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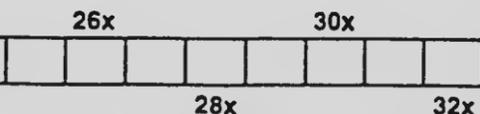
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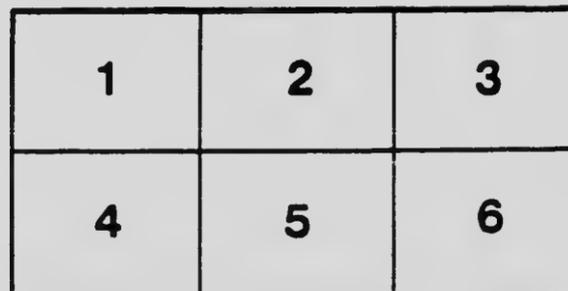
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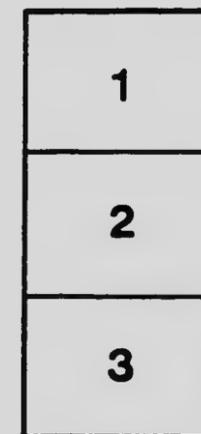
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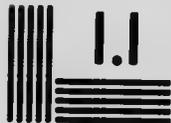
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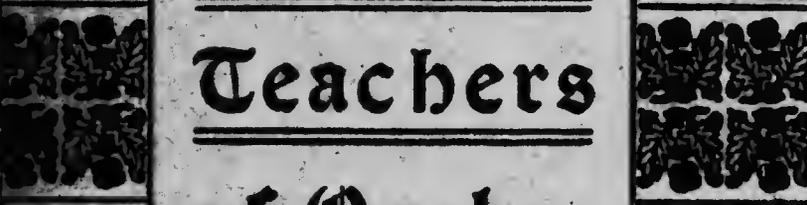


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PROVINCIAL ASSOCIATION



Protestant
Teachers
of Quebec

CONSTITUTION AND BY-LAWS

Revised to October 17, 1918



PROVINCIAL ASSOCIATION
OF
PROTESTANT TEACHERS
OF QUEBEC

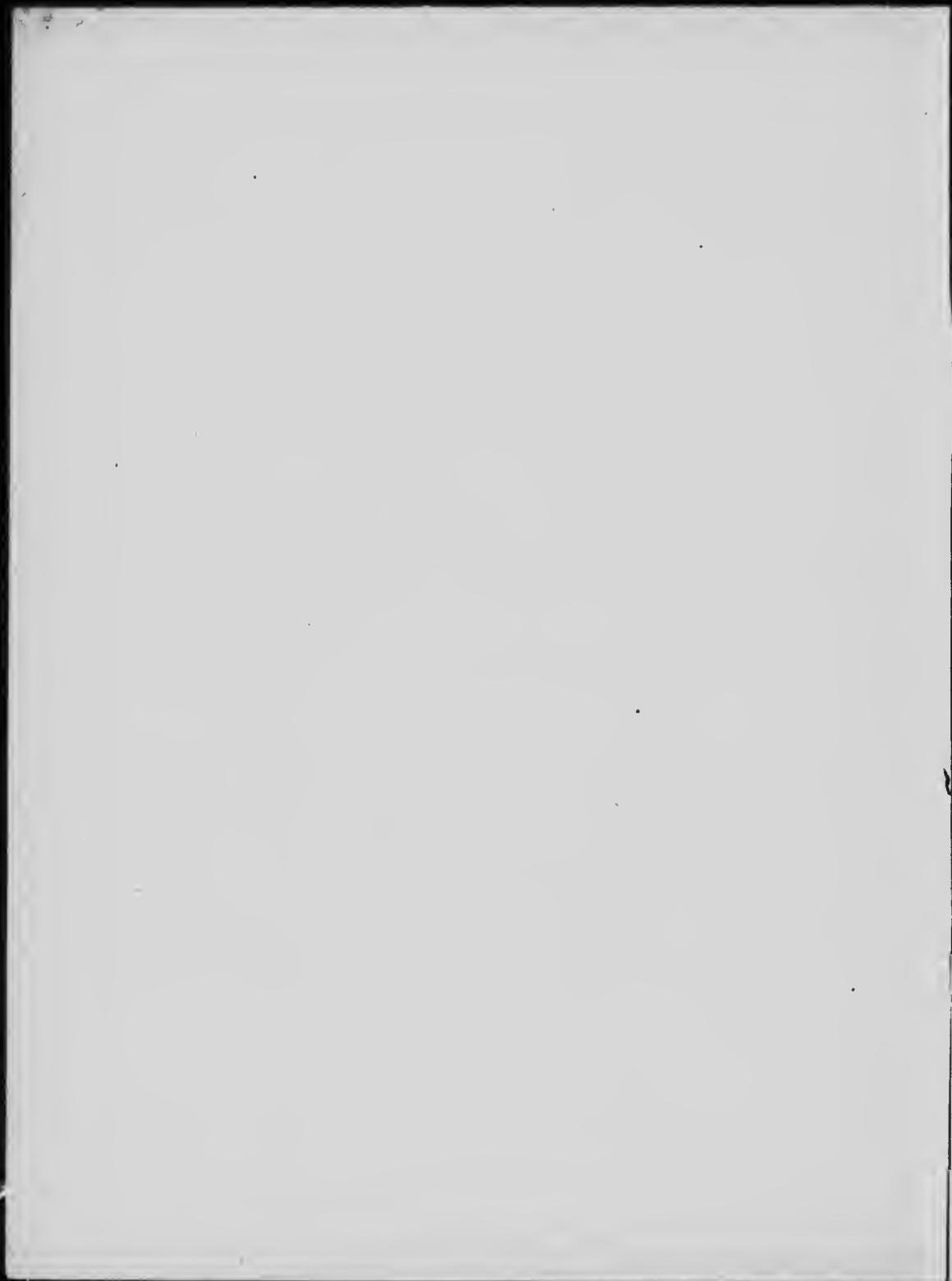
CONSTITUTION *and* BY-LAWS

Revised to October 17, 1918

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1918





AN ACT

To Incorporate the Provincial Association of
Protestant Teachers of Quebec.

STATUTES OF QUEBEC, 52 VICT., 1889.
CAP. LXX.

Assented to 21st March, 1889.

WHEREAS, a society has existed for some years in this Province, known as the "Provincial Association of Protestant Teachers of Quebec," having for its objects the advancement of the teaching profession, and the interests of education in this Province; and whereas Sampson P. Robins, LL.D., George L. Masten, Fred. W. Kelley, Ph.D., T. Ainslie Young, M.A., John M. Harper, M.A., Ph.D., and other members of the Association have, by their petition, prayed that they and the other members of the Association may be incorporated; and it is expedient to grant their prayer: Therefore, Her Majesty by and with the advice and consent of the Legislature of Quebec, enacts as follows:

1. Sampson P. Robins, LL.D., George L. Masten, Fred. W. Kelley, Ph.D., T. Ainslie Young, M.A., John M. Harper, M.A., Ph.D., Abner W. Kneeland, M.A., E. W. Arthy, Charles A. Humphrey, R. J. Hewton, M.A., C. A. Jackson, George W. Parmelee, Henry Hubbard, M.A., James McGregor, J. W. McOuat, B.A., Herbert J. Silver, B.A., H. H. Curtis, W. Patterson, B.A., Arch. McArthur, B.A., Mary Peebles, and Kate Wilson, and such other persons as are now or shall hereafter become members of said Association, are hereby declared to be a body politic and corporate, under the name of the "Provincial Association of Protestant Teachers of Quebec."

2. The Constitution and By-Laws of the said Association shall be and remain the Constitution and By-Laws of the said Corporation, until changed or amended as therein provided.

Nothing therein contained shall, at any time, be contrary to the laws of this Province.

3. The Corporation may receive and hold property of any kind by any title whatsoever, and may deal with and dispose of the same in any manner, for the purpose of the Association; but it shall not hold real estate of the annual value of more than five thousand dollars.

4. All property and funds of the Corporation shall be held in its corporate name, and shall be managed and administered by its Executive Committee.

5. This Act shall come into force on the day of its sanction.

CAP. XXIII.

An Act to amend Articles 1903 and 2281 of the Revised Statutes of the Province of Quebec, respecting Public Instruction.

(Assented to 21st March, 1889.)

HER MAJESTY, by and with the advice and consent of the Legislature of Quebec, enacts as follows:

1. Article 1903 of the Revised Statutes of the Province of Quebec is amended by adding the following after the word "labors" in the third line thereof, "and the Provincial Association of Protestant Teachers may, each year, at their annual meeting, elect one of their members to be also an associate member of the Protestant Committee."

2. Article 2281 of the said Revised Statutes is amended by replacing the words, "Convention of Protestant Teachers", in the sixth and seventh lines thereof, by the words "Provincial Association of Protestant Teachers."

3. This Act shall come into force on the day of its sanction.

CONSTITUTION and BY-LAWS
OF THE
PROVINCIAL ASSOCIATION
OF
PROTESTANT TEACHERS OF QUEBEC

NAME

1. This Association shall be called the Provincial Association of the Protestant Teachers of Quebec.

OBJECTS

2. The objects of the Association shall be the advancement of the educational interests of the country, the elevation of the status of the teacher, and the professional and intellectual improvement of its members.

MEMBERSHIP

3. Professors and Lecturers in Colleges and Normal Schools, School Inspectors, Members and Secretaries of School Boards of the Province of Quebec and all certificated teachers of Quebec shall be eligible for election as ordinary members of the Provincial Association.

The Superintendent of Public Instruction, Members of the Protestant Committee of the Council of Public Instruction, the English Secretary of the Department of Public Instruction, Members of the Central Board of Examiners and Ministers of the Gospel shall be ex officio Honorary Members of the Provincial Association.

Persons not holding diplomas but desirous of becoming members of the Association may be registered as Associate Members upon the payment of the regular fee.

4. All Officers of the Provincial Association shall be elected from the registered Ordinary Members of the Association.

OFFICERS

5. The officers of the Provincial Association shall be a President, three Vice-Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Librarian, a Representative on the Protestant Committee of the Council of Public Instruction, and two Representatives on the Administrative Commission under the Pension Act, all of whom shall be elected by ballot at the Annual Convention, and shall hold office until their successors are elected. In addition to these, it is provided that Presidents of Local Associations, elected, and whose election shall have been reported to the Corresponding Secretary of this Association, according to the Constitution and By-Laws of this Association, shall be Vice-Presidents of the Provincial Association.

EXECUTIVE COMMITTEE

6. The Executive Committee shall consist of fifteen members elected by the Association at the Annual Convention together with the officers of the Association, who shall perform the same duties in Committee as in Convention.

ANNUAL MEETING

7. An Annual Meeting of the Association shall be held in Montreal during the autumn, unless otherwise ordered by Convention.

FEEES

8. An annual fee of one dollar for gentlemen and fifty cents for ladies shall be required of Ordinary and Associate Members of the Association, but this may be commuted by payment of ten dollars for gentlemen and five dollars for ladies, constituting the fee for life membership.

COMMITTEES FOR SPECIAL PURPOSES

9. Committees for special purposes may be appointed at Convention on nomination of the president or otherwise. The services of each committee shall terminate with the acceptance of its report, unless otherwise determined by Convention.

The President shall be, ex-officio, a member of each committee of Convention with the exception of the Nominating Committee.

PROPERTY

10. All property of the Provincial Association, as well as all funds from whatever source derived, shall be held in its corporate name, and shall be managed and administered by the Executive Committee of the Association, as expressed in the minutes of the Convention and in the Constitution and By-Laws of the Association.

AMENDMENTS

11. This Constitution can only be altered or amended by a vote of two-thirds of the Ordinary members present at any stated meeting of the Association, provided that all such alterations or amendments shall have been proposed in the "Educational Record" of the Province of Quebec at least three months before the assembling of Convention.

BY - LAWS

SECTION I

1.—The Executive Committee.

The Executive Committee shall consist of the officers of the Association and fifteen Ordinary Members elected by ballot, a plurality of votes constituting an election. It is provided, in order to give all parts of the Province a share in the executive work of the Association, that, from the members of the Convention who do not reside on the Island of Montreal, the eight who receive the highest number of votes shall constitute the first eight of the said Ordinary Members of the Executive Committee and that the seven members from the remaining nominees who receive the highest number of votes, shall constitute the remainder of the Executive Committee.

2.—Registration and Membership.

(a) All the members of the Provincial Association shall register their names and addresses at each Convention in

the manner provided by the Executive Committee and Ordinary and Associate Members shall thereupon pay the annual fee.

(b) Each Ordinary Member who registers in accordance with the foregoing shall be furnished with a ballot paper and a certificate of membership signed or initialled by the Treasurer. Each Associate Member shall receive a certificate of membership only. No fee shall be required of Honorary Members.

(c) Ordinary Members shall have the right of speaking and voting; Honorary Members and Associates the right of speaking only.

(d) A member may withdraw from the Association at any time by sending his resignation in writing to the Corresponding Secretary and paying any arrears of dues.

3.—Nominations and Election.

(a) Each Ordinary Member, as he pays his fee at each annual Convention, shall receive a ballot paper on which shall be printed in convenient form the titles of the offices to be filled.

(b) Nominations for officers and members of the Executive will be made by a Nominating Committee consisting of the immediate Past President, as Convener, three members from the Island of Montreal and three from the rest of the Province. Any Ordinary Member may, after the Nominating Committee has made its report, make other nominations.

(c) This Nominating Committee shall be named by the incoming President who shall report the names of the nominees to the Executive Committee not later than the second meeting of the Executive.

(d) For the various offices they shall nominate candidates as follows:—

President	at least two candidates
Vice-Presidents	at least six candidates

Recording Secretary	at least two candidates
Corresponding Secretary	at least two candidates
Treasurer	at least two candidates
Librarian	at least two candidates
Representative on Protestant Commission	at least two candidates
Pension Commissioners	at least four candidates
Executive Committee	at least thirty candidates.

(e) Nominations to office shall be the last item of business at the first session of each Convention. The nominations shall be posted by the opening of the second session of the Convention.

(f) Ballots shall be filled at the convenience of the members from the list of nominees and deposited in a secure box which shall remain open until two o'clock of the second day of Convention. The result shall be reported at the last session of Convention. If there be any failure to elect, the presiding officer, at that session, shall have a casting vote or votes. In case of the election of the same person to more than one office he shall be permitted to select the office he will fill, and his election to other offices shall be null and void.

4.—Local Associations.

A Local Association must represent a definite territory approved of by the Executive Committee of the Provincial Association of Protestant Teachers.

(a) It shall enroll each year at least twenty members from the teachers in its territory.

(b) It shall keep a record of the attendance at its meetings.

(c) It shall hold at least three meetings each year.

(d) An average of one-third of its members shall have attended three of the meetings of the Local Association, provided that the average attendance does not fall below twelve members.

(e) A statement of the work done, signed by the President and by the Secretary of the Local Association, shall be sent to the Corresponding Secretary of the Provincial Association of Protestant Teachers at least one month previous to the annual Convention each year.

(f) Having fulfilled the foregoing terms a Local Association shall be entitled to affiliation with the Provincial Association.

(g) Only such Presidents of Local Associations shall be recognized as members (ex officio) of the Executive Committee of the Provincial Association, as:

First—Are fully qualified members of the Provincial Association;

Second—Who shall have been duly elected at a legally constituted meeting of such Local Association; and

Third—Whose election shall have been officially reported to the Corresponding Secretary of the Provincial Association within two weeks of their election.

5.—Meetings and Powers of Executive.

(a) The Executive Committee shall be summoned, for the despatch of business stated in the notices of meeting, by the Secretary, on the requisition of the President or any three members of the Committee; shall have in charge the general interests of the Association in the intervals of its conventions; supervise all arrangements for meetings of the Association; shall have power to summon emergent Conventions of the Association when deemed desirable; shall fill all vacancies in its own body occurring during the official year; and shall report its proceedings for confirmation at the Convention next ensuing.

(b) The Executive Committee shall be held to be in continual session during Convention to register Ordinary and Associate Members and to prepare and arrange the business of each session.

SECTION II

1.—Duties of Officers.

(a) *The President.*

It shall be the duty of the President to preside at all Conventions of the Association and meetings of the Executive Committee; to appoint scrutineers of ballots and to conduct the business of the Association in accordance with the By-Laws. In the absence of the President one of the Vice-Presidents shall be appointed by the meeting to preside. In the absence of all the Vice-Presidents, a Chairman pro tempore shall be elected by the meeting.

(b) *The Recording Secretary.*

The Recording Secretary shall keep a full and just record of the proceedings of the Association and Executive Committee.

(c) *The Corresponding Secretary.*

The Corresponding Secretary shall conduct all correspondence not assigned by the Executive Committee to other persons and shall give notice of the Conventions and meetings of the Executive Committee.

The Secretaries shall be present with their records at all Conventions and meetings of the Executive Committee and shall make such reports as shall be required by the Convention or Committee as the case may be. In the absence of either Secretary an Acting Secretary shall be appointed by vote of the Association or Executive Committee.

(d) *The Treasurer.*

The Treasurer shall be the custodian of all moneys of the Association; shall expend the same in accordance with the votes of the Association, or of the Executive Committee; shall keep an exact account of the receipts and disbursements of the Association, with vouchers for money paid out; shall deposit all funds of the Association in a chartered bank, in the name of the Association; shall make all payments by cheques signed by the Recording Secretary and

the Treasurer and shall prepare annually, or as often as may be required by the Executive Committee or the Association, a financial abstract.

The Treasurer shall furnish bonds, from a guarantee company approved by the Executive Committee of this Association, to the amount of five hundred dollars.

The books and accounts of the Treasurer shall be audited each year, as often as may be required by the Executive Committee, by auditors appointed at the first meeting of the Executive after the Annual Convention. The Treasurer's report shall be presented at the first session of each Convention.

2.—Office Expenses, Etc.

The Association shall bear all office expenses and shall pay for all clerical assistance required for the execution of its work under the authority of the Association or its Executive Committee.

3.—Reports of Officers, Etc.

The members of the Administrative Commission under the Pension Act, the Representative to the Protestant Committee of the Council of Public Instruction, the Librarian and all committees appointed or elected by the Association shall report to the Convention following their appointment or election.

4.—Travelling Expenses at Committee Meetings.

(a) Members of the Executive Committee who attend meetings of the Committee held at places distant from their homes shall be entitled to the reimbursement of their necessary travelling expenses. This clause, however, shall not apply to meetings of the Executive held at the time of Convention.

(b) Members of the committees of Convention and members of sub-committees of the Executive, when attending a meeting of their respective committees or sub-committees, shall be entitled to the reimbursement of their necessary

travelling expenses provided, however, that this by-law shall apply in the case of one meeting only, each year, and on a detailed statement being submitted by the convener.

5.—Certain Resolutions Subject to Approval.

All resolutions passed during Convention, to be forwarded to other bodies, must be presented at the last session of the Convention for final consideration and approval.

SECTION III

Rules of Order of Conventions.

1. Without the permission of the Chairman, no member shall speak when there is no motion before the Association, except in Committee of the Whole, or when a subject has been submitted for discussion.

2. Except to adjourn, to resolve into Committee of the Whole, to lay on the table, or the previous question, no motion shall be put from the chair until it has been delivered to the Chairman in writing, with the names of the mover and seconder attached.

3. The mover of a motion may speak to it twice, but no other member more than once, nor any member more than fifteen minutes, without the permission of the Chairman.

4. Should more than one member rise to speak at the same time, the Chairman shall decide who is entitled to the floor, and this decision shall be without appeal.

5. On a point of order being raised while a member is speaking, he shall at once take his seat; the point of order shall then be stated by the member objecting, and the Chairman shall then, without further discussion, decide thereon, stating the rule applicable to the case, without comment.

6. If any member feel aggrieved by the decision of the Chair, he may, except as provided in Rule 4, appeal to the Association. The Chairman shall thereupon put the question thus: "Shall the decision of the Chair be sustained?"

7. The following shall not be debatable motions:—"To adjourn," "To resolve into Committee of the Whole," "To lay on the table," "The previous question," and "Nominations to office."

8. A motion to adjourn or to resolve into Committee of the Whole shall always be in order except when a member is in possession of the floor, when members are voting, when an adjournment or to resolve into Committee was the last motion, or when it has been decided to put the main question.

9. Motions shall take precedence in the following order:

1. To adjourn.
2. To resolve into Committee.
3. To lay on the table.
4. The previous question.
5. Other motions and amendments in the reverse order of motion except as in the subjoined rule.

10. The previous question shall be put in this form: "Shall the main question be now put?" If this be affirmed, no further motions or debates shall be permitted, but the main question shall be put without delay.

11. No amendment to a motion can be received after an amendment to an amendment, nor any motion except to adjourn, to resolve into Committee, the previous question, or to lay on the table.

12. The yeas and nays upon any question shall be recorded in the minutes when called for by five members.

13. When the Convention is resolved into Committee, no motion can be entertained except, "That this Committee rise," which shall be voted on without debate, but cannot be again put without permission of the Chairman.

14. After adoption, the minutes shall be signed by the President, and countersigned by the Secretary.

15. No alteration shall be made in these By-Lays except by a two-thirds vote at an annual Convention; but Rules

of Order may be suspended for any session, by a two-thirds vote at that session.

SECTION IV

Order of Proceedings of Convention.

1. At the hour of meeting the chair shall be taken, and the meeting called to order by the presiding officer.

2. The proceedings of each day shall be opened with prayer.

3. The minutes of the preceding session shall be read, and the minutes of such meetings of Executive Committee as have been held since the last Convention, submitted, with Programme of Proceedings for the session as prepared by the Executive Committee.

4. Regular business as arranged by the Executive Committee.

5. New business.

6. Adjournment.

7. Fifteen members shall constitute a quorum at all meetings of the Association, and five at those of its committees.

8. A place shall be provided on the programme for the introduction of motions not arising out of the ordinary business.

