting.
  - (b) Spoilt Ballot Paper must be kept in an envelope marked "spoilt Ballot" and a record must be kept in the Elections Register.

## **7. Voting Procedure**

**7.1** The procedure to vote shall be as follows:

- (a) The voter shall, upon entering the Polling Station, declare his/her name and school and present Union I.D. CARD, National I.D. Card, Driver's License or Passport. In the case of a voter not having any form of identification as listed above, her/she shall be allowed to vote upon identification by another member of the Union eligible to vote at that polling Station.
- (b) The presiding Officer and/or assistant Presiding Officer shall ascertain that the name of the voter is on the official list.
- (c) The Presiding Officer shall issue a ballot paper to the voter and instruct the voter how to mark his/ her ballot paper.

- (d) The voter shall go to the booth, mark his ballot paper with the pencil provided and place the ballot paper in the ballot box.
- (e) The voter must show his/her signature to the Presiding Officer before placing the ballot in the Ballot Box.

## **7.2**

- (a) The Assistant Presiding Officer shall enter into the Book called the Election Register the name, school, staff number and the National I.D. number, Driver's License number or Passport number.
- (b) The Presiding Officer shall cross the name and school of voter after the information has been entered in the Election Register from the Official list.
- (c) After the voter has placed his ballot in the ballot box, the word VOTED shall be entered in the Election Register next to the voter's name and also on the Official List

## **7.3**

- (a) If a voter comes to vote and discovers that someone has voted in his name, he can, after presenting the required identification and taking an oath of identity, be permitted to vote.
- (b) The Presiding Officer shall then record this information in the Election Register and the word SWORN shall be written next to the name of the voter permitted to vote or declared to be the correct individual.

## **8. Offensive Behaviour**

8.1 A voter or candidate or his agent is guilty of an offense who does any of the following:

- (a) Influence or obstructs any voter by threats or force in the exercise of his right to vote.
- (b) Damages or destroys or willfully misplaces electoral material.
- (c) States falsely that a candidate has withdrawn from the elections.
- (d) Makes or publishes any derogatory statements in relation to the personal character or conduct of a candidate or his family;
- (e) Creates and/or encourages others to be involved in excessive noise or disturbances at the Polling Station to prevent the election officers from performing their duties.

8.2 The Elections Commission shall have the authority, after hearing the complaint to report the matter to the National Executive Committee.

## **9. The Ballot Box**

9.1 Each Ballot Box shall be made from durable material and shall contain a slot which allows for the reception of the Ballot Paper but not its removal. There shall be a locking device and facility for inclusion of a seal.

## **10. Statement of The Poll**

10.1 At the close of the poll, each Retuning Officer, in the Presence of Presiding Officers and Polling Agents, shall conduct a preliminary count. After this count each candidate or his agent shall be given a certified statement of the preliminary results signed by the retuning Officer and Polling Agents.

10.2 After the preliminary count the original of te certified statement of the results shall be handed to the supervisor of elections when the ballot box with all other relevant documents is delivered.

10.3 A statement of the poll shall be placed in the ballot box.

10.4 In the event that a Ballot Box is lost damaged or cannot be located, the certified statement as issued will be accepted as representing the results of the poll at that polling Station.

## **11. Results**

11.1 The results of the Preliminary Count shall be declared as soon as they are available.

11.2 (a) Within twenty-four (24) hours of the declaration of the Preliminary Results a Recount can be requested in writing by any candidate with the reasons stated.

(b) The Recount shall be conducted in the presence of the Supervisor of Elections and/or his deputy, and the candidate9s0 or Agent(s).

11.3 If twenty-four hours after the declaration of the Preliminary Results there is no request for a Recount, the Preliminary Results shall be deemed the Final Results.

11.4 If within twenty-four (24) hours of the declaration of the results of a count, these results are not challenged, the results of the Recount shall be deemed the Final Results.

11.5 If the results of the Recount are challenged, there shall be a final count.

## **APPENDIX II**

### **Standing Orders for Meetings of National Executive Committee, Conference of Delegates, National General Meetings and Biennial Convention.**

#### **1. Quorum**

- 1.1 Sessions of National Executive Committee, Conference of delegates, National General Meeting and Biennial convention shall begin and end at the fixed time. If after 60 minutes have elapsed after the time fixed for the start and there is not a quorum, the meeting shall be postponed in keeping with the provisions of the constitution.
- 1.2 At the beginning of sessions, it shall be the duty of the Administrative Secretariat to ascertain and declare when the session is duly constituted.
- 1.3 All sessions shall be presided over by the President or in his/her absence, the Vice presidents in order. In the absence of the President or both of the Vice Presidents, the meeting shall be chaired by the General Secretary and a protem secretary appointed.

#### **2. Motions and Amendments**

- 2.1 When a motion has been presented for debate the question shall be open for discussion by the meeting. Every amendment must be seconded and any amendment not seconded shall not be discussed.
- 2.2 No motion or amendment to the motion shall be proposed which is the same in substance as any question which, during the same session, has been resolved in the affirmative or negative, and no question shall be re-opened, except by notice of motive, at a subsequent session.
- 2.3 A motion, having been proposed, may be amended by omitting certain words or by leaving out certain words in order to insert or add other words, or by inserting and adding other words.
- 2.4 When an amendment to a motion has been moved and seconded, it shall be stated from the Chair, and then the debate may proceed on the original motion and the amendment together, but the question raised by the amendment being a new one, any delegate may speak to that question though he/she had spoken to the original motion.

- 2.5 Whenever any amendment is made upon any motion, no second amendment shall be taken into consideration until the first amendment is disposed of. If that amendment is carried, it shall then be put as a substantive motion, upon which a further amendment may be moved to the original question, but only one amendment shall be submitted for discussion at one time. For the purpose of this standing order a motion to adjourn the meeting or the debate shall be considered as an amendment.
- 2.6 Every proposed amendment to a motion must be relative to the motion under discussion and must be stated to the Chair before the Mover speaks, thereon.
- 2.7 No amendment to a motion shall be received which amounts merely to a negative.
- 2.8 No member may move or second more than one amendment to any motion.

### **3. Debate on Motions/ Amendments**

- 3.1 The meeting may limit the time allowed to each speaker except on procedural questions, when the Chair shall limit each intervention to a maximum of three (3) minutes. When a delegate exceeds the allotted time the Chair shall call that delegate to order without delay.
- 3.2 The mover of the motion, on speaking shall address the Chair and his speaking time must not be more than five (5) minutes.
- 3.3 No member, other than the mover of the motion shall be allowed to speak longer than four (4) minutes except by vote of the Meeting.
- 3.4 When it appears that a motion has been fully discussed, the Chair shall put the matter to the vote. In the event of a tie, the Chair shall use his casting vote to resolve the issue.
- 3.5 The mover of a motion shall have the right if he so desires to speak for not more than three (3) minutes at the close of debate on his motion. Provided that his speech shall be a summary or refutation of the arguments and not merely the opening of a new debate, and further provided that no additional discussion of the motion shall be allowed after the mover has thus closed the debate.
- 3.6 The chairman's decision shall be final as to whether or not a speaker is introducing a new debate in his closing remarks.
- 3.7 No member may speak twice to a question before the meeting except that members may, with the permission of the Chair,
- (i) ask questions
  - (ii) reply to a question
  - (iii) make a personal explanation, or

- (iv) reply to a misrepresentation of a material part of their own speeches, but shall not introduce any new matter.

3.8 No member may speak to any question after it has been put by the chair.

3.9 The proposer of any original motion shall have a right to reply at the close of the debate upon such motion, immediately before it is put to the vote. If an amendment is proposed, the proposer of the original motion shall be entitled to reply at the close of the debate upon the amendment. A member exercising a right to reply shall not introduce a new matter. After every reply to which this Standing Order refers, a decision shall be taken without further discussion. The proposer of an amendment( including an amendment which, having been carried has become a substantive motion) shall not be entitled to reply.

#### **4. Precedence by Certain Officials.**

With permission from the Chair, the Elected National Officers or Paid Officers may make statements at any time to the meeting concerning any question under consideration that falls within their portfolio. When reports are being discussed, the presenter of the report may be accorded precedence at any time for the purpose of explanation.

#### **5. Interruption Of Debate**

The debate on a question may be interrupted:

- (i) by a point of order
- (ii) by a motion for reading an official document relevant to the question
- (iii) by the presenter of a report under debate.

#### **6. Points Of Order**

- 6.1 In case of continued irrelevance or tedious repetition, or any action on the part of any member contrary to the decorum of the debate, the chairman may call such member to order.
- 6.2 The member may be permitted to state his cause by an appeal to the meeting through the chair.
- 6.3 Any other member may also cause such member to cease speaking by addressing the chair saying, "I rise on a point of order."
- 6.4 The point of order shall be immediately decided by chair in accordance with the Standing Orders.

- 6.5 A delegate may appeal against the ruling of the chair. The appeal shall be immediately put to the vote, and the ruling of the chair shall, unless overruled by a majority of delegates present.
- 6.6 A delegate raising a point of order may not speak on the substance of the matter under discussion at the time of raising the point of order.
- 6.7 The chairman shall decide whether a member is in order and his/her decision shall be final. He/she has the power to decline to put from the chair any amendment which is out of order.
- 6.8 A member, when out of order, and/or refuses to sit or to cease speaking when called to order by the chair, shall be named by the chair.
- 6.9 If disorder arises, the chair acting on his/her own discretion can vacate the chair and announce the adjournment of the meeting for a specified time and by that announcement the meeting shall immediately adjourn and no business subsequently transmitted will be valid.
- 6.10 If disorder continues after an adjournment arising out of an incident when a member is named, then the chairman shall have the right to suspend the meeting.

## **7. Order or Procedural Motions**

The following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (i) To suspend the meeting
- (ii) To adjourn the meeting
- (iii) To adjourn the debate on the item under discussion
- (iv) To close the debate on the item under discussion

## **8. Adjournment of Debate**

During the discussion of any matter, but only at the conclusion of a speech, a delegate may move the adjournment of the debate on the item under discussion. The motion shall be put to the vote immediately but amendments as to the time, date and place of the adjourned meeting for the resumption of the debate are permissible.

## **9. Closure**

- 9.1 At the close of any speech, a delegate who has not already spoken to the question may move, without debate, "that the question be now put" and unless the chair

rules otherwise, if this is seconded and carried, the question under discussion shall be put forthwith.

9.2 After the carrying of the motion “that the question be now put”, no questions shall be allowed but the right to reply by the mover of the original motion shall not be affected.

9.3 Where an amendment to a motion is under discussion the closure motion shall apply only to the amendment and shall not be taken on the main question unless the amendment has been disposed of, unless the chair is of the opinion that the time has come when the main question has been fairly put.

#### **10. Division of Proposals and Amendments**

10.1 The chair may order a complicated question to be divided or a delegate may move that parts of a proposal or an amendment shall be voted on separately

10.2 If objection is made to the request for division, the motion for division shall be voted upon.

10.3 If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole.

10.4 If all operative parts of the proposal or amendment has been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

#### **11. Withdrawal of Motions and Amendments**

A motion or amendment having been seconded and put to the chair for discussion cannot be withdrawn without the consent of the mover and seconder of the motion or amendment to the motion.

#### **12. Record of Procedure.**

The Deputy General Secretary shall keep a record of every vote and proceedings of meetings. The number of votes for any motion shall be recorded before any other motion or any other business shall be attempted.

#### **13. General**

13.1 Any of these Standing Orders may be suspended by a majority vote of the meeting.

13.2 Failure to comply with procedural formalities for convening and conducting meetings shall not invalidate the business of such a meeting unless otherwise decided by a National General Meeting or Biennial Convention

**ST. LUCIA TEACHERS' UNION**  
**CODE OF ETHICS**

**Preamble**

The teacher as an individual has a number of responsibilities. One of these is the promotion of the esteem of the Teaching Profession in the eyes of the students and the public.

It must be understood, however, that the promotion of the profession does not mean building an elitist concept of the Teaching Profession; it means earning the respect and recognition of the community at large.

This respect and recognition will be earned as a result of the confidence which parents will place in teachers when they recognize the far reaching influence which the teachers' work has on the development of the society, and also on the significance which their work has for the community.

It is the teacher's personal commitment, love of children, strong sense of duty and identification with the interest of other workers which will (erase the outmoded concept of the teacher and) create and maintain a professional image.

The Code of Ethics of the St. Lucia Teachers' Union seeks to set standards for teachers in the St. Lucian society. It is intended to provide guidelines for the development of desirable conduct which will promote the dignity and integrity of the teacher and enhance the teacher's public image.

The term "TEACHER" as used in the Code of Ethics embraces all categories of teachers, including Principals.

**Commitment to Students.**

- (1) The teacher shall strive to the best of his/her ability to enhance the intellectual, social and moral growth of students at all times.
- (2) The teacher shall deal justly and considerately with each student regardless of his/her physical, mental or emotional characteristics.
- (3) The teacher shall deal justly and considerately with each student regardless of his/her sex, race, nationality, social or economic status, political or religious affiliation.
- (4) The teacher shall not exploit or violate any relationship between students and teacher through any illicit or immoral activity.

- (5) The teacher shall not divulge, except through professional channels, where it will be to the benefit of the student, any information of a personal or domestic nature concerning students.
- (6) The teacher shall not act in any manner as might lead his or her students into breaches of the law or unaccepted moral or social modes of behaviour.
- (7) The teacher shall refrain from commenting unprofessionally about a student or his/her home.
- (8) The teacher shall speak and act in a respectful and dignified manner with students at all times.
- (9) The teacher shall take all reasonable precautions to protect the safety, dignity and welfare of students.
- (10) The teacher shall evoke/ instill in students a sense of self-worth, patriotism and national pride.
- (11) The teacher shall not subject students to any form of verbal mental or physical torture or abuse.
- (12) The teacher shall never attempt to undermine the confidence of other teachers in students, students in teachers, or students in other students.
- (13) The teacher shall strive constantly to improve learning facilities and the classroom environment of students.
- (14) The teachers' behaviour shall always reflect that he/she is aware that he/she is considered an example to his/her students.
- (15) The teacher shall impress upon his students the value of punctuality and regularity and be himself/herself always punctual and regular for the performance of his duties.

### **Relation to Colleagues**

- (1) The teacher shall extend due respect to his colleagues and be willing to work with them professionally, regardless of age, sex, nationality, ethnic origin, status, religious or political affiliation, qualification or personal differences.
- (2) The teacher shall not undermine the position, status or authority of any colleague.
- (3) The teacher shall be loyal to his colleagues, and shall stand by decisions mutually or collectively agreed upon by the staff.

- (4) The teacher shall not make defamatory remarks concerning another teacher.
- (5) The teacher shall never verbally or physically abuse another colleague more so in the course of duty.
- (6) The teacher shall not accept a post which becomes available as a result of official action that is being contested by the Union, except with the approval of the Union.
- (7) The teacher shall refer to the Union disputes with colleagues arising from his/her work or professional activities if they cannot be resolved satisfactorily.
- (8) The teacher shall cooperate with other teachers in matters accepted as being in the best interest of students and the school.
- (9) The teacher must recognize the authority of school administrators and when necessary seek to influence administrative policies and practices through acceptable channels.
- (10) The teacher – administrator respect staff members and provides opportunities for them to participate in the decision-making process of the school.
- (11) The teacher shall not submit written report about other teachers without their knowledge and with the intention of jeopardizing the teachers' character, job or chances of promotion.
- (12) The teacher in an administrative or supervisory capacity, when dealing with complaints about teachers, shall retain an unbiased position, investigate the matter fully and act in accordance with the principles of natural justice and equity.
- (13) The teacher shall respect the decision of his colleagues in committees on which he has served to submit reports to higher authorities even though he may be opposed to their decisions. He shall, however, retain the right to make counter proposals.
- (14) The teacher, as administrator, shall provide reasonable facilities for helping to maintain and improve the teaching/learning conditions
- (15) The teacher shall render to other members of staff or the profession when they are unjustly accused or mistreated.

## **Commitment to the Profession**

- (1) The teacher shall improve himself professionally through continual study, research and reading literature on developments in his field.
- (2) The teacher shall participate in a responsible manner in the development and implementation of policies affecting education.
- (3) The teacher shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (4) The teacher shall not behave in a way that brings the teaching profession into disrepute.
- (5) The teacher shall honour his responsibility to his students and refrain from any illicit or inappropriate relationships.
- (6) The teacher shall speak and act in such a manner as to be a worthy role model for his students.
- (7) The teacher shall dress in a manner consistent with the dignity and honour of the profession, not in a manner to distract attention from the teaching/learning process.
- (8) The teacher shall not denigrate the teaching profession so that able persons lose desire to enter it.
- (9) The teacher shall be unselfish in response to colleagues who seek professional assistance.
- (10) The teacher shall not allow prejudice to influence his evaluation of the work of other teachers.
- (11) The teacher shall maintain his/her integrity when dissenting by basing his/her public criticism of education on valid assumptions as established by careful evaluation of facts and hypothesis.
- (12) The teacher shall allow no gratuities or gifts to influence his/her judgment in the exercise of his/her professional duties.
- (13) The teacher shall not betray trust under which confidential information is exchanged.
- (14) The teacher shall maintain high standards of professional competence and make appropriate use of time granted for professional purposes.

- (15) The teachers shall not be engaged in actions which disrupt the order, discipline or work of the institution in which he/she is employed or any other institution to which he/she has access except for industrial action agreed upon by the UNION.

### **Commitment to the SLTU**

- (1) The teacher shall accept service in the SLTU as a responsibility of membership and shall not recognize any other group as the official voice of the teachers.
- (2) The teacher shall adhere to the UNION's policy and the decisions of its governing bodies and must seek to change these only through THE UNION's constitutional channels.
- (3) The teacher shall accept as a professional obligation personal participation and support in the activities of The UNION.
- (4) The teacher wishing to criticize the UNION shall do so using the structures specially provided for by the UNION for this purpose.
- (5) No group of teachers or individual teachers purporting to speak on behalf of such group shall make representation to government, its members or officials or any other authority on matters affecting teachers generally or shall advocate a change in educational policy without the knowledge and consent of The UNION.
- (6) The teacher shall recognize that a Professional Organisation such as this, must accept responsibility for the conduct of its members and understand that his/her own conduct may be regarded as representative.

### **Commitment to the Community**

- (1) The teacher shall help in the upliftment of the cultural and social consciousness of the community as his/her immediate concern since the children under his/her care and guidance are part of the community.
- (2) The teacher shall develop positive attributes in his/her pupils by exposing them to situations which would enable them to exercise fidelity in all forms of duty and service which demand courage, self denial, tolerance, social justice and a proper sense of values.
- (3) The teacher shall instill in his/her students, as well as the community respect for workers at all levels of society.
- (4) The teacher shall acknowledge the right and responsibility of the public to participate in the formulation of educational policy.

- (5) The teacher shall assume full political and citizenship responsibility, but refrain from exploiting the institution privileges of his/her professional position to promote political candidates or partisan activities.
- (6) The teacher shall protect the educational programme against undesirable infringement.

### **CONCLUSION**

A person who accepts a teaching position willingly places himself and his conduct in the arena of public attention. What may be acceptable in other walks of life takes on an entirely different aspect when engaged in by the teacher.

A teacher accepts a special place within the community.

A teacher's influence and effect on students and the community extends beyond the classroom and the school.

A teacher is responsible for the well being of all students.

A teacher is all of these and more.