

Constitution of the Barbados Secondary Teachers' Trade Union

RULES

(as amended at the Annual General Meeting on 2nd April, 1997)

1. TITLE

The Trade Union shall be called "The Barbados Secondary Teachers' Union".

2. REGISTERED OFFICE

The Registered Office of the Union shall be at Ryeburn, 8th Avenue, Belleville, St. Michael, or at such other place as the Executive may from time to time determine.

3. OBJECTS

The objects of the Union shall be:-

- (a) To associate and unite the teachers of Barbados.
- (b) To provide members with an organisation to protect and further the welfare and interests of the teaching profession.
- (c) To protect the rights and dignities of both practising and retired members whenever this may be necessary.
- (d) To provide advice and assistance to individual members in educational and professional matters and in legal cases of a professional nature.
- (e) To initiate, promote and support measures, legislative and administrative, designed to improve the educational system of Barbados.
- (f) To provide members with an organisation for the expression of their views on matters relating to education.
- (g) To place the advice and experience of its members at the disposal of the Barbados Government, the Ministry of Education, and any other organisations whether public or private, which have relation to educational affairs.
- (h) To secure the solidarity and extend the influence of the teaching profession.

- (i) To assist, join, be affiliated with, or contribute to the funds, control and management of other organisations, whose aims and objects, whether in whole or in part, are similar to the objects of the Union.
- (j) To observe carefully the administration and working of all legislation pertaining to education and the teaching profession, and, when educationally desirable, to attempt to secure amendments and/or alterations in administrative practice.
- (k) To maintain a high standard of qualification, and to protect and improve the status of the teaching profession, and to ensure that all posts in the Educational Service in Barbados are open to all members.
- (l) To render financial and other assistance to members and their dependants in distress.
- (m) To promote, when practicable, benevolent, provident and insurance schemes for members and their dependants.
- (n) To purchase, lease or otherwise acquire any property, and to construct, alter and maintain any buildings required for the purpose of the Union, and to sell, improve, develop, lease, mortgage or otherwise deal with all or any part of the property of the Union.
- (o) To lay down a code of Professional Conduct and to ensure that it functions effectively.

4. SUPREME AUTHORITY

The supreme authority of the Union shall be vested in the general body of the Union.

5. MANAGEMENT

(a) Executive Council

There shall be an Executive Council of the Union (hereinafter called the Executive) which shall consist of the President, three Vice Presidents, General Secretary, Deputy General Secretary, Treasurer, Public Relations Officer and Representatives of each school or educational institution.

Members of the Union in each school or educational institution in the island as approved by the Executive Officer under Rule 11 whose subscriptions have been

fully paid up shall elect from among themselves representatives to the Executive on the following basis: Each school or educational institution shall be entitled to one representative for every ten such members or part thereof on its staff

(b) Power of Nomination

The Executive shall have the power to nominate members to serve in the offices of Second Vice President, Third Vice President, Deputy General Secretary, Treasurer and Public Relations Officer until such time as a General Meeting shall be summoned for the purpose of electing an officer to fill the vacant office, provided that at no time there are more than two officers so nominated on the Executive, and provided that the nominated Second or Third Vice President shall not succeed to the office of President without election by the Union.

(c) Powers of Levy

The Executive shall have the power to require a contribution from each member towards the support and/or the legal assistance of any member of the Union who in the opinion of the Executive, is involved in cases affecting the rights and interests of its members, or who may have suffered injury as a result of legitimate action taken in defence of professional objects.

The Executive shall also have the power in its discretion to make levies upon each member for other special purposes subject to such Trade Union legislation as shall be in force under the laws of Barbados.

(d) Annual Report

The Executive shall present at each Annual General Meeting a written report of its activities during the year under review. The Balance Sheet of the financial year under review shall be considered as part of the Annual Report and shall be so published.

(e) Meetings

The Executive shall meet as often as is necessary to conduct the business of the Union, and in any case not less than three times a year. The General Secretary shall, at the written request of the representative or representatives of any school or educational institution, summon a meeting of the Executive.

(f) Place of Meetings

Meetings of the Executive shall be held at the Registered Office of the Union or at such other place as the President shall from time to time determine.

(g) Notice of Meetings

The General Secretary shall give notice in writing of any meeting of the Executive, together with an agenda, and, if expedient, such minutes, reports, memoranda or resolutions as may be discussed at the meeting, at least seven days in advance. The foregoing notice shall not apply in the event of there being an Emergency Meeting of the Executive.

The President shall determine what constitutes an Emergency.

(h) Quorum

No business shall be conducted at any Executive Meeting unless at least three officers are present together with the representatives of at least four schools or educational institutions, and if at any time during a meeting of the Executive attention is drawn to the fact that there is not a quorum, then the meeting shall be adjourned forthwith.

(i) Standing Committees

The Executive shall elect at its first meeting after the Annual General Meeting as many Standing Committees as it sees fit. These Standing Committees shall serve until the first Executive meeting in the following year. These Standing Committees shall have the power to co-opt.

6. OFFICERS

(a) The Officers of the Union, in order of seniority, shall be the President, First Vice President, Second Vice President, Third Vice President, General Secretary, Deputy General Secretary, Treasurer and Public Relations Officer.

(b) The Officers, except the General Secretary, shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting, when they shall retire but shall be eligible for re-election.

However, if the Executive has been unable to employ a General Secretary as empowered to do under Rule 6(i), then a General Secretary shall be elected at the Annual General Meeting, together with the other officers of the Union.

- (c) Only members of the Union shall be entitled to hold office in the Union and any Officer who ceases to be a member of the Union during his/her term of office shall at the same time cease to be an Officer of the Union.
- (d) In the event of the President vacating office at any time before the Annual General Meeting, the First Vice President shall automatically assume the Presidency and the Second Vice President shall automatically become First Vice President and the Third Vice President shall become Second Vice President, and the Executive shall, if it deems fit, nominate a member to fill the vacancy so created, provided that Rule 5(b) is not contravened.
- (e) In the event of the First Vice President vacating office at any time before the Annual General Meeting, the Second Vice President shall automatically become First Vice President, and the Executive shall, if it deems fit, nominate a member to fill the vacancy so created, provided that Rule 5(b) is not contravened.

In the event of the Second Vice President vacating office at any time before the Annual General Meeting, the Third Vice President shall automatically become Second Vice President, and the Executive shall, if it deems fit, nominate a member to fill the vacancy so created, provided that Rule 5(b) is not contravened.

- (f) In the event of the General Secretary vacating office at any time before the Annual General Meeting, the Deputy General Secretary shall automatically assume the duties of General Secretary, and the Executive shall, if it deems it fit, nominate a member to fill the vacancy so created, provided that Rule 5(b) is not contravened.
- (g) In the event of an Officer vacating office at any time before the Annual General Meeting, but after the Executive has already exercised its Powers of Nomination to the full, then an Extraordinary General Meeting shall be held to elect an officer to fill the vacancy.
- (h) The Executive shall have the power to make arrangements for duties to be carried out in those offices where the Officers are temporarily absent from duty.
- (i) The Executive of the Union shall be empowered to employ a General Secretary as a paid officer of the Union. The Officer so appointed shall be a member of the Union during such time as he/she holds office.

7. DUTIES OF OFFICERS

(1) (a) **The President**

The President shall preside at all General Meetings of the Union and at all meetings of the Executive, and shall have the casting vote on all occasions.

The President shall be an ex-officio member of all Standing Committees or Sub-Committees set up by the Executive.

(b) **Vice Presidents**

A Vice President, in accordance with the order of seniority set out in Rule 6(a), shall, in the absence of the President, preside at any General Meeting of the Union or at any meeting of the Executive.

In the event of the absence of the President and the Vice Presidents, a Chairman shall be elected from among those present to preside at the meeting. The Chairman so elected shall offer to vacate the chair on the arrival of the President or any of the Vice Presidents.

(c) **General Secretary**

The General Secretary shall be required to act as such at all meetings of the Union and the Executive.

The General Secretary shall prepare the Annual Report and shall submit a written draft to the Executive for its approval prior to its presentation at the Annual General Meeting.

The General Secretary shall be an ex-officio member of all Standing Committees or Sub-Committees set up by the Executive, but shall not necessarily be the Secretary of such Committees.

(d) **Deputy General Secretary**

The Deputy General Secretary shall be required to act as such at all meetings of the Union and the Executive.

The Deputy General Secretary shall perform such duties pertaining to the work of the Union as may be assigned to him or her from time to time by the General Secretary.

(e) **Treasurer**

The Treasurer shall be responsible for the financial matters affecting the Union, shall prepare an annual budget and submit it to the Executive for its approval at its first meeting after the Annual General Meeting, and shall administer and invest the Funds of the Union as instructed by the Executive.

The Treasurer shall cause proper accounts to be kept and shall prepare or cause to be prepared in accordance with the Trade Union Act an Annual Return to the Registrar of Trade Unions by the prescribed date.

The Treasurer shall prepare an Annual Financial Statement to be presented as part of the Annual Report at the Annual General Meeting, and shall deliver to the Executive, whenever so required, a statement of all moneys disbursed by him/her.

The Treasurer shall receive the subscriptions and annual insurance premiums, shall keep a true and accurate list of all members of the Union, and shall issue members with their membership cards.

The Treasurer shall be entitled to give such directions and make such arrangements as may seem proper to him/her in the day to day management of the financial affairs of the Union.

The Treasurer shall close the accounts of the Union on 15th August each year for the purpose of preparing a financial statement for the Annual General Meeting.

(d) **Public Relations Officer**

The Public Relations Officer, with the approval of the President or of the majority of the Executive Officers, shall issue press releases as often as is necessary to inform the community of the Union's views and activities.

The Public Relations Officer shall be an ex-officio member of all Standing Committees or Sub-Committees set up by the Executive.

(2) **Removal of the Executive Council, Officers or Members of the Executive Council from Office**

The Executive of the Union, an Officer of the Union, or a Member of the Executive may be removed from Office for misconduct or any other reason by a vote of a two-thirds majority at a General Meeting of the Union which has been summoned for that purpose.

8. **ANNUAL GENERAL MEETING**

9.

(a) **Time**

The Annual General Meeting of the Union shall be held during the Easter vacation in each year.

(b) **Place of Meeting**

The Annual General Meeting shall be held at the Registered Office of the Union or at such a place as the President shall from time to time determine.

(c) **Notice of Annual General Meeting**

The General Secretary shall give notice in writing of the Annual General Meeting together with an agenda, at least two weeks in advance.

The General Secretary shall circulate the Annual Report and, if expedient, copies of such minutes, reports, memoranda or resolutions as may be discussed at the Annual General Meeting.

(d) **Business**

The Executive shall present its Annual Report for the previous year. The Union shall elect by secret ballot all its officers for the ensuing year, shall conduct such business as is necessary, and shall issue such directives to the new Executive as it deems fit.

(e) **Quorum**

No business shall be conducted at any Annual General Meeting unless at least thirty members of the Union are present and, if at any time during an Annual General Meeting attention is drawn to the fact that there is not a quorum, then the meeting shall be adjourned forthwith.

If within an hour of the time advertised for the commencement of the meeting a quorum shall not be present, the meeting shall stand adjourned to the same day in the following week at the same time and place. If at such adjourned meeting a quorum is not present, then those present shall form a quorum.

10. EXTRAORDINARY GENERAL MEETING

(a) Time and Place of Meeting

An Extraordinary General Meeting of the Union may be held at such time and place as may be decided upon by the Executive. The General Secretary shall give in writing notice of such a meeting at least seven days in advance, and shall circulate the agenda and, if expedient, any such minutes, reports, memoranda or resolutions as may be discussed at the meeting.

The foregoing notice shall not apply to Emergency Meetings of the Union.

(b) Notice of Extraordinary General Meeting

The General Secretary shall summon a meeting of the entire Union at the request of the Executive, or at the written request of any five members of the Union, provided that the reason for such a request is stated in writing.

(c) Quorum

No business shall be conducted at any Extraordinary General Meeting unless at least thirty members of the Union are present and, if at any time during such a meeting attention is drawn to the fact that there is not a quorum, then the meeting shall be adjourned forthwith. If within thirty minutes of the time advertised for the commencement of the meeting a quorum shall not be present, the meeting shall stand adjourned to the same day in the following week at the same time and place.

If at such adjourned meeting a quorum is not present, then those present shall form a quorum.

11. EMERGENCY MEETINGS

In the event of an Emergency, the General Secretary may summon a meeting of the Executive or of the entire Union, and the stipulations with regard to the notice of such meetings shall be waived.

12. MEMBERSHIP

- (i) All employees, whether full time or part time, in the schools or educational institutions approved by the Executive shall be eligible for membership of the Union, and shall be entitled to all of its privileges and benefits upon payment of the appropriate subscription.

There shall be five categories of membership, namely

- (i) Honorary Life Members
- (ii) Life Members
- (iii) Ordinary Members
- (iv) Retired Members
- (v) Associate Members

(a) HONORARY LIFE MEMBERS

Persons may be elected to Honorary Life Membership at the Annual General Meeting. Honorary Life Members shall be entitled to all the privileges of membership, except that they shall not be allowed to vote or hold office.

(b) LIFE MEMBERS

Life Membership of the Union shall depend upon the payment of such subscription in such manner as may be determined from time to time by a general meeting called for that purpose.

Life Members who participate in any Insurance Scheme offered by the Union shall pay the appropriate monthly premium for their coverage and that of any dependants.

(c) ORDINARY MEMBERS

Ordinary Members shall pay monthly subscriptions at such differing rates as may be determined from time to time by a general meeting called for that purpose.

Those Ordinary Members who are employed part-time in schools or educational institutions or whose salary is below the maximum of the scale for untrained teachers in the public service shall, if they participate in any Insurance Scheme offered by the Union, pay the same monthly subscription as Ordinary Members who are employed full time in schools or educational institutions and whose salary is not below the maximum of the scale for untrained teachers in the public service.

Ordinary Members who leave the employment of their school or educational institution and who, at the time of their leaving, were participating in any Insurance Scheme offered by the Union and who wish to continue such participation shall be eligible to become Retired Members.

(d) RETIRED MEMBERS

Those who leave their employment in a school or educational institution on reaching the retirement age or otherwise shall be eligible to become Retired Members.

Retired Members not participating in any Insurance Scheme offered by the Union shall pay a subscription of such sum as may be determined from time to time by a general meeting called for that purpose.

Ordinary Members who, on becoming Retired Members, continue participation in any Insurance Scheme shall pay such monthly subscription as may be determined from time to time by a general meeting called for that purpose.

Those who have become retired members and who subsequently wish to participate in any insurance scheme offered by the Union shall be eligible to do so upon the additional payment of such monthly subscription as may be determined from time to time by a general meeting called for that purpose

(e) ASSOCIATE MEMBERS

Ordinary Members who leave the employment of their school or educational institution and who, at the time of their leaving, were not participating in any Insurance Scheme offered by the Union shall be eligible to be Associate Members on the payment of such annual subscription as may be determined at any General Meeting called for that purpose.

Associate Members shall be eligible, upon payment of the appropriate subscription, for membership in another category.

(ii) The Executive shall have the power to waive or reduce the subscription of members who are on leave without pay, on maternity leave, or on extended sick leave. The exercise of any such power shall not affect any of the entitlements of membership of those whose subscriptions have been waived or reduced.

(iii) The Executive shall in its discretion determine whether it shall represent a member who has joined the Union at a time when he was already involved in a dispute with his/her employer.

13. ENTITLEMENT TO BENEFIT

All members of the Union, irrespective of their categories of membership, shall be entitled to the benefits of the Union and shall be bound by the Rules of the Union.

All Members, except Honorary Life Members, shall be allowed to vote at General Meetings of the Union and to hold office.

14. SUBSCRIPTION

- (a) The subscription of all categories of members shall be such sums as may be determined at any General Meeting called for that purpose.

Any member whose subscription is due annually shall pay his/her subscription by the 31st May of each year. Any such member who shall not have paid his/her subscription by 31st May of each year shall not be entitled to any of the privileges of membership until the arrears have been paid.

Any member whose subscription is due monthly and whose subscription is in arrears for a period of three months or more shall not be entitled to any of the privileges of membership until the arrears have been paid.

Any member who participates in an Insurance Scheme offered by the Union and whose insurance premiums are in arrears for a period of three months or more shall not be entitled to continued participation in any such scheme until the arrears have been paid.

- (b) If a member shall fail to pay the subscription, or any sum or sums imposed upon him by the Executive in accordance with the Rules of the Union, within six months of the date on which the subscription or payment is due, then his/her membership shall be deemed to have lapsed.

Those whose membership lapses shall forfeit all the privileges of the Union, unless the Executive shall otherwise determine.

- (c) Those who have forfeited membership under the foregoing Rules shall be eligible for re-admission to membership with the approval of the Executive upon payment of the appropriate subscription and any other sums due under the Rules of the Union.

In the event of the Executive refusing re-admission to a person who has forfeited membership under the foregoing Rules and who has offered payment of the full annual subscription or any other sums due under the Rules of the Union, that person shall have the right of appeal to the General Body at a General Meeting.

- (d) The Representatives on the Executive for each school or educational institution shall be responsible for reporting to the Treasurer when the subscriptions and insurance premiums from their members have been paid, and any money received by them shall be handed over to the Treasurer together with a list of those who have paid their subscriptions and insurance premiums.

The Representatives shall also be responsible for obtaining a copy of the Rules of the Union from the General Secretary and giving the same to each new member.

15. CODE OF PROFESSIONAL CONDUCT

Any Code of Professional Conduct established by the Union, and any Rules, Regulations or Appendices framed thereunder, shall have the same force as though the same were contained in those Rules, and any member found guilty of a breach of professional conduct shall be liable to be warned, censured, suspended from membership of the Union, expelled from the Union, or otherwise penalised or disciplined.

16. DISCIPLINARY MEASURES

(a) Suspension

The Executive shall have the power to suspend any member of the Union when, following the proceedings in accordance with Appendix II to these Rules, it is decided that the professional conduct of such member warrants this action.

No members shall be suspended unless two-thirds of those present at either the meeting of the Executive or at the General Meeting of the Union, vote in favour of suspension. Such voting shall be by secret ballot.

(b) Expulsion

The Executive shall have the power to expel any member of the Union following the proceedings in accordance with Appendix II to these Rules, if it is decided that the professional conduct of such member warrants this action. Such voting shall be by secret ballot.

No member shall be expelled unless two-thirds of those present at either the meeting of the Executive or at the general meeting of the Union vote in favour of expulsion.

(c) Cessation of Membership

If any member of the Union, irrespective of the category, is convicted of a criminal offence (one arising from a charge of indecent conduct, larceny, embezzlement or

fraud), then the Executive shall review the person's right to membership of the Union, and shall make a decision as to whether such a person shall retain membership.

Any member of the Union who is dismissed by his employers shall retain membership pending a decision by the Executive.

Anyone who is declared ineligible for membership by the Executive shall remain ineligible until such time as the Executive may decide to admit such person to membership. Any declaration of ineligibility shall be conditional upon the agreement of a two-thirds majority of those present.

In all the foregoing, the member so affected shall have the right to appeal to the General Body.

17. RE-ADMISSION TO MEMBERSHIP

Any person who has been suspended or expelled, or who has forfeited membership for non-payment of subscriptions may, on written application to the General Secretary, be re-admitted by the Executive upon such terms as it may decide.

18. FUNDS

(a) Application

The funds of the Union, which shall consist of the General Fund, the Reserve Fund, the Building Fund, the Strike Fund, the Scholarship Fund, and any other fund established by the Executive, shall be used for the purpose of attaining the objects of the Union as defined by and subject to the provisions of these Rules.

(b) Allocation

All subscriptions and moneys raised by any other means shall be paid into the General Fund initially.

The Executive shall use its discretion in determining the amounts which shall be transferred to other accounts.

(c) **Recovery of Moneys**

All moneys payable, either by way of subscription or otherwise, to the Union by any member, either in his/her personal or in his/her representative capacity, shall be paid to, and recoverable by the Treasurer on behalf of the Union.

(d) **Financial Year**

The Financial Year of the Union shall run from 16th August to 15th August in the following year.

(e) **Trustees**

Three Trustees shall be elected at a General Meeting of the Union and shall hold office during the pleasure of the Union.

The three Trustees shall have vested in them all the real and personal property whatsoever belonging to the Union and shall deal with it in such a way as the Executive may direct.

A Trustee may be removed from office by the Executive on the grounds that, owing to ill-health, unsoundness of mind, removal from Barbados, or for any other reason he/she is unable or unsuited to perform the duties of his/her office.

In the event of the death, resignation, or removal of a Trustee, the office shall be filled temporarily by the Executive who shall use its power of Nomination.

No Trustee shall be an officer of the Union.

One of the Trustees in conjunction with the Treasurer shall sign all withdrawal slips or cheques drawn on the banking account of the Union.

(f) **Auditors**

The Executive shall be empowered to have the Union's books audited annually by a recognised chartered accountant.

19. **INSPECTION OF ACCOUNTS AND MEMBERSHIP LIST**

Any member of the Union, by appointment with the Treasurer, may at any time examine the Accounts and the Membership list.

20. INTERPRETATION OF RULES

In the event of any question arising as to the interpretation of any Rules of the Union, the question shall be referred to the Executive whose decision shall be final.

21. ALTERATION OF RULES

No alteration in, or addition to, the Rules of the Union, may be made except at a General Meeting by two-thirds majority of those present and unless a notice of a motion to this effect has been given by the General Secretary at least two weeks in advance.

22. DISSOLUTION OF THE UNION

If at any time any of the members should desire the dissolution of the Union, a written request to that effect, signed by not less than one-tenth of the financial members of the Union, shall be presented to the President.

The President shall instruct the General Secretary to inform representatives of each school and educational institution of the request, and to summon a meeting of the Executive who shall call a General Meeting.

If it is proved on a secret ballot that two-thirds of the financial members of the Union are in favour of dissolution, the General Secretary shall forward to the Registrar of Trade Unions, in the form prescribed by law, a notice of the decision arrived at, and the Funds shall be equally divided between all members of at least one year's standing whose subscriptions have not been in arrears during that period.

APPENDIX I

CODE OF PROFESSIONAL CONDUCT

Preamble

The success or failure of a community depends mainly on the strength of its educational system. The educational system, in turn, depends mainly on the contributions made by the members of the teaching profession. It is necessary, therefore, that the members of that profession should be constantly aware of the importance of education and of the extent to which they affect the life of the community, and of the implications of their professional obligations.

This Code of Professional Conduct aims at keeping the foregoing in the forefront of the minds of the members, but, like any set of rules, it lays down the principal guidelines and should not be regarded as being all-embracing.

The Barbados Secondary Teachers' Union will, as the occasion arises, make additions and/or alterations as to what is deemed as Professional and Unprofessional Conduct.

N.B. The term 'teacher' shall mean members employed in such schools and educational institutions as the Executive shall from time to time determine.

ARTICLE I - The Teacher and The Profession

1. The Teacher should be always mindful of the importance of the vocation and of the need for complete dedication to the betterment of mankind.
2. The Teacher should make a constant effort to improve professionally.
3. The Teacher should be an active member of those organisations which promote the interests of education and the welfare of the teaching profession.
4. The Teacher should encourage those with the capabilities to be good teachers to enter and/or remain in the teaching profession.

ARTICLE II -The Teacher and The Nation

1. The Teacher should espouse the dignity of the human person and an unshakable faith in fundamental human rights and freedoms.
2. The Teacher shall foster positive thinking and attitudes, self-denial, the spirit of toleration, respect for the law and authority and a devotion to duty, freedom and social justice.
3. The Teacher should believe in the efficacy of cooperative action and collective thinking and promote their growth and use in the solution of problems.
4. The Teacher shall promote the idea that all forms of lawful employment are meaningful, dignified and honourable provided that the employees' capabilities are suited to the nature of the job, and provided that the employee always attempts to improve the quality of his/her service.
5. The Teacher shall attempt to raise the cultural level of the community.

ARTICLE III -The Teacher and The Student

1. The Teacher shall realise that his/her prime consideration and concern shall be for the interests and welfare of his/her students.
2. The Teacher shall act with humanity, dignity and discretion at all times in his/her relations with students, and shall not exploit the teacher-student relationship for the purpose of racial, political and religious propaganda.
3. The Teacher shall, apart from imparting knowledge, aid parents and guardians in directing his/her students towards achieving ends that are accepted by society.
4. The Teacher shall neither advertise his/her institution nor canvass for scholars either personally, by means of the school staff, by circular, through the news media, or by any other means, to the detriment of other institutions.

ARTICLE IV - The Teacher and His/Her Colleagues in the Profession

1. It is unprofessional for any teacher to censure or criticise other teachers or their work in the hearing of students.
2. No Teacher shall make an adverse report to anyone on the work or conduct of another Teacher without first acquainting that Teacher with the nature and contents of the report. If the report is a written one, then the Teacher involved shall be allowed to make a copy of it.

N.B. This does not apply to instances in which one Teacher gives the name of another Teacher as a referee.

3. It is unprofessional for any teacher to force, or attempt to force, another Teacher to perform outside of normal school hours any duty or task which is not essentially connected with the normal work and organisation of the school.

4. It is unprofessional for any teacher to impose, or attempt to impose on another teacher out of normal school hours an excessive and unreasonable quantity of work of any kind.

ARTICLE V - The Teacher and The Employer

1. The Teacher shall know the terms of employment and shall honour those terms - unless instructed not to do so by the Barbados Secondary Teachers' Union, which is a Trade Union.
2. The Teacher shall apply for posts through the normal official channels. It is unprofessional for any teacher to lobby or canvass for appointments, either for himself/herself or for another teacher.

APPENDIX II

The following shall be the procedure in dealing with cases of professional conduct, complaints of another nature in which a person's eligibility for membership, or continued membership, is called into question, or cases of any other type in which the Executive is called upon to make a ruling.

1. Any question as to the professional conduct of any member, whether it arises upon the personal application of another member or otherwise, shall be referred to the Executive.

Any member against whom a charge or complaint has been made shall be given a copy in writing of the charge or complaint made against him/her, and shall be given an opportunity to defend himself/herself before the Executive and/or the Union.

Such a person shall be entitled to be accompanied by a friend who may or may not be a member of the Union.

2. The Executive shall examine all aspects of any complaint or charge and shall admit in evidence all relevant and available information, and shall make a finding upon such a complaint or charge, and shall, unless an appeal is made, proceed to act according to its discretion and within the limitations of these Rules.
3. Any member against whom a charge or complaint has been made shall be entitled to bring before the Executive and/or the Union such witnesses as he/she may desire to call.

4. Any member found guilty of a breach of the Code of Professional Conduct by the Executive shall have the right of appeal, such appeal to be made in writing to the General Secretary within two weeks of the Executive's decision.
5. In the event of an appeal being made, the General Secretary shall summon an Extraordinary General Meeting of the Union to consider the appeal. The Union, after considering all aspects of the matter, shall make a ruling and shall instruct the Executive as to what action to take. The Executive shall then act upon its instructions.