TEACHERS’ SONG

LORD, FROM WHOSE HAND WE TAKE OUR CHARGE,
THE CARE OF CHILDHOOD AND OF YOUTH,
TO SET THEIR FEET UPON LIFE’S ROAD
IN LOYALTY TO RIGHT AND TRUTH:
O HEAR US AS OF THEE WE ASK
THE STRENGTH AND WISDOM FOR OUR TASK.

THAT WE MAY OPEN DOORS ON LIFE,
AND SHARE THE VISION THAT WE SEE
OF THE DEEP WONDER OF THE WORLD
AND MAN’S HEROIC HISTORY.
AND MAKE IN THEM THE ANSWERING CHORD:
GIVE US THE SKILL AND PATIENCE, LORD.

THAT WE MAY USE ALL LAW AND RULE,
NOT RUDELY TO OPPRESS AND BIND,
BUT AS THE NEEDED DISCIPLINE
FOR FREEDOM OF THE SOUL AND MIND,
EQUIPPED TO FACE, WITH FEARLESS EYES
AND STEADY FAITH, LIFE’S ENTERPRISE.

THAT WE MAY UNDERSTAND THEIR NEED,
WHEN COMES THEIR HOUR OF STRAIN AND STRESS,
WITH SYMPATHY TO HELP AND SAVE
FROM SORDID THOUGHTS AND BITTERNESS:
LORD, USE OUR STRUGGLE, CONFLICT, FEARS,
TO LIGHT FOR THEM THE TROUBLE YEARS.

’TIS OUR TO GIVE AND SPEND OURSELVES,
NOR GRUDGE THE LABOUR AND THE PAIN
TO SOW THE SEED OF NOBLE WORTH:
YET WITHOUT THEE OUR TOIL IS VAIN:
GREAT LORD OF LIFE, ’TIS THINE TO GIVE
THE QUICKENING BREATH BY WHICH THEY LIVE.
CONSTITUTION OF THE
ANTIGUA AND BARBUDA UNION OF TEACHERS

Affiliated to:
   a. The Antigua and Barbuda Trade Union Congress
   b. The Caribbean Union of Teachers
   c. Education International

Relationship:
   a. Canadian Teachers Federation
   b. Nova Scotia Teachers Union
   c. Any other desirable National, Regional, International Organisation

1. TITLE

The organization shall be called “The Antigua and Barbuda Union of Teachers”

2. OBJECTIVES

(a) To provide machinery for bargaining for better remuneration and conditions of service.

(b) To champion individual and collective rights of members.

(c) To provide means for the co-operation of the teachers and expression of their collective opinions upon matters affecting the interests of education and the teaching profession.

(d) The encouragement of the cultural and professional advancement of members.

(e) To provide opportunities for social contacts among teachers.

(f) To co-operate with other teachers’ organizations and also with other bodies where their aims seek to promote the social and educational advancement of the community and the professional interests of teachers.

(g) To promote such schemes as would be of benefit to the members financially, socially, culturally, educationally or professionally.
3. Membership

(a) Any teacher in the State of Antigua and Barbuda is eligible for membership upon payment of the twenty-five dollars ($25.00) registration fee.

(b) Any teacher whose arrears exceed three (3) months shall be considered Non-financial. Such a person shall be duly notified, and shall be required to pay a re-entrance fee of not less than three months dues. Non-financial members are permitted to speak at Union meetings but do not possess the power to vote.

(c) Any teacher whose arrears exceed seven (7) months shall be considered a Non-member. Such a person shall pay a sum of not less than One hundred fifty dollars ($150.00) to regain membership.

(d) The Executive shall be empowered to bestow Honorary Membership on any individual who was once a member of the organisation and is no longer eligible for membership.

(e) An honorary member shall have the right to speak, but not to vote on any matter at a duly called meeting of the Antigua and Barbuda Union of Teachers.

(f) An honorary member may avail himself/herself of any other privileges offered by the Union to its financial members.

4. Officers

The Officers of the Union shall be:

☆ The President
☆ 1st Vice President
☆ 2nd Vice President
☆ The Secretary General
☆ The Assistant Secretary General
☆ The Treasurer
☆ The Assistant Treasurer
☆ Three Members at Large
☆ Two Trustees
☆ The Immediate Past President
5. ELECTION OF OFFICERS

Officers of the Union shall be elected by secret ballot triennially at the last general meeting before the Annual Conference. Any officer may be expelled by a two-thirds vote at Conference.

6. RULES OF ELECTION

(a) The date of elections shall be published among the membership no later than the 30th day of January, in the year when they are constitutionally due.

(b) Any teacher in the State, who would have paid dues for at least six months consecutively up to the time of election, is eligible to vote, and to be voted for. (This includes Private School Teachers who are members of the Union, Retired Teachers who are re-employed in the Government Service, and Retired Teachers who maintain their membership in the Union.) However, the Union will not accept membership from a retired teacher who is part of the Administrative Staff of a Government Department.

(c) Notwithstanding paragraph (b) any teacher who would have gained employment in the teaching service six months or less prior to the date of elections shall be eligible to vote and to be voted for as long as they would have satisfied the conditions for membership as prescribed by the constitution.

(d) Eligible voters are identified by the treasury list and the Union's records, which shall be placed in a prominent location at the Union’s Headquarters at least one month prior to, and leading up to the day of elections.

(e) In the event a general election is called to elect the executive officers of the Antigua and Barbuda Union of Teachers, all nominations must be submitted to the Unions Secretariat one month prior to the date of elections. Additionally, all nominations shall be made on the official Union Nomination Forms, and must be signed by the member being nominated, and duly moved and seconded by two financial members of the Union.

(f) All nominations shall cease at 4:00 p.m. on the last working day, one month prior to the day of elections.

(g) No other nominations will be accepted on the day of elections, except in a case where there is insufficient nominations to fill the executive position prior to the date of nominations. Additionally, any member who would have
been nominated to serve in any particular post and would not have been
elected to that post may have the right to be nominated on the floor to
another position notwithstanding his original nomination.

(h) The election of officers shall take place at a central location which must be
published along with the date of election. The election process shall be
supervised by a Presiding Officer. Such a person must be an
autonomous/neutral individual, whose decision is final, within the
boundaries of the Constitution.

(i) As members proceed to enter the venue of the elections, they will give their
names to the personnel so charged with verifying membership. Only
members will be allowed entrance, and the right to vote.

(j) Voting is secret, and must take place on the Union's Official Ballot Papers,
which must be duly stamped with the Union's Seal.

(k) There shall be no provision for proxy vote. Each member may cast one vote
for each position to be elected.

(l) Block voting may take place only for the positions of **Member-at- Large**
and **Trustee**.

(m) The counting of Ballots must take place immediately after each polling, and
in the presence of the membership.

(n) The number of votes polled must be adequately displayed during the
counting, vote by vote, and must be equaled to, or less than the number of
eligible voting members present.

(o) The candidate with the largest number of votes for a position is the declared
winner of that position. A candidate is considered to be unanimously
elected when there is no contest.

(p) All used Ballot Papers must be sealed in envelopes, appropriately marked
and stored for three years.

(q) The results published at the end of the elections by the Presiding Officer is
final.
7. DUTIES OF OFFICERS

a) **The President** is the leader of the organisation. He/she presides over all meetings of the Union, and shall have the power to summon any special meeting should he/she deem such a meeting necessary. He/she shall also deliver the State of the Union Address at the Opening Session of the Annual Conference.

b) **The Vice Presidents** shall perform the duties of the President in order of precedence in the absence of this officer. One of the Vice Presidents should take the Chair at the opening session of the Annual Conference. NB. Any member may act as President (preterm) over a meeting on a motion duly carried, in the absence of the President and the Vice Presidents.

c) **The Secretary General** shall be responsible for the proper recording of minutes of all meetings. He/she shall publicise every General Meeting at least seven days prior to the date of the meeting, together with main topics for discussion. A written report of the working of the Union shall be submitted by the Secretary General and presented to the Annual Conference.

d) **The Assistant Secretary General** shall render such assistance to the Secretary General as the latter from time to time require, and in the absence of the Secretary General shall perform the duties appertaining to the officer.

e) **The Treasurer** collects all funds of the Union. He/she shall keep a record of all receipts and expenditure and submit a statement of all money transactions to the Annual Conference or when required to do so by the Union.

f) **The Assistant Treasurer** shall render such assistance as the Treasurer shall from time to time require, and in the absence of the Treasurer, shall perform the duties appertaining to the office.

g) **The Trustees** shall audit the accounts for the Union and may call upon the Treasurer at any time for the records. They shall report their findings to the House.

h) Any member with due notice shall have the right to inspect any record which are the property of the Union.

i) In the event that any position becomes vacant before the term comes to an end, a by-election must be held within three months of the vacancy.
8. Function of the Executive

The Executive Committee shall function as an Executive body in the interest of the Union and shall be empowered to take decisive steps in any important matter calling for immediate action. Meetings shall be held once per month or as frequent as the President decides.

9. Finance

a. Entrance Fee: - All persons seeking membership shall pay a processing fee of twenty-five dollars ($25.00)

b. Monthly dues: - All members shall pay monthly dues equal to one percent (1%) of their gross salary. Where 1% is deemed to be less than twenty-five dollars ($25.00), the member shall be made to pay twenty-five dollars ($25.00).

c. The President, Secretary General and the Treasurer (all three) shall be required to sign for the withdrawal of monies from the Union’s Bank Account(s).

d. The President, Secretary General and the Treasurer, (all three) are authorised to negotiate loans, for and on behalf of the Union and its members with a Commercial Bank or Institution selected by Conference or the Executive.

e. The payment of dues should be preferably by the Check-off system. Members may elect to pay their dues directly to the Secretariat.

f. Conference may increase the monthly dues from time to time.

g. The Union’s account must be audited annually by a reputable, External Auditor.

10. Committees

The Annual General Conferences has the authority to endorse via resolutions the formation of Committees deemed necessary for the survival of the Organisation. Any member may hold office at the pleasure of the Union. Additionally, the Executive possess the authority to establish from time to time other committees which would assist with the smooth running of the Union.

Constitutional Committees are as follows; Industrial, Professional Development, Sports and Cultural, Research and Constitutional Review
a. The Industrial Committee shall be comprised of no more than seven (7) members drawn from the General Membership. The Life of the Committee shall be three (3) years from initial convening. The Chairperson shall be the General Secretary of the Union. The Deputy Chairperson and the Recording Secretary shall be selected from among the members of the Committee. The Chairperson shall preside over all meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson shall preside. The Committee shall meet at least three (3) times per term or as often as may be expedient for the execution of its duties. The Committee is responsible for the compilation and monitoring of Contracts and the study and monitoring of the various Labour Laws of the State. The Committee shall submit a termly report to the Executive.

b. The Professional Development Committee shall be comprised of no more than fifteen (15) members drawn from the General Membership. The Life of the Committee shall be three (3) years from initial convening. The Chairperson shall be the 1st Vice President of the Union. The Deputy Chairperson and the Recording Secretary shall be selected from among the members of the Committee. The Chairperson will preside over all meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson shall preside. The Committee shall meet at least four (4) times per term or as often as may be expedient for the execution of its duties. The Committee is responsible for devising and implementing relevant projects that would enhance the professionalism of the Membership. The Committee shall submit a termly report to the Executive.

c. The Sports & Cultural Committee shall be comprised of no more than ten (10) members drawn from the General Membership. The Life of the Committee shall be three (3) years from initial convening. The Chairperson shall be the 2nd Vice President of the Union. The Deputy Chairperson and the Recording Secretary shall be selected from among the members of the Committee. The Chairperson will preside over all meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson shall preside. The Committee shall meet at least four (4) times per term or as often as may be expedient for the execution of its duties. The Committee is responsible for devising and implementing activities which would encourage closer social interaction between members. The Committee shall submit a termly report to the Executive.

d. The Research Committee shall be comprised of no more than ten (10) members drawn from the General Membership. The General Secretary of the A&BUT shall be the ex-officio member. The Life of the Committee shall be two (2) years from initial convening. The Chairperson and the Deputy
Chairperson shall be selected from among the members of the Committee. A Recording Secretary shall also be selected. The Chairperson will preside over all meetings of the Committee. In the absence of the Chairperson, the Deputy Chairperson shall preside. The Committee shall meet at least three (3) times per term or as often as may be expedient for the execution of its duties. The Committee is responsible for researching current and future topics and issues in education and related fields. The Committee shall submit its research findings to the Executive.

e. The Constitutional Review Committee shall be comprised of seven (7) members; The General Secretary and another Executive Officer, one member representing teachers at the Antigua State College, two members representing secondary school teachers (one private, the other public), one member representing junior secondary school teachers, two members representing primary school teachers (one private, the other public). Members shall be selected biannually at the Annual General Conference. The Chairman and the Deputy Chairman shall be selected from among the members of the Committee. A Recording Secretary shall also be selected. The Chairman will preside over all meetings of the Committee. In the absence of the Chairman, the Deputy Chairman shall preside. The Committee shall hold at least five (5) consultations with the Membership in which they will garner the changes which the Membership wish to effected in the Constitution. These consultations shall be completed one month before the Annual General Conference. The findings and recommendations shall be presented to the Executive within two weeks of the final consultation. The Committee shall move resolutions at the Annual Conference to update the Constitution.

11. General Meetings

General Meeting shall be held once per term when schools are in session, on a date fixed and published by the Executive. At a meeting of the Union, ten percent (10%) of the membership, or forty (40) members, whichever is less shall form a quorum.

12. Extra-Ordinary Meetings

An Extra-Ordinary Meeting may be called at any time if in the opinion of the President such a meeting is deemed necessary. An Extra-Ordinary Meeting may be called by a Member upon a written request to the Executive. Such request shall state the object of the meeting and must be signed by any seven (7) financial members.
13. **Annual Conference**

The Annual General Conference Day shall be held annually on the date of the Roman calendar known as Ascension Day. All material relevant for discussion at the Conference shall be made available to the Membership, two weeks before the date of the Conference.

The Agenda for the Annual General Conference shall be as follows:

I. Roll Call  
II. Prayers  
III. Solidarity Greetings  
IV. State of the Union Address  
V. Announcements  
VI. Corrections of minutes of last Conference  
VII. Matters Arising  
VIII. Reports  
  ➢ Secretary General’s Report  
  ➢ Treasurer’s Report  
IX. Other Reports  
X. Resolutions  
XI. Budget  
XII. Any Other Business  
XIII. Closing
14. STANDING ORDERS

The following shall be the rules that govern the procedure at meeting:

i. A member desiring to speak shall rise in his place and address his observation to the President.

ii. If two or more members rise at the same time, the President shall call on the member who first catches his eye.

iii. A member must confine his observations to the subject under discussion.

iv. A member while speaking on a question must not impute improper motives to any member use his right of speech for the purpose of obstructing the business of the Union.

v. Every motion, resolution or amendment, thereto, shall be proposed by one of the members and seconded by another before debate thereon shall be allowed.

vi. The Mover of a motion, resolution or amendment shall have the right of replying after all members who desire to speak, have spoken.

vii. No member shall speak more than once on a motion, resolution, or amendment thereto, except as provided under (vi.) above. No member except the mover shall speak on a motion, resolution or amendment thereto, for more than five minutes.

viii. Every motion, resolution or amendment thereto, shall be put to the vote by show of hands except the President in his absolute discretion decides otherwise.

ix. No member shall interrupt another member who is speaking except by rising on a point of order. The member so rising shall direct attention to the point which he desires to bring to notice and submit to the President’s decision.

x. Any circumstance arising during a meeting in connection with procedure or the conduct of members and for which no provision has been made in the rules, shall be dealt with in the discretion of the President.
15. AMENDMENT TO THE CONSTITUTION

Amendment of these laws may be made at The Annual Conference with a two-third (2/3) majority in the House voting in favour of the Amendment.

16. DISSOLUTION OF THE UNION

The Union may be dissolved when four-fifths (4/5) of its members vote for the dissolution.

17. GENERAL

The symbols of the organization shall be:

![Symbol 1](image1.png)

Motto: Togetherness For Progress

![Symbol 2](image2.png)

The Antigua Barbuda Union Of Teachers

Togetherness For Progress
18. CODE OF CONDUCT

A Code of Conduct is a formal framework of principles which guide and encourage all teachers to strive to achieve high standards of behaviour which will bring honour to the profession.

PREAMBLE

Teaching is a noble profession. The quality and character of the individual members of the teaching profession influence to a great extent the social, economic, intellectual and moral levels of a society. Teachers and administrators must therefore understand fully the critical role they play in the education of the nation. They should also feel a common commitment to education and nation-building while experiencing a common identity as members of the teaching profession. (Adopted from the OECS Generic Teachers’ Code of Ethics)

i. Commitment to the Profession

The Teacher as a member of the teaching profession should:

(a) Embrace his calling with zeal and devotion focused towards the betterment of mankind.
(b) Improve himself professionally through continual study and research.
(c) Encourage capable individuals to enter and remain in the profession
(d) Participate and conduct himself in a responsible manner in the development and implementation of policies, affecting education.
(e) Be loyal and maintain active membership in organizations dedicated to the professional growth and social welfare of teachers.
(f) Recognize that a professional organization must accept responsibility for the conduct of its members and understand that his own conduct may be regarded as representative.
(g) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
(h) Keep the trust under which confidential information is exchanged.
(i) Represent honestly his professional qualifications and identify himself only with reputable educational institutions.
(j) Respond accurately to requests for evaluations of colleagues seeking professional positions.
(k) Conduct professional business through the recognized educational and professional channels.
(l) Engage in no outside employment that will impair the effectiveness of his professional service and permit no commercial exploitation of his professional position.
(m) Observe a reasonable and judicious loyalty to the administrative policy of the school and the education authority.
(n) Desist from making derogatory remarks which might harm a colleague professionally.
(o) Behave at all times in a manner that will be a credit to himself, his union, and his profession.
(p) Abstain from following any but the proper and recognized channels for obtaining a position, promotion or self advancement professionally.

ii. **Commitment to the Students**

In respect of the students, the teacher should:

(a) help all his/her students to develop their individual potentials, intellectually, morally and physically.

(b) understand that the student’s interest and welfare are his/her first and foremost concern and should share responsibility with parents of his/her students, in the task of shaping each student’s acceptable ends.

(c) display no bias in dealing with students of different physical, mental or emotional characteristics, or different political, social, economical, racial or religious persuasions, recognizing that children are of necessity different from one another.

(d) deal justly and considerately with each student.

(e) withhold confidential information about student or his/her home unless he/she deems that its release serves professional purpose, benefits the student or his/her home.

(f) refrain from commenting unprofessionally about a student or his/her home.
(g) avoid exploiting his/her professional relationship with any student.

(h) tutor only in accordance with officially approved policies.

(i) seek constantly to improve learning facilities and opportunities.

(j) be constantly mindful that he/she is an example to his/her students and should at all times exhibit the highest standards of behaviour.

(k) impress upon his/her students the value of punctuality and regularity and be an example in this regard concerning the performance of his/her duty.

iii. Commitment to the Community and the Nation

In respect to the community, the teacher should:

(a) respect tradition and customs of the people in the community.

(b) conduct himself/herself as not to offend social standards.

(c) think of raising the cultural level of the community as his immediate concern since the children under his charge and guidance are part of the community.

(d) instill in his students, as well as in the community, the idea that all occupations are dignified and honourable, as long as they are suited to the ability of the individual engaged in them.

(e) acknowledge the right and responsibility of the public to participate in the formation of educational policies.