

THE CONSTITUTION

OF
THE

UNION OF TERTIARY EDUCATORS OF THE BAHAMAS

Dated this the 16th day of September, 1993

**UNION OF TERTIARY EDUCATORS OF THE BAHAMAS
(U.T.E.B.)**

CONSTITUTION

ARTICLE I - NAME

The name of this association shall be the Union of Tertiary Educators of the Bahamas (U.T.E.B.), hereinafter referred to as the Union.

The Union Office shall be located at 2nd Floor, Faculty Lounge, S.U.B. The College of the Bahamas, P.O. Box ~~N-3332~~, Nassau, Bahamas.
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ARTICLE II - OBJECTIVE

- i. To provide tertiary educators with information on matters pertinent to their functions.
- ii. To represent the interests of tertiary educators in dialogue with administrators.
- iii. To foster professional spirit, group consciousness and improved relations among tertiary educators.
- iv. To liaise with local, national and international agencies in the field of education.
- v. To maintain and encourage full academic freedom.

- vi. To help resolve issues that create conflict between tertiary educators and administrators.

ARTICLE III - MEMBERSHIP

Any tertiary educator as defined in Article III.(ii) below is a member of the Union as evidenced by the payment of membership dues. Members are entitled to vote on all matters pertaining to the activities of the Union.

i. TERM OF MEMBERSHIP:

The membership year shall extend from September 1st to August 31st.

ii. DEFINITIONS:

The following terms shall mean:

ii.a TERTIARY INSTITUTION:

The College of the Bahamas and any tertiary level institution within the Bahamas as accredited by the Ministry of Education.

ii.b ADMINISTRATORS:

All senior management members, such as Principals, Vice-Principals, Provosts, Deans, Registrars, Assistant Registrars, Bursars and Personnel Officers.

ii.c TERTIARY EDUCATORS:

All full-time members of the academic staff, para-professionals and non-ranked professionals as defined below.

Full-time academic staff:

Those having the payroll title of: Senior Lecturer, Lecturer, Assistant Lecturer, Instructor, Librarian, Assistant Librarian, Counsellor and Heads of Divisions and Departments or equivalent.

Non-ranked professional staff:

Those having the payroll title of: Audio Visual Specialist, Assistant Audio Visual Specialist, Records Officer, Admissions Officer, Student Services Officer, Director of Computer Services, and Co-ordinator of College Community Relations or equivalent.

Para-professional staff:

Those having the payroll title of: Technical Staff, Laboratory Assistant, Library Assistant or equivalent.

ii.d REPRESENTATIVE:

There shall be a representative from each academic division, as well as from Counselling, Library, and Continuing Education & Extension Services. Representative shall be required to

report the concerns of their divisions to Union and at the monthly meeting of the Union.

ii.e NEGOTIATING UNIT:

The negotiating unit shall be composed of the Union President, the Secretary and one other member of executive, and two members elected from the general membership.

ARTICLE IV - DUES

i. AMOUNT:

All members shall pay monthly dues of \$10.00.

ii. METHOD OF COLLECTION:

Dues shall be collected by automatic salary deduction.

iii. MEMBERS IN GOOD STANDING:

Members are considered to be in good standing, i.e. financial, provided they are not more than one month in arrears of their dues.

iv. BENEFITS:

Privileges and benefits of the Union (e.g., Medical Insurance) shall be provided to members in good standing, and shall cease when a member no longer financial.
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ARTICLE V - OFFICERS

i. POSITIONS:

President, Vice-President (Internal), Vice-President (External), a Secretary, an Assistant Secretary, Membership Secretary, a Treasurer and at least two Trustees.

ii. DUTIES AND RESPONSIBILITIES OF OFFICERS:

ii.a PRESIDENT:

The President shall preside at all meetings of the Union and executive committee, and serve as liaison with senior management of the College, other tertiary institutions, Ministry of Education and other government and non-government offices. The President is the chief spokesperson of the Union.

ii.b VICE-PRESIDENT INTERNAL:

The Vice-President Internal shall fulfill all the duties of the President, if the president is absent or incapacitated. The Vice-President Internal will liaise with the Administration of the College and Divisional Representatives.

ii.c VICE-PRESIDENT EXTERNAL:

In the absence of the President or the Vice-President Internal the Vice-President External shall fulfill all the

duties of the President and Vice-President Internal. The Vice President External will liaise with the Ministry of Education, Ministry of Finance, and other local, national and international agencies in order to adhere to the objectives of the Union.

ii.d SECRETARY:

The duties of the Secretary shall be to keep the record of the proceedings of the meetings of the Union and of the executive committee, to maintain a complete file of all correspondence, and to present written minutes of the meetings. The secretary shall keep a copy of the constitution designated as the official copy and have this official copy available at all meetings.

ii.e ASSISTANT SECRETARY:

In the absence of the Secretary, all the duties shall be performed by the Assistant Secretary. The Assistant Secretary shall also help the Secretary to fulfill all the duties described (ii.d) above.

ii.f MEMBERSHIP SECRETARY:

The Membership Secretary shall recruit members and shall maintain an up-to-date membership list. The Membership Secretary shall liaise with the Divisional Representatives and update the executive

committee

ii.g TREASURER:

The Treasurer shall receive and disburse all money for the Union and shall present an audited financial statement at the Annual General Meeting.

The Treasurer must ensure that audited reports are done and forwarded to the Registrar of the Trade Unions in the Labour Department. (The auditors must be approved by the Registrar). The audited statements shall be submitted to the Labour Department by 1st of June each year.

All receipts of money must be deposited in the bank in the name of the Union and may be withdrawn only by signature of the Treasurer, the President and the Secretary.

ii.h TRUSTEES:

The elected trustees shall be in the office for a period of three years. The trustees hold in trust real and personal property of the Union. The trustees shall bear all legal responsibility. The trustees shall function in accordance with law. The Trustees shall be indemnified against risk and expense out of the union's property.

iii. ELECTION AND REMOVAL OF OFFICERS:

iii.a T h e e l e c t i o n o f
 officers(exception:Trustees) is to
 be held every two years by the end
 of the spring semester.

Nominations should be submitted to
the executive committee within
fourteen (14) days before the date
of the election.

iii.b The election of the officers shall
 be done by means of secret ballot.
 The process of election and
 nomination be supervised by the
 Registrar of Trade Unions. There are
 three election officers, two from
 the Union and one from the Labour
 Department. One of these shall act
 as the Presiding Officer.

iii.c Only members who are in good
 standing are eligible to hold
 elected office.

iii.d Only members who are in good
 standing are eligible to vote.

iii.e Charges of misconduct and/or breach
 of duty are to be brought to the
 grievance committee. This committee
 shall hear charges against the
 officer and any relevant testimony
 and pass judgement.

The Registrar of Trade Unions shall be notified in writing the removal of an officer.

iv. TERM OF OFFICE:

All elected officers shall be elected for a period of two years (exception: trustees). No officer may be reelected for more than two consecutive terms.

v. FILLING VACANCIES:

Vacancies that occur on the executive committee during the membership year shall be filled by due electoral procedure.

ARTICLE VI - MEETINGS

i. REGULAR:

A monthly meeting shall be held on the third Thursday of each month of the academic year. Members as defined (III. ii) may attend the regular meetings. Agenda of the meeting shall be circulated at least two days before the meeting.

ii. SPECIAL:

Special meetings shall be called by the President as deemed necessary any time during the membership year.

iii. EXTRAORDINARY MEETING

Extraordinary meetings can be requested at any time through petition by 15% of membership to the Executive Committee. Only the point(s) detailed in the petition can be discussed in the extraordinary meeting.

iv. ANNUAL GENERAL MEETING (AGM) :

An Annual General Meeting shall be held on the third Thursday of the last month of the Spring Semester.

Agenda of the AGM must be setup 14 days before the meeting and agenda shall be circulated at least two days prior to the meeting.

The President shall present the annual report and the Treasurer shall present an audited financial report. The written copies of the annual report shall be made available upon request.

v. QUORUM:

The quorum for the monthly meeting shall be 10% of the members in good standing. The quorum for AGM shall be 25% of the members in good standing. The AGM may be rescheduled if necessary, e.g., should quorum not be reached.

ARTICLE VII- EXECUTIVE COMMITTEE

i. COMPOSITION OF COMMITTEE:

i.a Officers:

The officers of the Union shall be composed of duly elected officers (V :i) and the Past President of the Union.

ii.b Past-President:

The Past-President shall be an ex-officio member of the executive committee. The Past-President shall advise and help on the smooth operation of the new executive committee. The Past-President shall not have any voting privileges in the executive committee.

ii. POWER OF EXECUTIVE COMMITTEE:

ii.a Make emergency decisions.

ii.b Make recommendation to the Union members.

ii.c Make decisions concerning normal operating expenditures. Extra-ordinary expenditures must be approved by simple majority vote of the membership.

ii.d Failure to attend three consecutive meetings without reasonable excuse shall be considered a breach of duty and shall

be referred to the Grievance Committee.

ii.e All elected officers will have voting power in the matters of the Union in the executive committee meeting.

iii. MEETINGS OF THE EXECUTIVE COMMITTEE:

iii.a The executive committee shall convene at least twice a month. Additional and emergency meetings shall be called by the President as necessary.

iii.b Each member of the executive committee shall be notified of the time, place and agenda of each meeting by the President of the Union before the meeting.

iii.c Divisional Representatives may be invited to attend the executive committee meetings.

iii.d The quorum for the executive committee meeting shall be the simple majority of the executive members.

ARTICLE VIII - AMENDMENTS

Any proposed amendment to the constitution of the Union shall be

submitted in writing to the executive committee at least fourteen (14) days before the monthly meeting.

A written notice of the proposed amendment must be passed to the membership at least seven days before the next monthly meeting of the Union. A simple majority vote of all members in good standing is required to amend the constitution. Votes to be supervised by the Ministry of Labour.

ARTICLE IX - STANDING COMMITTEES

i. GRIEVANCE COMMITTEE

The Grievance Committee shall be selected as a standing committee at the first monthly meeting of the academic year. The committee shall consist of five members and no executive shall be allowed to be a member of this committee.

The functions of this committee are:

- a. to hear charges and grievances of the membership
- b. to investigate complaints
- c. to pass judgement or recommend course of action.

ii. APPEALS COMMITTEE

The appeals committee shall be selected as a standing committee at the first monthly meeting of the academic year. The committee shall consist of three members and no executive shall be allowed to be a member of this committee.

The function of this committee ^{is to} hear appeals against decisions made by the Executive Committee or the Grievance Committee.

ARTICLE X - DISSOLUTION

The organization (UTEB) shall only be dissolved, by a resolution passed by majority vote of at least 80% (four-fifth) of membership and voting at an Extraordinary General Meeting called for the purpose of considering such a dissolution.

In the event of the dissolution of the Union, funds or property outstanding or in hands shall be kept in trust by the Trustees of the Union. The trustees shall proceed to realize the property of the Union and after the discharge of all liabilities, if any funds or property left, shall be equally shared among the members in good standing.