



REGROUPEMENT DES FIQ

- Constitution, Bylaws and Operating Protocol

JUNE 2021

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CHAPTER I - NAME - PURPOSE - HEAD OFFICE

ARTICLE 1 - INCORPORATION

This organization is governed by the *Professional Syndicates Act*.

ARTICLE 2 - NAME

The name of the federation is: Regroupement des FIQ-RFIQ.

ARTICLE 3 - PURPOSE

The Regroupement des FIQ's purpose is:

- 1) to represent the Fédération interprofessionnelle de la santé du Québec–FIQ and the Fédération interprofessionnelle de la santé du Québec | Secteur privé–FIQP;
- 2) to study, safeguard, defend and develop the economic, professional and social interests of its members;
- 3) to ensure the representation of its members;
- 4) to fight against all forms of discrimination and violence;
- 5) to foster relationships between the member unions of its federations to create and maintain unity and harmony within the organization;
- 6) to implement a union code of ethics, with the help of the member federations, and ensure that it is followed by the affiliated unions.

ARTICLE 4 - HEAD OFFICE

The head office of the Regroupement des FIQ–RFIQ is in Montréal or in a location determined by the Provincial Council.

ARTICLE 5 - SCOPE

The scope of the Regroupement des FIQ–RFIQ extends to the federations with unions representing:

- 1) employees assigned to nursing and cardiorespiratory care, whose job titles are listed in Schedule 1 of *An Act respecting bargaining units in the social affairs sector*;
- 2) health and social services technicians and professionals whose job titles are listed in Schedule 4 of *An Act respecting bargaining units in the social affairs sector*;

- 3) employees with a job in private non-profit health care from social economy;
- 4) employees with a job in pre-hospital emergency care;
- 5) members of a professional association or order who work in health and social services.

CHAPTER II - REGROUPEMENT DES FIQ-RFIQ

ARTICLE 1 - ASSOCIATION

The Regroupement des FIQ-RFIQ is formed by the combination of the FIQ and the FIQP.

ARTICLE 2 - AUTONOMY OF THE FEDERATIONS

Each federation maintains its autonomy, subject to acting according to the spirit and within the limits of this Constitution, Bylaws and Operating Protocol.

Each federation must amend its constitution and bylaws to comply with this Constitution, Bylaws and Operating Protocol.

Each federation must inform the Provincial Executive Committee of all modifications that it wants to make to its constitution and bylaws.

CHAPTER III - PROVINCIAL CONVENTION

ARTICLE 1 - POWERS

The Provincial Convention is the supreme body of the RFIQ. It adopts the major political and union orientations and major action priorities. The federations ensure that the decisions of the Provincial Convention are enforced while preserving their operational autonomy.

The Provincial Convention has the following powers:

- 1) To determine the major orientations and action priorities;
- 2) To elect the president every four (4) years, who becomes by right the president of the FIQ;
- 3) To elect the members of the provincial committees;
- 4) To set up the committees that it deems necessary and elect the members;
- 5) To set any additional provincial assessment;

- 6) To adopt and amend the RFIQ Constitution, Bylaws and Operating Protocol;
- 7) To adopt and amend the Union Defence Fund (FDS) Bylaws;
- 8) To adopt and modify the rules for the equalization system;
- 9) To receive and adopt the RFIQ activity reports, including those of the provincial committees;
- 10) To receive the Union Defence Fund (FDS) and equalization reports.

ARTICLE 2 - SITTING OF THE PROVINCIAL CONVENTION OR SPECIAL PROVINCIAL CONVENTION

- 1) A statutory meeting of the Provincial Convention is held every four (4) years, in the spring. However, a Special Provincial Convention may be called as needed. The Provincial Executive Committee sets the time and place of the Convention.

The agenda of the Provincial Convention is determined by the Provincial Council and is sent to the delegates, along with the documents necessary for the debates, at least forty-five (45) days prior to the scheduled date of the Provincial Convention.

In the event of force majeure, the Provincial Council can decide to hold the Provincial Convention at another time than in the spring. However, the Provincial Council cannot postpone the Provincial Convention longer than six (6) months past the spring.

- 2) A Special Provincial Convention may be called by the general secretary at the request of the Provincial Convention, Provincial Council or Provincial Executive Committee. The Special Provincial Convention is held between the 45th and 90th day following the decision, unless the Provincial Convention, Provincial Council or Provincial Executive Committee sets a later date.

The agenda of the Special Provincial Convention is set by the decision-making body which decided to hold it and sent to delegates at least thirty (30) days before the date of the Special Provincial Convention. However, in the event of an emergency, a Special Provincial Convention may be held between the 15th and 45th day following the decision. In such a case, the delegates are notified at least ten (10) days in advance that a Special Provincial Convention will be held as well as the subjects that will be discussed.

- 3) Delegates may send the motions to be discussed at the Provincial Convention to the general secretary of the Provincial Executive Committee, at least three (3) weeks before the official opening of the Convention. The book of these motions is given to the delegates one week before the beginning of the meeting. No new motion may be tabled unless authorized by a majority vote of the Provincial Convention delegates. These provisions do not apply however, when a Special Provincial Convention is called for an emergency situation.

ARTICLE 3 - COMPOSITION

The Provincial Convention is composed of:

- 1) delegates from each certification held by a local union and delegates from each certification held by a regional or sectional union according to the following ratios:

| <u>Number of members</u> | <u>Number of delegates</u> |
|--------------------------|----------------------------|
| 0001 to 0050 | 1 |
| 0051 to 0100 | 2 |
| 0101 to 0150 | 3 |
| 0151 to 0250 | 4 |
| 0251 to 0350 | 5 |
| 0351 to 0500 | 6 |
| 0501 to 0800 | 7 |
| 0801 to 1100 | 8 |
| 1101 to 1400 | 9 |
| 1401 to 1700 | 10 |
| 1701 to 2000 | 11 |
| 2001 to 2300 | 12 |
| 2301 to 2600 | 13 |
| 2601 to 3000 | 14 |
| 3001 to 3400 | 15 |
| 3401 to 3800 | 16 |
| 3801 to 4200 | 17 |
| 4201 to 4600 | 18 |
| 4601 to 5000 | 19 |
| 5001 and more | 20 |

Add two (2) delegates to this per former CSSS or per institution with more than 400 members or from a transfer of more than 400 members that was not a CSSS for every CISSS and CIUSSS.

- 2) members of the Provincial Executive Committee (nine (9) members of the FIQ Executive Committee and two (2) members of the FIQP Executive Committee);
- 3) members of the FIQP Executive Committee;
- 4) the president of a regional or sectional union or her replacement;
- 5) two (2) delegates from the RIIRS.

ARTICLE 4 - DELEGATION

The general secretary of the RFIQ determines the number of delegates to which each local union and certification of a regional or sectional union is entitled at the beginning of each fiscal year or at the time of affiliation of a union, based on the list of employees for the previous year, provided by the employer on April 1, as stipulated in the collective agreement. Each union sends a copy of said list of employees to the general secretary of the RFIQ within sixty (60) days of receiving it. The overview normally done in December every year will be redone three months before the Convention is held, to have a more accurate picture of the number of affiliated union members and thus have the right number of representatives at the appropriate convention.

ARTICLE 5 - QUORUM

The quorum is 50% of the registered delegates who hold 50% of the votes.

ARTICLE 6 - RIGHT TO VOTE

An official delegate who is a member in good standing of her union and who is present at the meeting is entitled to a number of votes established according to the following rules:

- 1) The number of votes to which she is entitled is proportional to the number of members in her certification determined according to the list stipulated in Article 4 of this chapter;
- 2) This proportion is one (1) vote for fifty (50) members. A total of fifty (50) more members must be reached to be entitled to an additional vote;
- 3) The number of votes thus determined is divided by the number of official delegates stipulated in Article 3 of this chapter.

Notwithstanding the foregoing, the total number of votes may be divided among the delegates registered within the deadline, providing that the number of registered delegates represents a minimum of 70% of their total delegation;

- 4) Notwithstanding the foregoing, the delegates from a certification of more than fifty (50) members, but less than one hundred (100) are entitled to one (1) vote each;
- 5) The members of the executive committees of the federations, the president of a regional or sectional union or her replacement and the two (2) delegates from the RIIRS are entitled to one (1) vote each.

Unless otherwise stipulated in this Constitution, Bylaws and Operating Protocol or in the rules of order used, Provincial Convention decisions are made by majority vote.

ARTICLE 7 - LOSS OF THE STATUS OF OFFICAL DELEGATE

An official delegate whose union is more than thirty (30) days late in the payment of the dues to her federation automatically becomes a fraternal delegate, unless an agreement has been made with the executive committee of her federation and with the knowledge of the Provincial Executive Committee.

CHAPTER IV - PROVINCIAL COUNCIL

ARTICLE 1 - POWERS

The Provincial Council is the supreme body between Provincial Conventions. It plays an important political role between Provincial Conventions. It is responsible for making decisions that are in line with the orientations of the Provincial Convention and serving the collective interests of the members. It is a preferred forum for debates and union consensus-building. All unions ensure that the decisions of the Provincial Council are enforced while preserving their operational autonomy.

The Provincial Council has the following powers:

- 1) To adopt the action plan based on the orientations of the Provincial Convention;
- 2) To rule on Union Defence Fund (FDS) appeal cases and exercise all the powers which it has under its bylaws;
- 3) To receive the Union Defence Fund and equalization reports between Provincial Conventions;
- 4) To receive and adopt the activity reports from the Provincial Executive Committee and provincial committees;
- 5) To receive and adopt the report on the follow-up of the recommendations from the Provincial Convention every two (2) years;
- 6) To fill the vacancies on the Provincial Executive Committee and other provincial committees;
- 7) To set up the committees that it deems necessary, elect the members of these committees and adopt the reports;
- 8) To make recommendations to the Provincial Convention;
- 9) To convene a Special Provincial Council or Special Provincial Convention;
- 10) To determine the negotiation structures;
- 11) To receive and adopt the reports from the nurse, licensed practical nurse, respiratory therapist and clinical perfusionist commissions.

ARTICLE 2 - SITTING OF THE PROVINCIAL COUNCIL OR SPECIAL PROVINCIAL COUNCIL

1) Provincial Council

The Provincial Council meets at least three (3) times a year, except the year of a Provincial Convention when it meets at least twice (2). This minimum number of meetings may include one (1) Special Provincial Council meeting, if need be. The Provincial Executive Committee determines the time and place of the Provincial Council meetings.

The agenda for the Provincial Council is set by the Provincial Executive Committee and, except in the case of a Special Provincial Council, is sent to the delegates at least thirty (30) days prior to the meeting.

2) Special Provincial Council

The Provincial Executive Committee or the Provincial Council may, at any time, decide to hold a Special Provincial Council. The delegates are notified of a Special Provincial Council and the subjects that will be discussed at least three (3) days in advance. And, at the written request of 10% of the delegates of the Provincial Council, the general secretary of the Provincial Executive Committee must convene a Special Provincial Council to be held in the thirty (30) days following receipt of the request.

This request must be sent to the general secretary and specify the purpose and objectives of this Special Provincial Council.

ARTICLE 3 - COMPOSITION

The Provincial Council is composed of:

- 1) delegates from each certification held by a local union and delegates from each certification held by a regional or sectional union in the following ratios:

| <u>Number of members</u> | <u>Number of delegates</u> |
|--------------------------|----------------------------|
| 0001 to 0050 | 1 |
| 0051 to 0150 | 2 |
| 0151 to 0400 | 3 |
| 0401 to 0700 | 4 |
| 0701 to 1000 | 5 |
| 1001 to 1300 | 6 |
| 1301 to 1600 | 7 |
| 1601 to 1900 | 8 |
| 1901 to 2200 | 9 |
| 2201 to 2500 | 10 |

| | |
|---------------|----|
| 2501 to 3000 | 11 |
| 3001 to 3500 | 12 |
| 3501 to 4000 | 13 |
| 4001 to 4500 | 14 |
| 4501 to 5000 | 15 |
| 5001 and more | 16 |

Add one (1) delegate to this per former CSSS or from an institution with more than 400 members or transfer of more than 400 members that was not a CSSS for every CISSS and CIUSSS.

- 2) members of the Provincial Executive Committee (nine (9) members of the FIQ Executive Committee and two (2) members of the FIQP Executive Committee);
- 3) members of the FIQP Executive Committee;
- 4) the president of a regional or sectional union, or her replacement;
- 5) two (2) delegates from the RIIRS.

ARTICLE 4 - DELEGATION

The general secretary of the RFIQ determines the number of delegates to which each local union and each certification of a regional or sectional union is entitled at the beginning of each fiscal year or at the time of affiliation of a union based on the list of employees for the previous year, provided by the employer on April 1, as stipulated in the collective agreement. Each union sends a copy of said list of employees to the general secretary of the RFIQ within sixty (60) days of receiving it.

ARTICLE 5 - QUORUM

The quorum is 50% of the registered delegates who hold 50% of the votes.

ARTICLE 6 - RIGHT TO VOTE

An official delegate who is a member in good standing of her union and who is present at the meeting is entitled to a number of votes determined according to the following rules:

- 1) The number of votes to which she is entitled is proportional to the number of members in her certification determined according to the list stipulated in Article 4 of this chapter;
- 2) This proportion is one (1) vote for fifty (50) members. A total of fifty (50) more members must be reached to be entitled to an additional vote;
- 3) The number of votes thus determined is divided by the number of official delegates stipulated in Article 3 of this chapter.

Notwithstanding the foregoing, the total number of votes may be divided among the delegates registered within the deadline, providing that the number of registered delegates represents a minimum of 70% of their total delegation;

- 4) Notwithstanding the foregoing, the delegates from a certification with more than fifty (50) members, but less than one hundred (100) are entitled to one (1) vote each;
- 5) The members of the executive committees of the federations, the president of a regional or sectional union, or her replacement and the two (2) delegates from the RIIRS are entitled to one (1) vote each.

Unless otherwise stipulated in this Constitution, Bylaws and Operating Protocol or in the rules of order used, Provincial Council decisions are made by majority vote.

ARTICLE 7 - LOSS OF THE STATUS OF OFFICIAL DELEGATE

An official delegate whose union is more than thirty (30) days late in the payment of the dues to her federation automatically becomes a fraternal delegate, unless an agreement has been made with the executive committee of her federation and with the knowledge of the Provincial Executive Committee.

CHAPTER V - PROVINCIAL EXECUTIVE COMMITTEE

The Provincial Executive Committee is responsible for the planning, management and control of the RFIQ. It ensures follow-up on the debates, activities and mandates. It takes stands on all issues in line with the orientations of the organization, in the best interest of all.

It encourages, in collaboration with the presidents of the federations' affiliated unions, the presence and influence of the RFIQ in the regions. Lastly, it ensures consistency in union action in the implementation of the action plans.

ARTICLE 1 - POWERS

The Provincial Executive Committee has the power:

- 1) To execute the decisions of the Provincial Convention and the Provincial Council;
- 2) To ensure political representations for the RFIQ;
- 3) To prepare the action plans based on the Provincial Convention and Provincial Council decisions;
- 4) To make recommendations to the Provincial Convention and the Provincial Council;
- 5) To set up the committees that it deems necessary and appoint the members;
- 6) To ensure that the Constitution, Bylaws and Operating Protocol are enforced;

- 7) To determine the general policies and submit them to the Provincial Council;
- 8) To decide to hold a Provincial Council, Special Provincial Council, Provincial Convention or Special Provincial Convention;
- 9) To recommend holding nurse, licensed practical nurse, respiratory therapist and clinical perfusionist commissions;
- 10) To promote and encourage solidarity and mobilization between the federations and their affiliated unions;
- 11) To encourage pooling of regional realities and circulate the main findings;
- 12) To ensure and participate in the consultation of the affiliated unions on set subjects;
- 13) To study any issue submitted by the Provincial Convention, Provincial Council and executive committees of the federations;
- 14) To receive the activity reports from the provincial committees and sectors and services of the FIQ;
- 15) To make a report on its activities to the Provincial Convention;
- 16) To monitor the use of the Union Defence Fund (FDS) and administer the equalization system.

ARTICLE 2 - COMPOSITION

The Provincial Executive Committee is composed of eleven (11) people, the nine (9) members of the FIQ Executive Committee and two members of the FIQP Executive Committee, including the president or her replacement during an extended absence.

ARTICLE 3 - SITTING OF THE PROVINCIAL EXECUTIVE COMMITTEE

The Provincial Executive Committee meets at least four (4) times a year.

The meetings of the Provincial Executive Committee are convened by the general secretary, at the request of the president or three (3) of its members, by notice at least ten (10) days in advance. This notice must specify the agenda for the meeting, whenever possible.

The agenda of the Provincial Executive Committee is prepared by the general secretary.

In the event of an emergency, the notice can be sent by email, telephone or fax at least twenty-four (24) hours before the meeting, such a notice being sufficient in the circumstances.

A member of the Provincial Executive Committee can waive the previously mentioned notice at any time.

ARTICLE 4 - QUORUM

The quorum is six (6) people, including five (5) from the FIQ and one (1) from the FIQP.

ARTICLE 5 - VOTE

Each member of the Provincial Executive Committee has one vote. In the case of a tie vote, the president has the deciding vote.

CHAPTER VI - DUTIES AND POWERS OF THE MEMBERS OF THE PROVINCIAL EXECUTIVE COMMITTEE

ARTICLE 1 - PRESIDENT

The president of the RFIQ is by right the president of the FIQ.

The president's responsibilities are:

- 1) To be the official spokesperson of the RFIQ;
- 2) To chair the meetings of the Provincial Executive Committee, Provincial Council and Provincial Convention. She may name another chairperson for the meeting with the consent of the body concerned;
- 3) To monitor the general activities of the RFIQ under the authority of the Provincial Executive Committee;
- 4) To be a member of all the committees by right;
- 5) To fulfill all the duties that ensue from her office and those that are assigned to her by the Provincial Convention, Provincial Council and Provincial Executive Committee;
- 6) To sign the documents prepared or issued on behalf of the RFIQ, such as official documents.

ARTICLE 2 - VICE-PRESIDENTS

The vice-presidents of the FIQ, members of the Provincial Executive Committee, have the same powers and duties for the RFIQ as for their federation. The members of the Provincial Executive Committee who come from the FIQP are considered vice-presidents of the RFIQ.

The vice-presidents' responsibilities are:

- 1) To assist the president in the performance of her duties;
- 2) To replace the president, when absent, with the same powers and duties according to the established order of precedence;

- 3) To carry out all the mandates entrusted to them by the Provincial Executive Committee;
- 4) To chair the nurse, licensed practical nurse and respiratory therapist commissions corresponding to the reserved positions. Another chairperson may be appointed with the consent of the commission concerned.

ARTICLE 3 - GENERAL SECRETARY

The general secretary of the FIQ, member of the Provincial Executive Committee of the RFIQ, has the same duties and powers for the RFIQ as for the FIQ.

The general secretary's responsibilities are:

- 1) To be the general secretary of the Provincial Executive Committee, Provincial Council and Provincial Convention by right. She can appoint another meeting secretary with the consent of the body concerned;
- 2) To keep a register of the minutes of the meetings of the Provincial Executive Committee, regular and Special Provincial Council, regular and Special Provincial Convention, and co-sign them with the president;
- 3) To send the minutes of the last meeting of the Provincial Executive Committee to the members of the latter, at least ten (10) days before the next meeting;
- 4) To be responsible for the records and official documents of the RFIQ;
- 5) To convene the meetings and prepare the agendas;
- 6) To write official correspondence;
- 7) To certify the copies or excerpts of the minutes and correspondence;
- 8) To keep a register of the unions affiliated with each one of the federations;
- 9) To fulfill all other duties assigned to her by the various bodies of the RFIQ;
- 10) To pass on all the documents and other goods belonging to the RFIQ to her successor.

ARTICLE 4 - TREASURER

The treasurer of the FIQ, member of the Provincial Executive Committee of the RFIQ, has the same duties and powers for the RFIQ as for the FIQ.

The treasurer's responsibilities are:

- 1) To manage the budgets and all other special funds of the RFIQ;
- 2) To prepare, at least once (1) a year, a complete and detailed financial statement for the Union Defence Fund (FDS) and equalization and a budget which will first be presented to the Provincial Executive Committee. The date of these reports must coincide with the fiscal year of the RFIQ;
- 3) To keep an up-to-date inventory of the assets of the RFIQ;

- 4) To ensure that all payments are made in compliance with the policies and decisions of the Provincial Executive Committee, Provincial Council and Provincial Convention;
- 5) To pass on all the documents and other goods belonging to the RFIQ to her successor.

CHAPTER VII - COMMISSIONS

There are four (4) types of commissions: nurse, licensed practical nurse, respiratory therapist and clinical perfusionist.

The commissions are a special forum for discussion or analysis of the important issues affecting the job-title groups concerned. The commissions have the power to make recommendations to the Provincial Executive Committee.

ARTICLE 1 - SITTING OF THE COMMISSIONS

The commissions are held at least once (1) between every provincial convention. The Provincial Executive Committee may call commissions from time to time by job title group based on the project at hand.

ARTICLE 2 - COMPOSITION

The commissions are composed of the members of the executive committees and the intermediate councils of affiliated unions from the job-title groups linked to the commission.

Should a job title group not be represented by a member of the executive committees or the affiliated unions' intermediate councils, then they can appoint a member of their unions to act as a representative on the commission in question.

ARTICLE 3 - VOTE

Each member of a commission is entitled to one vote.

ARTICLE 4 - REFERRAL TO THE PROVINCIAL EXECUTIVE COMMITTEE

All recommendations from a commission taken by a majority of the votes cast in a commission are submitted to the Provincial Executive Committee for analysis. A report is submitted to the provincial council for adoption.

CHAPTER VIII – PROVINCIAL COMMITTEES

ARTICLE 1

The provincial committees are assigned their mandate by the Provincial Convention, Provincial Council or Provincial Executive Committee.

ARTICLE 2

The provincial committees report on their activities to the Provincial Executive Committee and Provincial Convention. They can also submit progress reports and recommendations to the Provincial Council.

ARTICLE 3

The provincial committees are composed of:

- statutory committees;
- standing committees;
- committees in the collective agreement;
- ad hoc committees.

Statutory committees are those stipulated in the Constitution, Bylaws and Operating Protocol of the RFIQ and the Union Defence Fund Bylaws. The Provincial Convention elects the members as well as their substitutes and the Provincial Council sees to their replacement when there is a vacancy.

Standing committees are formed by the Provincial Convention. It elects the members as well as their substitutes and the Provincial Council fills the positions when there is a vacancy. The members of these committees are given union leaves to attend the regular and special decision-making meetings of the RFIQ.

The committees in the collective agreement are stipulated in the collective agreements signed between the RFIQ and the Comité patronal de négociation du secteur de la santé et des services sociaux. The Provincial Council elects the members and fills the positions when there is a vacancy.

Ad hoc committees are formed by either the Provincial Convention, Provincial Council or Provincial Executive Committee. The body that forms the committee determines its mandate and elects or appoints the members on it.

ARTICLE 4

A committee meets within the limits of its mandate and budget.

CHAPTER IX – ELECTIONS

PART I – ELECTION RULES

ARTICLE 1

The president and members of the provincial committees are elected by the Provincial Convention or Provincial Council when a position becomes vacant.

A member cannot be a candidate for more than one position on the FIQ Executive Committee and FIQP Executive Committee.

ARTICLE 2 – ELIGIBILITY

Every member in good standing of a union affiliated with the FIQ is eligible for the position of president. The president of the RFIQ is by right the president of the FIQ.

Every member in good standing of a union affiliated with one of the federations is eligible for positions on the provincial committees.

ARTICLE 3 – ELECTION NOTICE

The president of the elections sends the election notice for the positions of president and on the provincial committees to every member, at least sixty (60) days prior to the date of the Provincial Convention. This notice must list the positions up for election.

When the president's position is vacant or there is a vacancy on the provincial committees, the president of the elections sends the election notice to all official delegates at least thirty (30) days before the scheduled date of the provincial council. The notice must mention all the positions up for election.

ARTICLE 4 – NOMINATION

- 1) A candidate must send her candidacy to the head office of the FIQ, to the attention of the President of the Election Committee or, hand it to the President of the Election Committee in person.

This candidacy must be seconded by two (2) members in good standing of a union affiliated with one of the federations, and the form provided for this purpose must be signed by the candidate, as proof of her consent. The candidate must also specify the position for which she is running;

- 2) Candidacies may be submitted once the election notice has been issued and until the time set for the beginning of the meeting found on the notice of meeting sent out by the general secretary;
- 3) At the end of the president's opening message at the meeting where the election is held, the President of the Election Committee declares all the candidates where the number of candidates is equal to or less than the number of position(s) to be filled, elected by acclamation;

- 4) A list of the names of the candidates elected and the names of the candidates for the positions up for election is posted in a location accessible to all delegates. This list is updated following each extension of the nomination period;
- 5) If there are no candidates for one (1) or several positions, the president of the elections opens an additional nomination period of four (4) hours;
- 6) If the number of candidates remains insufficient, the nomination period is extended by four (4)-hour periods.

ARTICLE 5 - ELECTIONS

- 1) The Election Committee is responsible for all elections. The committee may use scrutineers. The members of the Election Committee are fraternal delegates at the body at which the elections are held.
- 2) The president of the Election Committee informs the delegates of the list of candidates' names when the vote begins for each position.
- 3) Elections are held by secret ballot. For the position of president, the vote is held in voting stations.
- 4) Each official delegate indicates her choices on the official ballot provided by the Election Committee.
- 5) The Election Committee is responsible for counting the ballots and informs the delegates of the result.
- 6) For the position of president, the candidate who obtains the absolute majority is elected. Voided ballots do not count in the calculation of the absolute majority. When there are more than two (2) candidates and no candidate obtains the absolute majority, another vote is held, eliminating at each turn the candidate who obtains the least votes.
- 7) For the provincial committees, the candidates who obtain the most votes are declared elected. The positions of substitutes are given to those who have received the greatest number of votes by decreasing order.
- 8) If there is only one candidate for a position, the candidate is declared elected.
- 9) The positions not filled at the Provincial Convention will be filled at the next Provincial Council.

ARTICLE 6 - BEGINNING OF TERM AND MANDATE

The president who is elected begins her term of office at the end of the Provincial Convention, or, in the case of a vacancy, immediately following her election. The members elected to the provincial committees begin their terms of office at the end of the meeting at which they were elected.

ARTICLE 7 - VACANCY FOR THE POSITION OF PRESIDENT AND ON PROVINCIAL COMMITTEES

- 1) The position of president or a position on one of the provincial committees is considered vacant at the time of the resignation, death, incapacity to act or dismissal of the incumbent and, for provincial committees, when there are no more substitutes to fill the position.

The Provincial Council ensures that the vacancy is filled according to the conditions of this chapter. However, a member of a provincial committee may be replaced temporarily by an elected substitute to pursue the mandate of a member who will be absent for more than one (1) year.

- 2) However, only the official delegates of the Provincial Council receive the election notice and are eligible for the vacant position.

ARTICLE 8 - DISMISSAL FROM THE POSITION OF PRESIDENT AND PROVINCIAL COMMITTEES

The president or a member of one of the provincial committees may be dismissed for any of the following reasons:

- 1) Causing serious harm to the RFIQ or one of its federations;
- 2) Being absent from more than three (3) meetings of the Provincial Executive Committee or provincial committees without valid reason;
- 3) Refusing or being incapable of accomplishing the duties and obligations related to her position.

The president or a member of a provincial committee who may be dismissed must be notified by registered mail at least two (2) weeks before the Provincial Council meeting at which her dismissal will be proposed. This member is entitled to be heard by the Provincial Council before the decision is rendered.

The Provincial Council sanctions the dismissal following a vote by secret ballot; an absolute majority of votes is required. Voided ballots do not count in the calculation of the absolute majority.

PART II - ELECTION COMMITTEE

ARTICLE 9 - FORMATION OF AN ELECTION COMMITTEE

The Provincial Convention elects the three (3) members of the Election Committee and some substitutes. The three (3) members elected decide among themselves who will act as president of the elections.

ARTICLE 10 - MANDATE OF THE ELECTION COMMITTEE

The members of this committee are responsible for the organization and monitoring of the RFIQ, FIQ and FIQP elections.

ARTICLE 11 - ETHICAL CONDUCT OF THE MEMBERS OF THE ELECTION COMMITTEE

A member of the Election Committee may not submit her candidacy for a position on the executive committees, provincial committees or committees of the federations.

Moreover, the members of the Election Committee must carry out their duties in a neutral and non-partisan manner.

ARTICLE 12 - CANDIDACY FOR AN ELECTED POSITION

A member of the Election Committee who wants to be a candidate for a position on the executive committees of the federations, provincial committees or committees of the federations must first resign. If there are no more substitutes, the Provincial Executive Committee will ensure her replacement until there is an election at the Provincial Council or Provincial Convention.

CHAPTER X - FINANCIAL PROVISIONS

ARTICLE 1 - FISCAL YEAR

The fiscal year of the RFIQ is the same as that of the FIQ, from January 1 to December 31.

ARTICLE 2 - FINANCIAL MANAGEMENT

The income and expenses inherent to the RFIQ are managed and administered by the FIQ Executive Committee.

ARTICLE 3 - SPECIFIC PROVISION FOR A PROVINCIAL ASSESSMENT

If a member must pay a special assessment more than once because she belongs to more than one certification unit in one or more unions affiliated to one of the federations, one of the following mechanisms will apply depending on the situation:

- when the Rand Formula is in effect, the FIQ reimburses this member the amount paid in excess of the amount of the special provincial assessment set by the Provincial Convention;
- when the Rand Formula is not in effect, this member only has to pay this assessment once. The Treasurer will make the necessary adjustments with the affiliated union(s) which do not have to deduct the special provincial assessment from this member.

The amount of the special assessment is increased to account for this specific provision.

CHAPTER XI - MODIFICATIONS OF THE CONSTITUTION, BYLAWS AND OPERATING PROTOCOL

ARTICLE 1 - AMENDMENTS

The Constitution, Bylaws and Operating Protocol may be adopted, amended or repealed by a two-thirds (2/3) majority vote of the Provincial Convention.

The general secretary of the RFIQ notifies the delegates in writing at least forty-five (45) days before the Provincial Convention of any new bylaws, amendments or repeals of the Constitution, Bylaws and Operating Protocol.

A motion to amend the Constitution, Bylaws and Operating Protocol must be tabled no later than at the Provincial Council that adopts the agenda of the Provincial Convention. This motion must be included on the agenda of the Provincial Convention.

CHAPTER XII - MISCELLANEOUS PROVISIONS

ARTICLE 1 - PROCEDURES AT MEETINGS

Unless otherwise stated in this Constitution, Bylaws and Operating Protocol, the decision-making meetings of the RFIQ are governed by the procedures for meetings described in Victor Morin, Procedures at Deliberative Assemblies or by any other rules of order adopted by the meeting in question.

ARTICLE 2 - UNION REPRESENTATIVES ON DISABILITY

A union representative on disability who is entitled to a benefit must cease all union activities during this period.

ARTICLE 3 - EXCEPTIONAL MEASURE

The Provincial Executive Committee may modify, postpone or cancel meetings, forums, commissions, assemblies or any other meeting stipulated in the Constitution and Bylaws or that stems from the adoption of a resolution in a decision-making meeting, if justified by a health emergency declared by government authorities or a similar emergency declaration.

It may also extend the time limits set out in the Constitution and Bylaws under the same conditions.

The Provincial Executive Committee reports on the reasons justifying the application of this article to the appropriate body following the decision.

All cancellations or modifications to the holding of provincial councils or conventions must be adopted by the delegation.