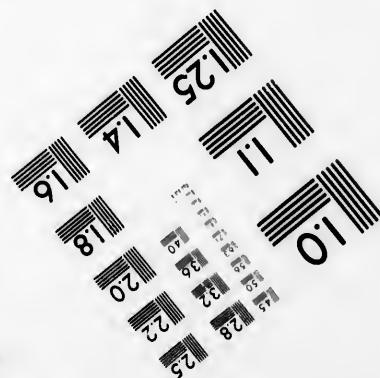
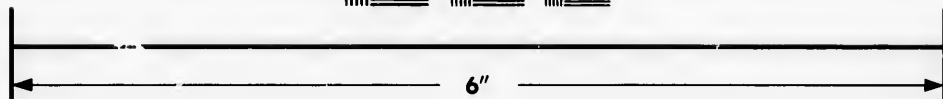
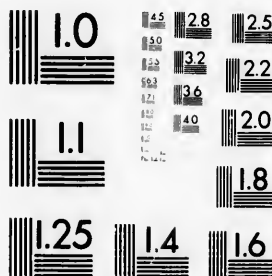


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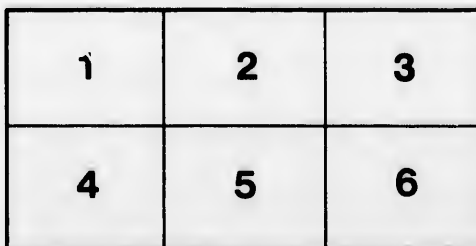
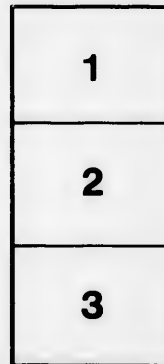
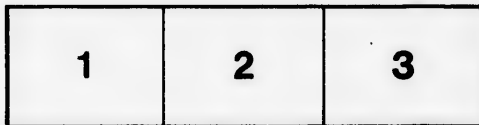
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CONSTITUTION, BY LAWS

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ADOPTED MAY, 1891.

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CONSTITUTION, BY-LAWS AND RULES OF ORDER

—OF THE—



ADOPTED MAY, 1891.

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## CONSTITUTION.

1. This Association of Teachers shall be known as the City of Ottawa Teachers' Association.

2. The membership shall consist of two classes:

(a) Regular members. (b) Honorary members.

(a) Regular members shall be the inspectors and all legally qualified teachers teaching in the City of Ottawa.

(b) Honorary members shall be any friends of education who are duly elected by regular members of the Association.

3. (a) Regular members shall assume all the duties and enjoy all the privileges of this Association.

(b) Honorary members shall have the right to participate in all discussions, but shall not be entitled to vote or to hold office.

4. The officers of this Association shall be a President, a Vice-President, a Secretary-Treasurer, an Executive Committee and two Auditors.

(a) It shall be the duty of the President to preside at all meetings of the Association and to conduct said meetings in conformance with this Constitution, By-laws and Rules of Order adopted by this Association. He shall be an ex-officio member of all Committees.

(b) It shall be the duty of the Vice-President to preside in the absence or at the request of the President.

(c) In the absence of both President and Vice-President, the meeting shall elect a Chairman *pro tem*.

(d) It shall be the duty of the Secretary-Treasurer to keep a record of the attendance of the regular members at each session, to transmit this record to any

Inspector or Principal concerned, at his request, to keep a record of the proceedings of all regular and special meetings, to conduct all correspondence pertaining to this Association, to have charge of all moneys received by it, to make payment only upon the order of the Executive Committee, to make a formal report at each regular meeting of the Association, and to make application for the municipal grant and call for it not later than December of each year.

(e) The Executive Committee shall consist of five members elected by ballot from the regular members, and the following ex-officio members:— The President, the Vice-President, the Secretary-Treasurer, who shall also be Secretary of this Committee, and the City of Ottawa School Inspectors. This Committee shall prepare the programme for each half yearly meeting, make due arrangements for these meetings, pass accounts due by the Association, and perform all executive business pertaining to the Association.

(f) The Auditors shall make an annual audit of the finances and report at each annual meeting.

5. (a) The officers shall be elected at the annual meeting by ballot, upon nomination, without discussion.

(b) Should any office become vacant the Executive Committee shall fill such vacancy at its first meeting thereafter.

(c) Officers shall hold office until the appointment of their successors.

6. There shall be two meetings held each year. These shall be held on the first or second Friday in November and May respectively, unless otherwise ordered by the Executive Committee. The meeting in May shall be known as the annual meeting.

7. Special meetings may be called by the Executive Committee, or shall be called by the Secretary-Treasurer on the request of five regular members, at which no other business than the special business for which the meeting is called shall be transacted.

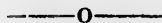
8. A meeting of the Executive Committee may be called by the President, or Secretary-Treasurer, or

Chairman, at which four members shall form a quorum.

9. At all regular and special meetings of the Association twenty regular members shall form a quorum.

10. This Constitution and By-laws shall not be altered or amended except by a two-thirds vote of the regular members present at the meeting, due notice of which amendment shall be given in writing at the preceding regular meeting.

### **By-laws and Rules of Order.**



1. At each regular meeting of the Association there shall be at least three sessions ; the first from 9 a. m. to 12 m. ; the second from 2 p. m. to 4.30 p. m., and the third beginning at 8 p. m.

2. The order of business for the first session shall be :—

- (1) Reading of Scripture and Prayer.
- (2) Roll Call.

(3) Reading the minutes of the last regular and intervening special meetings.

(4) Unfinished business arising out of the Minutes.

(5) Reports of Committees and Officers.

(6) New business.

(7) Notices of Motion.

(8) Programme of Subjects.

3. The order of business at the afternoon session shall be :—

(1) Reading of minutes of morning session.

(2) Roll Call.

(3) General Business.

(4) Programme of Subjects.

4. The order of business for the evening session shall be :—

(1) Reading of minutes of the afternoon session.

(2) Programme of the evening.

5. This order of business may be altered on a majority vote of the regular members present.

6. The place of meeting shall be arranged for by the Executive Committee.

7. When speaking on a motion or discussing a subject after introduction no member shall speak more than once, nor longer than ten minutes without the permission of the Association.

8. On the request of three regular members the yeas and nays upon any question shall be recorded in the minutes.



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