

SGEU EDUCATION SECTOR BYLAWS

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The logo for SGEU, featuring the letters "SGEU" in a bold, white, sans-serif font. The letters are positioned on a red rectangular background. Above the red background, there is a vertical yellow bar that runs the full height of the page.

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SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION EDUCATION SECTOR BYLAWS

1. NAME

This sector shall be known as the "Education Sector" of the Saskatchewan Government and General Employees' Union (SGEU).

2. OBJECTIVES

The objectives of this sector shall be to unite the members of the Education Sector for the purposes of collective bargaining, enforcement of collective bargaining agreements and advancing their mutual interests, in accordance with the Constitution and Policies of SGEU.

3. MEMBERSHIP

All members in SGEU who work in the Professional Services Bargaining Unit at **Saskatchewan Polytechnic**, Northlands College, Carlton Trail College, North West College, Cumberland College, unionized members of Great Plains College, South East College, Parkland College, Gabriel Dumont Institute (GDI), **NORTEP/NORPAC**, Regina School Division #4, and other units as assigned are eligible for membership in the Sector.

4. FISCAL YEAR

The fiscal year of the Sector shall be July 1st to June 30th of each year.

5. STRUCTURE AND DUTIES OF THE SECTOR EXECUTIVE

- 5.1. The Sector Executive shall be composed of the following members: five (5) from **Saskatchewan Polytechnic** Professional Services, one (1) from each unionized College (6 in total), three (3) from Northlands College, three (3) from GDI, one (1) from **NORTEP/NORPAC** and one from the Regina School Division #4. Each member of the Sector Executive has one (1) vote.

Details on how each unit elects their representative to the Sector Executive are outlined in each of the Bargaining Units Bargaining Guidelines.

- 5.2. The Sector Executive shall meet at least every one hundred and twenty (120) days or at the request of the Sector Chairperson or one-third of the members of the Sector Executive. Quorum for a Sector Executive Meeting shall be eight of the 18 executive members.

5.3. Duties of the Sector Executive

The Sector Executive shall:

- 5.3.1 Elect delegates to special SGEU conventions, using the same process as electing for regular conventions, and/or any other sector or union committee as may be required.
- 5.3.2 Review the sector fiscal operations as required
- 5.3.3 Provide assistance to their Provincial Council representatives
- 5.3.4 Determine the size of all subcommittees
- 5.3.5 Make the final decisions on all subcommittees recommendations
- 5.3.6 Fill all vacancies on sub committees by appointment from the Sector
- 5.3.7 Approve the chairpersons of the Sector subcommittees.
- 5.3.8 Review and determine the selection process for conference sponsorship under Article 6 of the Sector Policy.
 - 5.3.8.1 Where an Executive member has applied for sponsorship, he/she shall remove self from the selection process.

6. PROVINCIAL COUNCIL

- 6.1. The Chairperson shall be an automatic Provincial Council representative.
- 6.2. Additional representatives to Provincial Council will be elected from the Sector Executive for two-year terms in even years. This election shall occur at the first Sector Executive meeting immediately following the AGM. These additional representatives shall be elected from units not already represented.
- 6.3. Except for the alternate to the Chair, additional alternates for Provincial Council shall be elected at the first Sector Executive meeting following the Annual General Meeting.
 - 6.3.1 If required, further alternates may be elected at subsequent Sector Executive meetings.
 - 6.3.2 Alternate selection shall follow the following process:
 - i) Alternate from non-represented units will be contacted first

- ii) If the non-represented units cannot attend, alternates will be contacted in order of election date as alternate (ie: Those elected under 6.3 shall be notified before those elected under 6.3.1)

6.4. Any Provincial Council member may be subject to a recall process as outlined in the SGEU Constitution.

6.5. Position Vacancies

6.5.1. Provincial Council positions that become vacant during a term of office will be filled through election at a Sector Executive meeting for the duration of the term.

6.5.2. The election will be held at the Sector Executive meeting after the vacancy first occurs. Notice of such election will be included on the agenda for the meeting.

6.5.3. Only Sector Executive members will be eligible for nominations for vacant positions to Provincial Council.

7. TABLE OFFICERS

7.1. The Table Officers will be the Chairperson, the Treasurer and the Secretary.

7.2. The Chairperson of the Sector is elected at the Annual General Meeting of the Sector. This position will be for a two-year terms, elected in odd years. Only Bargaining Committee members are eligible to run for the position of Chairperson.

7.3. The Secretary and the Treasurer are elected in even years, for two-year terms at the Annual General meeting of the sector from the members at that meeting.

7.4. This committee will meet as required at the call of the Chairperson to deal with emergency matters.

7.5. Decisions made at these meetings will be reported to and subject to review by the subsequent Sector Executive meeting.

7.6. Duties of the Table Officers

7.6.1 The Chairperson shall:

7.6.1.1 Chair all Sector, Sector Executive, and Table Officer Committee meetings.

7.6.1.2 Represent the Sector at the Provincial Council. S/he will be the Education Vice-President on Provincial Council.

- 7.6.1.3 Be authorized to countersign all cheques drawn on Sector funds.
- 7.6.1.4 Be authorized to approve union leave for all Sector members on sector business.
- 7.6.1.5 Represent the Sector at Provincial Council Administration Committee.
- 7.6.1.6 Provide support and assistance to Sector Bargaining Units when required.
- 7.6.1.7 Keep the Sector Executive informed about developments that may affect the Sector.
- 7.6.1.8 Attend at least one meeting per year of each local and/or bargaining committee of the Sector.
- 7.6.1.9 Develop proposals for budget requirements.
- 7.6.1.10 Be ex-officio member of all Sector Committees; enforce due observance of the Constitution, Bylaws and Policies of the Union; sign and date attendance register immediately following the last name at the conclusion of every meeting.
- 7.6.1.11 Only vote in the case of a tie.

7.6.2 The Secretary shall:

- 7.6.2.1 In the absence of the Chairperson, assume all the duties and powers of the Chairperson.
- 7.6.2.2 Be authorized to approve union leave for Sector members on Sector business.
- 7.6.2.3 Be authorized to countersign all cheques drawn on Sector funds.
- 7.6.2.4 Make booking arrangements for Sector meetings.
- 7.6.2.5 Keep an accurate, signed record of the proceedings of all meetings of the Sector, Sector Executive and Table Officer Committee, and changes to the Sector Bylaws and Policies.
- 7.6.2.6 Submit a signed copy of all recorded minutes to the SGEU President.

- 7.6.2.7 Conduct correspondence of the Sector as required.
- 7.6.2.8 Work with the chairperson to provide support and assistance to Sector Bargaining Units as required.
- 7.6.2.9 Organize and maintain the Steward system.
- 7.6.2.10 Be responsible for the registration of Sector delegates to all conventions and the organizing of alternates as required.
- 7.6.2.11 Make emergency decisions for convention representation in contacting alternate delegates from the Sector for any union convention.

7.6.3 The Treasurer shall:

- 7.6.3.1 Collect and deposit any Sector funds in a chartered bank or credit union, to the credit of the Sector.
- 7.6.3.2 Be responsible for distributing Local per capita rebates.
- 7.6.3.3 Keep a proper record of accounts, subject to examination by the auditor(s).
- 7.6.3.4 Ensure that all materials are ready for the auditor's review.
- 7.6.3.5 Present the audited financial statement to the membership at the Annual General Meeting.
- 7.6.3.6 Make all payments by cheque signed by her/himself and countersigned by the Chairperson or the Secretary.
- 7.6.3.7 Ensure that the audited financial statement is submitted to the SGEU Secretary Treasurer following the Sector Annual General Meeting.
- 7.6.3.8 Work with the Chairperson on budget proposals.

8. RECALL OF ELECTED OFFICIALS

- 8.1 Will be conducted in accordance with the SGEU Constitution.
- 8.2 Petition Process:

8.2.1 Recall must be petitioned for by 25% of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear and concise language.

8.2.2 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of the meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date and location and purpose.

8.2.3 The official facing the recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall be at least fourteen (14) days prior to the meeting.

8.3 Recall Process:

8.3.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.

8.3.2 A two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the committee/councils or delegates to the body that elected the person being recalled can vote on the recall.

8.3.3 Voting shall be done by secret ballot.

8.4 Vacancies created by a recall will be filled following the elected process for other vacant positions.

8.5 Position Vacancies

8.5.1 Sector Table Officer positions that become vacant during a term of office will be filled through election at a Sector Executive meeting.

8.5.2 The election will be held at the Sector Executive meeting after the vacancy first occurs. Notice of such election will be included on the agenda of the meeting.

8.5.3 Only Sector Executive will be eligible for nominations for vacant positions

8.5.4 These positions will be acting and the term would expire at the next Annual General Meeting.

- 8.5.5 Position vacancies will be open for re-election at the next AGM. If the vacancy occurs in the first year of the two-year term, the election will be for a one-year term.

9. SECTOR EXECUTIVE SUBCOMMITTEES

9.1 Table Officers Committee

- 9.1.1 Will operate as outlined in Article 7 of these bylaws.

9.2 Awards Committee

- 9.2.1 Will be responsible for the administration of Education Sector scholarships and bursaries.
- 9.2.2 This committee of three people shall be elected by the membership at the Annual General Meeting for two-year terms in even numbered years. All members at attendance at the AGM or members who submit their names in writing up to the time of the election are eligible to run for the Awards Committee.
- 9.2.3 This committee will meet immediately following the AGM and will elect, from its members, a chairperson.

10. PROVINCIAL COUNCIL STANDING COMMITTEES

- 10.1 Education representatives to the Provincial Council Standing committees (other than the Administration Committee, the Long Term Disability Supervisory Committee and the Human Rights/Equity Committee) will be elected at the Annual General Meeting as per the SGEU Constitution. All members in attendance at the AGM and those members who submit their names in writing up to the start of the election will be eligible for the election.
- 10.2 Elections for one representative for each committee will be held in even years for two-year terms, except for the MC & L and Grievance committee representatives, which will be elected to a four year term.
- 10.3 Alternates for each representative will be elected at the same time. Alternates will attend in the absence of the elected representative.
- 10.4 LTD Supervisory Committee
 - 10.4.1 Each bargaining unit belonging to the LTD is responsible for electing their representative and an alternate, as per their bargaining unit guidelines. The names of these representatives will be announced at the Annual General Meeting. Representatives will be elected for a four year term.

10.4.2 The role of the alternate will be to attend meetings in the absence of a regular representative and to keep current with LTD issues.

11. CHIEF STEWARDS AND STEWARDS

11.1 The Sector is responsible for the maintenance of the proper Steward Structure. Each Bargaining Unit (BU) shall articulate in their Bargaining Guidelines (BG);

11.1.1 the process for Steward and Chief Steward nomination and election, and

11.1.2 roles and responsibilities as well as the registration of duly elected Stewards and Chief Stewards.

11.2 The BG shall also outline a process for recall of Stewards and Chief Stewards.

11.3 Each BU shall designate an executive or elected position that is responsible for their steward structure, steward elections, steward registrations and maintenance of the steward structure. This designate shall:

11.3.1 Ensure all steward elections are duly conducted according to the unit bargaining guidelines;

11.3.2 Ensure all steward registrations have been forwarded to SGEU **Membership Information Services (MIS)** following each election;

11.3.3 Actively support and encourage all stewards to take LD training;

11.3.4 Forward all steward training requirement information to the E & P Committee member of the Sector for training needs identification.

12. ANNUAL/ SPECIAL MEETINGS AND CONVENTIONS

12.1 Annual General Meeting

12.1.1 The Education Sector's Annual General Meeting (AGM) shall be held prior to November 15 at a date and location determined by the Table Officers. All members of the Sector in good standing are eligible to attend the AGM with voice and vote.

12.1.2 The Sector Executive, through the Sector Secretary, shall send notice of the AGM to all Bargaining Unit Chairs for distribution to their members at least six (6) weeks prior to the meeting, calling for resolutions and changes to these bylaws.

12.1.3 Resolutions and Bylaw changes must be submitted in writing to the Sector Secretary at least twenty-one (21) days before the AGM.

12.1.4 The Sector Secretary will distribute the agenda, audited financial statement, and proposed bylaw changes and resolutions to the Bargaining Unit Chairs for distribution to their membership at least fourteen (14) days before the AGM.

12.1.5 It is the responsibility of the Bargaining Unit Chairs to ensure that this information is distributed to the members in their units.

12.1.6 An emergency resolution or emergency bylaw change can be presented at the AGM only if it deals with a pressing issue that arose after the deadline outlined previously in Article 12.1.2, and if two-thirds (2/3) of the AGM delegates vote in favor of receiving it for debate. Emergency resolutions must be presented in writing to all AGM delegates before holding the vote to receive it.

12.1.7 Delegates at the AGM will consider and adopt, by 50% plus one vote, proposed resolutions for the SGEU Annual Convention. Bylaw changes must receive a two-thirds (2/3) majority vote.

12.1.8 Quorum for the Annual General Meeting will be a 50% plus one of the signed in delegates.

12.2 Special Meetings

12.2.1 The Sector Executive, with a minimum seven (7) days notice may call a Special Meeting of the general membership.

12.2.2 Quorum for Special Meetings will be a 50% plus one of the signed in delegates.

12.3 Conventions

12.3.1 Delegates to the SGEU Annual Convention, SFL, CLC, and NUPGE will be elected by the members in attendance at the AGM in accordance with the SGEU Constitution.

12.3.1.1 Delegates are determined by secret ballot vote.

12.3.1.2 Members who serve as stewards or hold other elected positions at their home campus will be given first priority. From that list, nominees who receive the highest number of votes become the delegates.

- 12.3.1.3 The Membership, Constitution & Legislation (MC&L) representative shall be an automatic delegate at the SGEU Convention and shall be the Resolutions representative from this Sector.
- 12.3.2 Members who are in attendance at the AGM or who have submitted letters of intent prior to or at the AGM will be eligible for election.
- 12.3.3 Delegates will generally represent the views of the Sector except in situations regarding bargaining where the views of the majority of the members of a Bargaining Unit differ from the views of the Sector. In those situations, delegates from the affected Bargaining Unit will represent the views of the members of their Bargaining Unit.
- 12.3.4 The Sector will provide an accountable stipend one hundred and fifty dollars (\$150.00) to each Education Sector convention delegate and observer (SGEU (*includes FAIR delegate*); SFL; CLC; NUPGE). All stipend money is a taxable benefit.
- 12.3.5 Delegates to conventions, duly elected at the AGM, must notify the Sector Secretary if they no longer are able to attend the convention. Delegates not providing notification by the dates outlined will not be eligible for nomination to the next year's convention(s) unless special circumstances prevail.
 - 12.3.5.1 SGEU Convention ñ notification of withdrawal as delegate must occur prior to December 20th the year of the AGM
 - 12.3.5.2 SFL Convention ñ notification of withdrawal as delegate must occur prior to September 10th the year after the AGM
 - 12.3.5.3 Other conventions will have the deadline date determined in the year of that convention
 - 12.3.5.4 Special circumstances are defined as illness substantiated with medical proof, family emergency, bereavement, or other circumstances clearly beyond the delegates control.

13. OATH OF OFFICE

- 13.1 All elected officials will take the oath of office as follows:
 "In accepting nomination, I do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and the Bylaws of

the Union. I will safeguard and protect the assets of the Union and return all assets of the Union and return all assets when I am no longer of a member of the Union."

14. RULES OF ORDER

- 14.1 All meetings of the sector will be conducted in accordance with Article 11 of the SGEU Constitution and Bourinot's Rules of Order.
- 14.2 The reading of the Statement of Equality, the appointment of an Ombudsmun, the adoption of the agenda and the adoption of the previous minutes will be the first order of business at each sector meeting.
- 14.3 An accurate record of all meetings and a register of attendees will be kept. After adoption, the minutes will be signed by the Chair and the Secretary. The minutes and register will be stored in the Secretary's files and will become the official record of all business done at the meeting.
- 14.4 The Chairperson of the meeting will vote only in the event of a tie.
- 14.5 There will be no proxy voting at meetings.

15. SECTOR FINANCES AND PER CAPITA REBATES

- 15.1 The sector will be responsible for overall administration of the SGEU per capita rebate and the sector budget (as approved for SGEU).
- 15.2 Each Local committee shall be entitled to receive from the Sector a per capita rebate in the amount equivalent to 50 cents per member per month.
- 15.3 The per capita rebate is to be based on membership as of January of each year.
- 15.4 Local Committee per capita rebates must be applied for and claimed in the current Sector fiscal year. Application for the rebate is to be sent to the Sector Treasurer. Rebates may not be claimed retroactively. Unclaimed rebates are forfeited.
- 15.5 The SGEU Secretary Treasurer shall be authorized to countersign all cheques drawn on Sector funds.**

16. COMMUNICATIONS

- 16.1 In order to keep sector members informed with respect to major issues, bargaining and other pertinent information, each Sector executive member

will be responsible for the distribution of information to her/his respective members.

- 16.2 Public statements will adhere to the reference set out in the Constitution under *Duties of the President*.

17. AMENDMENTS TO BYLAWS

- 17.1 Proposed amendments to the Bylaws may be forwarded to any one of the quarterly Sector Executive meetings.
- 17.2 Proposed amendments to the Bylaws shall be reviewed by the Sector Executive.
- 17.3 Proposed amendments to the Bylaws shall be ratified by a motion adopted by two-thirds majority of those members present and voting at the Annual General Meeting or a Special Meeting of the membership.
- 17.4 An amendment to the Sector Bylaws becomes effective at the close of the Sector Annual General Meeting or Special meeting of the membership. All bylaws must be submitted to the MC&L Committee for review and approval within sixty (60) days of any changes being ratified by the members of the unit, or if no changes occur every three (3) years.
- 17.4.1 If a proposed amendment to the Bylaws, itself, is amended prior to being carried it then becomes effective on the date that it is approved by the Membership/Constitution and Legislation Committee.

18. AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS

- 18.1 SFL ñ affiliated by Sector.
- 18.2 Labour Council ñ affiliated by geographic boundaries as per CLC Constitution.