

Pearson College Chapter Constitution

ARTICLE I — Name

The name of the organization shall be the Pearson College (PC) Chapter of the Professional Employees Association.

ARTICLE II — Objectives

Pearson College Chapter objectives are:

- To function as a chapter of the Professional Employees Association.
- To provide a forum for the discussion of employment issues.
- To determine the needs of PC Chapter members regarding compensation and working conditions and to assist the Professional Employees Association in negotiating collective agreements covering members of the PC Chapter.
- To carry out other functions consistent with the Professional Employees Association Constitution as may be desirable for the welfare of PC Chapter members.

ARTICLE III — Membership

Membership shall be open to all employees who are members of the bargaining unit at Pearson College or its successor for whom the Professional Employees Association is certified.

ARTICLE IV — Executive Committee

The Executive Committee of the PC Chapter shall consist of no less than four members: Chair, Vice-Chair, Secretary-Treasurer and at least one Director-at-Large; each position elected annually. The PC Chapter shall rotate its entitlement to appoint an Association Executive member with other Association Chapters as determined by the Association Executive, on an annual basis. When it is entitled to do so, the Chapter Executive Committee shall appoint by motion an Association Executive member from among the members of the Chapter Executive Committee. The term of appointment shall be one year, effective at the start of each Annual General Meeting (AGM).

The Chair shall preside over PC Chapter meetings and, in their absence, the Vice-Chair shall preside. The Secretary-Treasurer shall maintain PC Chapter minutes and records and be responsible for safekeeping of any PC Chapter funds.

A quorum of the existing Executive Committee shall be 66 % rounded up, and shall have the authority to take such measures in carrying out PC Chapter objectives as are consistent with the Professional Employees Association Constitution.

Should a vacancy occur on the Executive Committee, the remaining members may appoint a replacement from the PC Chapter membership for the remainder of the term of office.

Decisions of the Executive Committee shall be by majority vote. Executive Committee meetings shall be conducted in accordance with the current version of Robert's Rules of Order.

ARTICLE V — Duties of the Executive

The Chair will preside over PC Chapter meetings and, in their absence, the Vice Chair will preside. The Chair will have overall responsibility for the general and active management of the business of the Chapter and will enforce and abide by the provisions of the Chapter Constitution and By-Laws.

The Vice-Chair will assume duties as may be determined by the Chair or Executive. In the absence of the Chair, the Vice-Chair will exercise the powers and perform the duties and functions of the Chair.

The Secretary-Treasurer will prepare and disseminate notices and agendas of all Executive and Chapter meetings, keep an accurate record of all Executive and Chapter meetings, act as Parliamentarian at all Chapter meetings, act as Archivist for all Chapter matters, and assume other duties as may be determined by the Executive.

ARTICLE VI — Election of Executive

The Executive Committee shall request an expression of interest from members who may be interested in joining the Pearson Executive Committee no later than 30 days prior to the Annual General Meeting.

Nominations may be put forward to the Executive Committee to the PEA Office by any members of the PC Chapter. The Chapter Executive shall prepare a list of candidates who have signified that they are willing to stand for Executive office. Nominations may also be put forward during the Annual General Meeting.

The Executive shall put the list of standing candidates to the general membership for their vote during the Annual General Meeting. Voting shall be conducted through electronic, paper, or verbal means. Newly elected members of the Chapter Executive shall assume office at the close of the Chapter Annual General Meeting.

ARTICLE VII – Election of Association Convention Delegates

The Chair shall prepare a list of candidates for delegate(s) to the Convention of the Association who have signified that they are willing to represent the chapter at convention. Normally, PC Chapter shall be represented at convention by a member of the Executive Committee and a member-at-large. Nominations may be put forward to the Chair by any members of the PC Chapter.

The Chair shall put the list of standing delegate candidates to the PC Chapter Executive for selection. Previous Convention attendance will be considered to engage members with less experience.

ARTICLE VIII— Meetings

There shall be an Annual Meeting not later than the end of the school year.

Other general meetings can be called by the Executive Committee, or, on a written request from at least two members. When a meeting is called by at least two members, it shall take place within one calendar month of the request being received by the Executive.

A quorum in any general meeting, including the Annual Meeting, shall be not less than 40 percent of the membership.

Except as herein provided, PC Chapter meetings shall be conducted in accordance with the current version of Robert's Rules of Order.

A notice of meeting other than the Annual Meeting shall be delivered to each member by email not less than five days before the meeting is to be held.

Notice of meeting shall state the business to be transacted at the meeting.

ARTICLE IX — Adoption and Amendment of the Constitution

This Constitution shall come into effect when approved at the initial membership meeting. This Constitution may be amended by a two-thirds majority of PC Chapter voting members.