

BARBADOS UNION OF TEACHERS
(Registered Trade Union - 1974)

CONSTITUTION

(Ratified June 29, 1974)

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ARTICLE 1 - NAME;

This organisation shall be known as the Barbados Union of Teachers.

ARTICLE 2 - REGISTERED HEADQUARTERS;

The registered Headquarters of the B.U.T. shall be Merryhill, Welches, St. Michael/P.O. Box 58 Welches, St. Michael.

ARTICLE 3 - OBJECTS:

The objects of the Barbados Union of teachers shall be:-

- (a) *To promote and advance the cause of social justice through education.*
- b) *To promote high professional standards among teachers.*
- (c) *To defend the professional integrity of teachers; especially their academic freedom;*
- (d) *To assist teachers, individually and collectively, in the articulation of broad social and human purposes;*
- (e) *To encourage and defend teachers in the exercise of their full rights as citizens;*
- (f) *To promote the material interests of teachers and especially to secure the conditions which will make it possible for them to give the best possible professional service;*
- (g) *To win for teachers the opportunity to participate actively at all levels in the formulation of educational policies;*
- (h) *To achieve the largest possible measure of internal self-government for the profession consistent with wider social purposes;*
- (i) *To achieve organisational solidarity among the teaching profession.*

ARTICLE 4 - MEANS:

To achieve these objectives the union shall apply the accepted principles of action of trade unionism and professionalism, namely:

- (a) Negotiation
- (b) Industrial action and other legitimate pressures related thereto.
- (c) The dissemination of propaganda and information;
- (d) The organisation of research
- (e) The achievement of a sound financial base
- (f) The maintenance of diplomatic relations and alliance with other local, regional and world organisations both professional and syndical.

ARTICLE 5 - MEMBERSHIP:

Full membership of the union shall be open to all teachers.

ARTICLE 6 - HONORARY & ASSOCIATE MEMBERSHIP:

- (a) Honorary membership shall be conferred on a select number of persons and shall represent the highest honour of the union for service judged by the General Conference to merit distinction. This

class of membership shall be non fee-paying and non-voting. No more than one (1) honorary member shall be elected in any one year.

- (b) Associate membership shall be open to retired teachers. This class of membership shall be fee-paying but shall not entitle the associate member to vote unless at the election of officers or on a matter specifically and unambiguously related to retired teachers per se. Retired teachers are entitled to the general services of the union.
- (c) Associate members shall not be eligible for elected office in the union.

ARTICLE 7 - FEES:

- (a) All members and associate members shall pay an entrance fee of fifteen (\$15.00) dollars.
- (b) A change in fee shall require the concurrence of two-thirds of the members present and voting in a Special General Conference called for that purpose.
- (c) All members shall pay in advance a monthly subscription of fifteen(\$15.00) dollars or such fee as may be determined by the General Conference in accordance with the provision in (b) above.

- (d) Subscriptions and other contributions due to the union shall be paid by deductions on salary pay sheets or in such other manner as the union may from time-to-time determine.
- (e) There shall be special cards for honorary members as well as associate members for easy identification.

ARTICLE 8 - FUNDS:

- (a) The financial year of the union shall be from April 1 to March 31.
- (b) The funds of the union shall be used solely for the purpose of carrying out the objects as defined in Article 2 above, provided that the portion of the said funds which is not required for immediate expenses shall be invested on the direction of the General Secretary.
- (c) The Bankers of the union shall be such as enjoy public confidence and shall be chosen upon the recommendation of the National Executive Committee.

ARTICLE 9 - AUDIT:

- (a) The books and accounts of the union shall be audited annually by persons appointed or engaged by the General Conference. The auditor's statement shall be submitted for consideration at the Annual General Conference.
- (b) The roll of members and other books of the union shall be made available for inspection by any financial member on application to the General Secretary and on giving not less than fourteen (14)

days notice. The General Secretary will have a maximum period of fourteen (14) days to produce such records. Such inspection shall be carried out with due regard to the security of the property of the union and to the expedition of its business provided that, in any case, reasonable facility is given for the said inspection.

ARTICLE 10 - ORGANISATION:

The main organs/structures of the union shall be:

- (a) The General Conference in which the supreme authority of the union is vested:
- (b) The National Executive Committee, comprising twelve (12) members elected annually, who shall execute the policy of the union as embodied in the decisions and resolutions of the General Conference.
- (c) The Stewards Council, comprising stewards elected in all schools, performing a delegate-advisory function and such executive functions as may from time to time be delegated to it by the National Executive Committee.
- (d) Ad hoc committees performing purely advisory or delegated functions;
- (e) Such other organ/structures as may be decided upon for the better achievement of the objects of the union.

ARTICLE 11 - GENERAL CONFERENCE:

- (a) The Annual General Conference of the union shall be held during the month of April.
- (b) A Special General Conference of the Union may be convened by the President or by the National Executive Committee at any time.
- (c) A Special General Conference of the union shall be summoned by the General Secretary on the written request of not less than twenty (20) members.
- (d) Twenty-eight (28) days' notice of the Annual General Conference shall be given by public advertisement.
- (e) Seven (7) days' notice by public advertisement shall be given for a Special General Conference.
- (f) A quorum at a General Conference shall be forty (40) provided that where a quorum is not obtained at the first summoning, any number present at the next meeting shall constitute a quorum.

ARTICLE 12 - GENERAL CONFERENCE AGENDA:

- (a) The business to be transacted at the Annual General Conference shall include:
 - (i) The report of the General Secretary for the preceding year;

- (ii) Consideration of the Balance Sheet and the Auditors' Report on the accounts of the union
- (iii) Appointment of an Elections Committee and other provisions for the election of officers of the National Executive Committee:
- (iv) Appointment of Auditors
- (v) New business, resolutions etc.

ARTICLE 13 - NATIONAL EXECUTIVE COMMITTEE

ELECTION OF OFFICERS:

- (a) The National Executive Committee of the union shall be the President, Vice President, General Secretary, Deputy General Secretary, Treasurer, Public Relations Officer and six (6) other elected members.
- (b) The election of officers to the National Executive Committee shall be by popular ballot among all full members of the union duly convened for that purpose.
- (c) The General Secretary, or such other Executive Officer as the Executive Committee may appoint, shall be the chief Electoral Officer. The Chief Electoral Officer shall publish by public advertisement all the nominations for all officers not later than fourteen (14) days before the date of elections.

- (d) Polling shall take place at any centre or centres that the National Executive shall decide upon and between such hours as the Executive may determine.
- (e) Election shall be by secret ballot.
- (f) Identification of voters shall be by the presentation of membership cards.
- (g) A member shall have only one (1) vote for each candidate.
- (h) The Chief Electoral Officer shall arrange for the counting of votes to commence as soon as possible after the closing of the polls, and in any case on the same day.
- (i) In the event of a tie between candidates for any office, the result shall be determined by means of a subsequent ballot for the candidates involved in the tie. This ballot shall be held within two (2) weeks.
- (j) In the event of a member being elected to more than one office, he shall forthwith resign from all but one. The candidate with the next highest number of votes shall be declared duly elected to the office vacated. In the event that there is then no alternative candidate for a post, elections to the post shall be contested within two (2) weeks.
- (k) An Elections Committee shall be appointed by the General Conference to assist the Chief Electoral Officer in the Organisation of the elections. This committee shall, among other things, perform the functions of a Credentials and Registration Committee.

ARTICLE 14 - NATIONAL EXECUTIVE COMMITTEE VACANCY:

- (a) A member of the National Executive Committee may at any time resign from office by submitting a resignation in writing to the General Secretary.
- (b) A member of the Executive Committee may have his/her seat declared vacant if he/she is absent from three (3) consecutive meetings of the Executive without an excuse acceptable to the Executive.
- (c) Any vacancy occurring on the Executive shall be filled within twenty-eight (28) days in the same manner in which the original appointment was made, that is, by popular ballot.
- (d) A member of Executive may be removed from office by decision of two-thirds (2/3) of the members present and voting at a special general conference summoned for that purpose.

ARTICLE 15 - NATIONAL EXECUTIVE COMMITTEE:

Meetings/Procedures:

- a) *At any meeting of the Executive Committee seven (7) shall form a quorum. If a quorum be not present within thirty (30) minutes from the time appointed for the meeting, the meeting shall stand adjourned until such date as the President may direct.*

- (b) *The President shall preside at meetings of the Executive and in his absence, the Vice President. If the above-mentioned officers shall both be absent then a member elected by the members shall preside.*
- (c) *The Chairman shall have a casting vote only.*
- (d) *The Executive Committee shall meet monthly and otherwise as frequently as is necessary for the expeditious transaction of its business.*
- (e) *The General Secretary shall summon meetings on the discretion of the President or at the request of any three (3) members of the Executive Committee.*

ARTICLE 16 - STEWARDS COUNCIL;

- (a) The Stewards Council shall consist of Shop Stewards/delegates from each school.
- (b) Each steward must be a financial member. Members shall hold office for one (1) year and shall be eligible for re-election by school staffs.
- (c) The chairman shall preside at the meetings of the Stewards' Council. A vacancy occurring during the term of office of a member shall be filled by representative/steward from the same school.

- (d) Stewards Council shall elect a Chairman, a Secretary and such other officers as it may deem necessary for the efficient management of its business.
- (e) The Council shall identify and discuss vital issues, general and specific, arising at school plants and present memoranda on the same to Executive Committee.
- (f) The Stewards council shall meet at least once every two (2) months to conduct the business of the union.
- (g) It shall be the duty of the Secretary of the Council, in addition to his regular duties, to present a full report of the activities of the Council upon request.
- (h) An Extra-ordinary meeting may be called by the Chairman at his discretion or at the written request of five (5) members of the council.
- (i) Twenty (20) members shall constitute a quorum of the Council.

ARTICLE 17 - STAFF REPRESENTATIVE/STEWARDS:

- a) The staff representative in each school shall be elected by the staff, during the month of October and shall take office immediately.
- b) It shall be the duty of the staff representative to act as a liaison between his/her staff, the National Council and Executive Committee, to carry out such additional duties as are from time to time determined by the Executive Committee and to foster the

objectives of this organisation as laid down in Article 2 of the Constitution.

ARTICLE 18 - DUTIES OF OFFICERS:

The President:

- a) *The President shall preside at the Annual General Conference and at Special General Meetings and shall have a casting vote only. He/she shall sign the minutes of all meetings.*

In association with the Vice-President, General Secretary, Deputy General Secretary and Treasurer, he/she shall superintend the general administration of the affairs of the union.

The Vice President:

- b) *In the absence of the President, or in the event of his inability to act, the Vice President shall carry on the duties and shall have and exercise all powers of the President.*

The Treasurer:

- c) *The Treasurer shall attend all General Conference/Meetings of the Union, and all meetings of the National Council, and shall receive all monies paid to the union and shall within seventy-two (72) lodge such monies with the Bankers of the Union in the name of the Union,*

The Treasurer shall be entrusted with the Management of the expenses and income. He shall prepare and submit to the Executive Committee a draft budget in time for consideration by the Annual General Conference.

The General Secretary:

The General Secretary shall be elected by General Conference for a period of one (1) year. He shall be re-eligible.

He shall be entrusted with:

**The liaison with the International/Regional Trade Unions, Secretariats and with organisations interested in education,.*

**The day to day conduct of affairs in accordance with the decisions as taken by General Conference and the Executive Committee;*

**The carrying out of special duties as established in the constitution;*

**The setting of any questions which requires an urgent solution;*

**He shall report to the Executive Committee*

**He shall prepare the agenda for all meetings of the Executive Committee and General Conference and preserve minutes of the proceedings and keep a record of the attendance of all members at the Executive meetings.*

**He shall send a copy of the agenda of any annual or special general conference to all members of the union at least seven (7) days before such meetings.*

**He shall keep a roll of all members of the union and such other books as the Executive Committee may direct.*

**He shall perform such other duties as may be assigned to him by the Executive Committee from time to time.*

**He shall make the Annual Executive report available to members at least seven (7) days before the Annual General Conference.*

Deputy General Secretary:

The Deputy General Secretary shall assist the General secretary at all times in the performance of his duties, and shall act for him in his absence.

Public Relations Officer:

The P.R.O. shall be responsible to the Executive Committee for all literature, press releases and other publicity or propaganda of the union.

ARTICLE - 19 - AUDITORS:

General Conference shall elect members to audit the finances of the union.

The auditors shall hold a general audit of voucher copies and accounts. They shall make sure that all expenses are judicious and made in accordance with the decisions taken by the Executive Committee.

They shall submit their report to Conference and have the right to make proposals concerning the auditing and the spending of the funds of the union.

ARTICLE 20 - TRUSTEES;

- a) The General Conference may appoint persons, being members of the union, to be Trustees of the union.
- b) The number of Trustees shall not exceed three (30 and they may be appointed for the purpose of having any property of the union, real or personal, vested in them in trust for the members of the union.
- c) At the time that any property is vested in the Trustees, they shall be required to execute a declaration of trust.
- d) The period of appointment of such Trustees shall be in the discretion of the General Conference who shall have power to remove a Trustee from office. Such removal from office of a Trustee must be by two-thirds (2/3) majority of a Special General Conference called for that purpose.

ARTICLE 21 - DISCIPLINE:

- a) Any member whose subscription is two (2) months in arrears shall not be allowed a vote at any meeting of the union.
- b) Any member whose subscription is four (4) months in arrears shall cease to be a member of the union, and his/her name shall be removed from the roll of members; but on payment of a re-admission fee he/she shall be re-instated.
- c) Membership shall be terminated by:
 - i) Voluntary resignation in writing addressed to the General Secretary;
 - ii) Expulsion of a member
- d) A member who misconducts himself/herself at any meeting of the union shall be dealt with in accordance with the Standing Orders or such other by-laws as may from time-to-time be adopted by the Union.

ARTICLE 22 - LIABILITY:

Only the union's properties shall be considered as a warrant for financial liability.

ARTICLE - 23 - AMENDMENTS:

Amendments to this Constitution may be made at the Annual General Conference or at the Special General Conference convened for that purpose.

- a) By a two-thirds (2/3) vote of the members qualified to vote, present and voting, provided that:-
 - i) Notice of the proposed amendment shall have been given in writing to the General Secretary and,
 - ii) Such notice shall have been publicised by the General Secretary not later than one (1) month within receipt of the proposed amendment and;
 - iii) The General secretary shall have convened a special meeting not later than two (2) months after receipt of the notice of the proposed amendment.

ARTICLE 24 - BY LAWS;

The union's Annual General Conference may pass By-Laws not inconsistent with the objects of the union as laid down in this Constitution. By-Laws shall be passed concerning:

- a) *The conduct and discipline of members;*
- b) *The election/appointment, duties, discipline and protection of union officers, including shop stewards;*
- c) *Standing Orders for the conduct of meetings;*
- d) *Procedures for committee operations;*
- e) *Procedures for Industrial action*

- f) *The establishment, amendment or rescission of B.U.T.'s policy*
- g) *Programme formulation procedures;*
- h) *District/parish organisation*
- i) *The management of the union's property and finances;*
- j) *The investment of funds in the name of B.U..T.*
- k) *The Appointment of Auditors*
- l) *The employment of full time paid staff;*
- m) *The adoption of international instruments concerning the status, welfare and rights of teachers*
- n) *Representation on National Educational Bodies.*
- o) *Categorization of membership*
- p) *All other matters as are deemed necessary or convenient for the promotion of the welfare of members or the conduct of the business of the B.U.T.*

ARTICLE 25 - DISSOLUTION:

The Association may not be dissolve except with the consent of at least five-sixths (5/6) of the members voting at a Special General Meeting called for that purpose. In the event of a decision the Association, the disposal of the funds of the association shall be decided at the meeting.

