CONSTITUTION
of the

Saskatchewan Government and

General Employees Union

Saskatchewan Component

of the

National Union of Public and General Employees

Affiliated with

The Saskatchewan Federation of Labour

And

The Canadian Labour Congress

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Article 1 NAME

1.1 This Organization will be known as the “Saskatchewan Government and General Employees’ Union (SGEU).

Article 2 LOCATION

2.1 The headquarters of the Union shall be permanently located in the City of Regina, Province of Saskatchewan.

Article 3 MISSION, VALUE, VISION STATEMENTS AND OBJECTIVES

3.1 Mission Statement: SGEU is a democratic union. Through which we strive for healthy productive work environments as we provide quality public services and representation for all interest groups.

3.2 Value Statement: We value respect, learning, co-operation, dignity, equality, justice and diversity.

3.3 Vision Statement: Our vision is a structure that is membership driven ensuring democratic and equitable representation. The structure will accommodate the diversity of our members and allow for accountable leadership and effective communication.

3.4 Objectives:

3.4.1 To be loyal to Queen and Country.

3.4.2 To unite its membership into a union for their mutual benefit and improvement.

3.4.3 To provide for united action in promoting the common interest of all members, and to function solely as a non-partisan and non-sectarian union.

3.4.4 To foster the establishment of co-operative organization and educational programs for the benefit of the members.

3.4.5 To encourage the establishment of social, recreational and cultural programs.

3.4.6 To encourage and participate to our mutual advantage in the development and maintenance of a duly accredited organization of government and general employees.

3.4.7 To promote justice, equality and efficiency in services to the public.

3.4.8 To bargain collectively with Her Majesty in the Right of Saskatchewan and other employers of its members.

3.4.9 To be the successor in all respects of the “Saskatchewan Government Employees’ Association” a body corporate registered under The Societies Act of the Province of Saskatchewan.

3.4.10 To introduce, establish and participate in such benefit programs as it may from time to time be directed to, by secret ballot majority vote of a bargaining unit, or by resolution of the Annual Convention.

Article 4 MEMBERSHIP

4.1 General

4.1.1 All employees within the bargaining units of the Union pursuant to orders of the Labour Relations Board shall be eligible for membership in the Union.

4.2 Member In Good Standing

4.2.1 Except as specified below, status of member in good standing in the Union shall be accorded only to those employees who have signed the necessary application for membership, who are actively employed in a bargaining unit of the Union, who abide by the rules and regulations duly passed by the Union and who pay the prescribed dues and assessments. A member in good standing and only a member in good standing, shall have the right to attend Union meetings and other functions, to vote and run for or hold Union office, and otherwise participate in the affairs of the Union.

4.2.2 Every Member in good standing is entitled:

4.2.2.1 To be represented by the Union;

4.2.2.2 Subject to any qualifications stipulated elsewhere in this Constitution, to be nominated for, and hold one (1) or more offices in the Union;

4.2.2.3 To participate in the Union’s business and in the election of delegates and alternates to Convention;

4.2.2.4 To receive a copy of the Constitution of the Union and to be advised of amendments to it, and to receive an up-to-date copy at the member’s request whenever the Constitution is amended and reprinted.

4.2.3 A member shall remain in good standing provide s/he is:

4.2.3.1 Not more than three (3) months in arrears in payment of dues;

4.2.3.2 Gainfully employed in a bargaining unit for which the Union holds or seeks recognized bargaining rights;

4.2.3.3 Not penalized by suspension or termination following sanction under Article 12.1, the Code of Ethics of the Constitution, or the policy of the Union;

4.2.3.4 Not penalized by suspension or termination following sanction of a breach of SGEU's Statement of Equality, provided that in accordance with any applicable laws, no such penalty shall require the employer to discharge such member from employment; and

4.2.3.5 Not penalized by suspension or termination for participating in an attempt by another organization to displace SGEU from its bargaining rights in respect of any bargaining unit SGEU represents.

4.2.3.6 However, failure to meet the requirements of Articles 4.2.3.1 or 4.2.3.2 above shall not disqualify members who are absent from their regular place of employment on leave of absence, paid or unpaid leave as per Article 4.3, 4.4 and 4.5. Nor shall it disqualify members who are absent from their regular place of employment under Article 4.6.

4.2.4 Notwithstanding the provision of Article 4.2.3.2, upon payment of full Union dues a member shall remain in good standing while:

4.2.4.1 Holding elected political office in any government, municipal, municipal board or commission, school board, public utility, social or welfare agency; or

4.2.4.2 Holding appointed office on any board or commission, etc. as a representative of labour; or

4.2.4.3 Holding elected or appointed office in any labour organization to which the Union is affiliated.

4.2.5 Only members in good standing may hold office.

4.2.6 Proxy voting is not permitted at any level of the Union. Proxy voting is a process by which a person is appointed to vote the interest of another member at a meeting. This does not include mail-in ballot voting as the double envelope system is used.

4.2.7 Annual Membership Calculation

4.2.7.1 For the purposes of calculating representation on Provincial Council , convention delegations, internal and affiliation levies, and for budgeting, the membership count shall be based on the average of the monthly membership totals for the previous twelve (12) month period from May 31st back to the previous June 1st.

4.2.8 Mid Year Calculation for Employer Initiated Restructuring

4.2.8.1 For the purposes of calculating representation to the Provincial Council in the event a Sector has been re-organized due to actions initiated by the government/employer, the membership count shall be based on the mid year count done in the month of August. Changes in entitlement will take effect October 1.

4.2.8.2 For the purposes of calculating representation to the SGEU Convention, the Provincial Council shall vary a Sector's entitlement when the Sector's membership changes due to management-initiated restructuring or upon certification of new bargaining units.

4.3 Election to External Organizations

4.3.1 A member, who is elected to full-time office in a Canadian municipal, provincial or federal legislative body, or to a full-time position in the labour movement, shall be considered a member in good standing, provided that s/he remits to the Union a sum equivalent to normal union dues on earnings from such full-time position.

4.4. Lay-Off

4.4.1 A member on temporary layoff, having recall rights to his/her former employment, or a member who retains re-employment rights within a bargaining unit of the Union shall be considered a member in good standing, without payment of dues. Such a member shall remain a member in good standing without payment of dues for the period for which the recall or re-employment rights are in force, or a period of three (3) years, whichever is the lesser.

4.5 Leave of Absence

4.5.1 Except as otherwise provided, a member on approved leave of absence from employment within a bargaining unit of the Union may be eligible to remain a member in good standing for a period of up to three (3) years,

provided s/he remits dues to the Union on any wages or salary, or payments in lieu of wages or salary during the period of leave.

4.5.2 A member in receipt of LTD entitlements shall be considered a member in good standing without payment of dues.

4.6 Termination Under Grievance

4.6.1 A member whose employment has been terminated, but who has challenged such termination through a grievance sanctioned and approved by the Union, shall be considered a member in good standing without payment of dues, provided s/he pays dues on any back pay or other award arising from said grievance.

4.7 Transfer From Another Union

4.7.1 Where, as a result of relocation of employment between organizations, an employee who was a member of another union becomes a member of a bargaining unit of the Union, and the terms and conditions of such transfer have been approved by the Union, such member shall be granted the status of member in good standing of the Union, subject to the conditions of Article 4.2 above.

4.8 Associate Membership

4.8.1 The Provincial Council may admit into Associate Membership status such other persons or categories as in its discretion it feels is necessary and desirable in the interests of such persons and categories of the Union, and shall prescribe the terms and conditions upon which admission is based, including the setting of an annual fee which may be a uniform fee or variable as the circumstances may require.

4.8.2 Where, as a result of the relocations of employment between organizations or retirement, an employee who was a member of a bargaining unit of the Union becomes a member or another union or retires, such member shall no longer be considered a member in good standing, but shall be eligible for associate membership, and may be granted such other non-voting privileges as may be granted by the Provincial Council or a Sector/Local of the Union.

4.9 Other Membership

4.9.1 The Provincial Council may enroll, as members of the Union, employees for whom the Union is not the certified bargaining agent, and determine the rights of such members within the organization, subject to ratification at the next following Convention.

4.10 No Discrimination

4.10.1 Membership in the Union and the services of the Union to its members shall be provided without discrimination by reason of race, colour, age, national or ethnic origin, religious affiliation, sex, sexual orientation, marital status, physical or mental disability, place of residence, political affiliation, or place of employment.

4.10.2 Membership in the Union and the services of the Union shall be provided without personal harassment.

4.11 Provincial Life Membership

4.11.1 It is understood that when making nominations and granting Life Membership, it is the highest honour the Union can bestow, and criteria must be of a high standard.

4.11.2 Criteria

4.11.2.1 At least ten (10) years' membership in good standing in the Union.

4.11.2.2 Must have served the Union in various capacities at the provincial and/or national level (e.g. Provincial Council, Bargaining Committee, Saskatchewan Federation of Labour (SFL) Convention, Executive and/or committees, National Union of Public and General Employees (NUPGE) and Canadian Labour Congress (CLC) Conventions and/or committees).

4.11.2.3 Participation in progressive social movements at the community or provincial level.

4.11.2.4 Must have been an active Union steward for at least eight (8) years.

4.11.2.5 Must have served in various capacities at the sector/local level.

4.11.3 Provincial Life Member – Roles and Responsibilities

4.11.3.1 Shall not hold an elected position within the Union structure, nor be a delegate, or representative on behalf of the Union, to any organization or outside body.

4.11.3.2 May attend Union meetings and shall have voice at the courtesy of the Chair, but shall not have vote.

4.11.3.3 Shall be free of the regular dues assessment.

4.11.3.4 Shall receive all Union publications free of charge.

4.11.3.5 Shall be eligible to participate in all social activities sponsored by the Provincial Council.

4.11.4 Provincial Life Membership Selection

4.11.4.1 The Provincial Council shall establish a three (3) person committee to review nominations from Sectors/Locals for Provincial Life Membership, such nominations to be submitted prior to January 15th or the first working day following January 15th, if that date is a Saturday, Sunday or statutory holiday. This Committee may propose one (1) or two (2) nominees for Provincial Life Membership to Convention.

4.11.4.2 Such recommendation, together with qualifications of the nominee(s) shall appear in the proceedings of the Annual Convention.

4.11.4.3 Nominee(s) put forward to Convention by the Provincial Council shall be elected by secret ballot vote, and shall receive a clear two-thirds (2/3) majority of the voting delegates at the Annual Convention to have a Provincial Life Membership conferred upon them.

4.12 Sector/Local Life Membership

4.12.1 Sector/Local Life Membership may be conferred by the Regional Council/Sector/Local Executive, on any member or past member for meritorious service to his/her Sector/ Local.

4.13 Honourary Membership

4.13.1 It is understood that when making nominations and granting Honourary Membership, it is a special honour and recognition from the SGEU leadership and membership for trade unionists who have set high standards, who have been either an activist member of another union, or an activist member of SGEU, or both.

4.13.2 Subject to Articles 4.13.3 and 4.13.4, Honourary Membership is dedicated for persons who are not SGEU members, who are still active in the labour movement, and who are not at the point of retirement and therefore nomination for Provincial Life Membership may restrict their future activity in SGEU.

4.13.3 Eligibility

4.13.3.1 Those who have provided exemplary service to a trade union other than SGEU and who are no longer active in that union as an elected representative or staff person; and/or

4.13.3.2 Past SGEU members who were active and provided leadership within SGEU during the time of his/her membership and who are now active in another union either as an elected representative or staff representative; and/or

4.13.3.3 SGEU members who have been elected as Provincial Life Members may not be nominated for Honourary Membership. However, Honourary Members may be nominated for Provincial Life Membership at the point they retire from active service in SGEU and/or other unions.

4.13.4 Criteria – Subject to Article 4.13.3

4.13.4.1 At least ten (10) years' membership in good standing in SGEU or ten (10) years' membership in another trade union.

4.13.4.2 Must have served SGEU or another union in various elected and/or staff capacities at the provincial and/or national level.

4.13.4.3 Active participation in progressive social movements at the community, provincial, national, or international level.

4.13.4.4 Must have served in various capacities at the Sector/Local level, including as an active SGEU steward for at least eight (8) years.

4.13.5 Conditions of Honourary Membership – Subject to Article 4.13.5.7

4.13.5.1 Shall not hold an elected or staff position within SGEU.

4.13.5.2 Shall not be a delegate or representative on behalf of SGEU to any organization or outside body.

4.13.5.3 Shall be free of the regular dues assessment.

4.13.5.4 Shall receive all SGEU publications free of charge.

4.13.5.5 Shall be eligible to participate in all Provincial Council sponsored social activities.

4.13.5.6 May attend SGEU meetings and may have voice at the courtesy of the chair, but shall not have vote.

4.13.5.7 An Honourary Member who renews membership in or becomes a member or staff person of SGEU, shall:

4.13.5.7.1 Not be governed by the provisions above during the time of his/her membership; and

4.13.5.7.2 Be returned automatically to the provisions above at the point s/he is no longer a member or staff person of SGEU.

4.13.6 Nomination Process

4.13.6.1 Will be accepted from Sectors/Locals for those nominee(s) who have been activists in SGEU as defined by Article 4.13.3.2.

4.13.6.2 Will be accepted from the Provincial Council for those nominee(s) who have been activists in other unions as defined by Article 4.13.3.2.

4.13.6.3 Must be received by the SGEU Provincial Office by the same deadline as that required of Constitutional Resolutions under Article 10.4.

4.13.7 Selection Process

4.13.7.1 The Provincial Council shall establish a three (3) person committee to review nominations for Honourary Membership from Sectors and from the Provincial Council. Such nominations are to be submitted prior to January 15th, or the first working day following January 15th, if that date is a Saturday, Sunday or statutory holiday.

4.13.7.2 The Committee may propose up to two (2) nominees for Honourary Membership to Convention.

4.13.7.3 Such recommendation(s), together with qualifications of the nominee(s) shall appear in the Proceedings of the Annual Convention.

4.13.7.4 Nominee(s) put forward to Convention by the selection committee shall be elected by secret ballot vote, and shall receive a clear two-thirds (2/3) majority of the voting delegates at the Annual Convention to have an Honourary Membership conferred upon them.

4.14 Conflict of Interest

4.14.1 A member on approved leave of absence or union leave from employment within a bargaining unit of the Union and accepting a permanent staffing position as a SGEU staff member shall be deemed to have resigned from all elected positions within SGEU.

4.14.2 A member on approved leave of absence from employment within a bargaining unit of the Union and accepting a permanent out of scope position shall be deemed to have resigned from all elected positions within SGEU.

4.14.3 Except as otherwise provided, a member on approved leave of absence or union leave from employment within a bargaining unit of the Union and accepting a term staffing position as an SGEU staff member for a term of six months or more shall be deemed to have taken a leave of absence from all elected positions within SGEU.

4.14.4 A member on approved leave of absence from employment within a bargaining unit of the Union and accepting a staffing position in an out of scope position for a term of six months or more shall be deemed to have taken a leave of absence from all elected positions with SGEU.

4.14.5 A member who has accepted a staff position as a SGEU staff shall be deemed to have no voice or vote or attend the portion of the membership meeting that deals with issues concerning CEP 481 as long as they are in the Staff position.

Article 5 SECTORS

5.1 Sector Organization

5.1.1 The Union shall be divided into Sectors, each based upon the respective commonality of service delivery, funding provisions, mandated criteria or legislated structures of the member bargaining units.

5.1.1.1 The Union will be composed of the following sectors:

1. Public Service
2. Crown
3. Health
4. Education
5. Community Service
6. Retail Regulatory

5.1.1.2 The Administration Committee will assign new bargaining units to a sector upon certification.

5.1.2 In developing structures and policies, Sectors/Locals shall strive to ensure gender equity and participation of all equity-seeking groups by seeking to remove barriers to participation in the Union.

5.1.3 Sectors shall be comprised of those members who belong to a bargaining unit which is designated to a specific Sector.

5.1.4 Where not less than five hundred (500) members of the Union so desire, the Annual Convention may authorize them to form a Sector and shall define which bargaining units such a Sector shall govern. Notwithstanding the

foregoing, any organized group of employees who have merged or who may merge with the Union, may upon the approval of the Provincial Council, and ratified at the Annual Convention, preserve their identity in the form of a sector of the Union.

5.1.5 Each Sector shall elect its own Executive, adopt bylaws for the proper governance of the Sector, report to the Annual Convention and attend to all matters of local interest, but shall remain in every respect, fully responsible to the Union within the framework of this Constitution. The President, Vice-Presidents and members of the Provincial Council shall be ex-officio members of all sector executives.

5.1.6 Each Sector shall ensure that its' member bargaining unit(s) elect bargaining committees to bargain collective agreements on behalf of the members of those units and enforce agreements once reached.

5.1.7 Each Sector shall provide, through the bargaining committees or another committee elected for that purpose, for the initial handling of grievances arising from that unit and for making of recommendations to the Screening Committee on whether grievances should be pursued to arbitration.

5.1.8 Each Sector shall provide, in consultation with the Provincial Council and Education Officer, education as may be necessary for the members of a bargaining unit or the Sector, including regular training on specific collective agreements.

5.1.9 Each Sector shall maintain a system of stewards in Locals within the Sector.

5.1.10 Each Sector shall maintain communication and information sharing between all bargaining units to ensure co-operative bargaining strategies and defense of collective agreements.

5.1.11 Sectors shall be affiliated to the Saskatchewan Federation of Labour. Each Sector shall specify, in its bylaws, how it shall affiliate to the SFL.

5.1.12 SGEU shall be affiliated with local labour councils/committees through Sectors/Locals. Each Sector/Local shall have the right to disaffiliate or withhold dues from their local labour council following a two thirds (2/3) vote, at their respective Annual/Biennial General Meeting or at a special meeting called for that purpose, in favour of such action. SGEU strongly encourages all Sectors/Locals to maintain their affiliation and to develop a communication network among Sectors/Locals within the boundaries of the respective labour council. Sector/Local bylaws shall identify the executive officer who is responsible to ensure that said affiliation is current and to report back to Provincial Council through the Sector Vice-President.

5.1.13 Each Sector/Local shall approve their third-party-reviewed financial statements annually and forward to the SGEU Secretary/Treasurer. Financial statements should be forwarded to the SGEU Secretary/Treasurer immediately following the Sector/Local annual/biennial general meeting at which they were approved. In situations where Sectors/Locals have biennial general meetings, the Sector/Local is still required to provide the financial statements annually.

5.1.13.1 Sectors/Locals shall provide to the Chair of the Bargaining Unit and the Vice President of the Sector financial statements that have been approved by the Local annual/biennial general meeting, and which have been reviewed by an approved individual who is independent of the financial statement preparation. Such approved statements shall be forwarded to the Chair of the Bargaining Unit and Vice President of the Sector immediately following the Local annual/biennial general meeting. In situations where Sector/Locals have biennial general meetings, the Local Executive will provide the annual financial statements to the Chair of the Bargaining Unit and the Vice President of the Sector.

5.1.14 Locals shall be comprised of those members who live or work within the geographic boundaries of that local. The member must notify the Provincial office, in writing, if s/he wishes to transfer his/her membership between these Locals. The Provincial office will in turn advise the affected Locals.

5.1.15 Bargaining Unit locals shall be comprised of members who are part of bargaining unit or units on which the local is based.

5.2 Oath of Office (Sectors)

5.2.1 Following Sector/Local elections, all elected officials shall signify in writing or orally, his/her acceptance of the following:

"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."

5.3 Start-Up Grant

5.3.1 On the formation of a Sector or Regional Council, the Provincial Council may make a grant to cover organizational expenses.

5.4 Per Capita Refunds

5.4.1 Per capita refunds are a percentage of dues returned to a sector/local. The process for determining per capita payments within the respective sectors

shall be defined in the Sector structures. The amount of per capita refunds shall be set out as policy as approved at the Annual Convention, subject to Article 4.2.7.

5.5 Steward Organization

5.5.1 The President of the Union shall be an ex-officio Chief Steward of the Union.

5.5.2 Stewards, Executive Officers, Bargaining Committee Members and Provincial Council Members shall attend Union Leadership Development courses as they are provided.

5.5.3 Members within a steward district shall elect a steward every two (2) years and whenever a vacancy occurs and have regularly scheduled membership meetings to discuss workplace and/or union issues.

5.5.4 Elections shall be organized by the Sector/Local to take place in the designated districts during May or June, unless otherwise directed by specific Sector/Local bylaws.

5.5.5 The Sectors Vice-President or designate shall ensure that stewards are registered, by numbered districts, and chief stewards by numbered zones, with Membership Records within thirty (30) days of the conclusion of the elections and ensure that a proper steward structure system is maintained within the Union. Membership Records, Bargaining Unit Chairs and Sector Vice Presidents shall be advised by the Local Secretaries of the results of steward elections within the Local or Bargaining Unit within 14 days of the election occurring.

5.5.6 If a steward vacancy occurs during the two-year term, an election shall be called by the chief steward, within thirty (30) days of the vacancy occurring. The steward elected will serve the unexpired term created by the vacancy.

5.5.7 Chief Stewards shall be elected for each zone, representing approximately ten (10) districts, in accordance with the bylaws of the Sector/Local. In the event that a chief steward vacancy occurs in a zone, it shall be filled in accordance with the Sector/Local bylaws.

5.5.8 Chief Stewards and stewards shall endeavour to complete the ULD 10, 11, 20, and 30 as provided by the provincial Education and Publicity Committee within the time limits set out in Article 17 of the Policy Manual. Other elected officials of the Union shall endeavour to complete the ULD 10, 11, and 20, as provided by the provincial Education and Publicity Committee within the time limits set out in Article 17 of the Policy Manual.

5.6 Occupational Health Committees

5.6.1 Worker representatives on Occupational Health Committees must be elected on a biennial basis, by the workers they represent.

5.6.2 Stewards shall be responsible for conducting elections for Occupational Health Committees.

5.6.3 At least one (1) steward or his/her designate shall be a member of every Occupational Health Committee.

5.6.4 The worker co-chairperson shall be elected by the worker members of the Committee.

5.6.5 Vacancies on such committees shall be filled by election by the members in the workplace.

5.6.6 Any member of an Occupational Health Committee may be recalled as per Constitutional Article 8

5.6.7 Bargaining units may adopt bylaws to meet specific circumstances, but bargaining unit bylaws shall not be inconsistent with this Article.

5.6.8 SGEU members shall not act as the management co-chair or as a member of the management side of the Occupational Health and Safety Committee unless the workplace has no out of scope managers working at it.

5.7 Union/Management Committees (UMC)

5.7.1 The chief steward or his/her designate shall be the Union co-chair of the local workplace UMC.

5.7.2 The remaining union representatives/alternates on the local workplace UMC shall be elected from among the stewards.

5.7.3 If the number of stewards and UMC alternates is not sufficient to fill all the local workplace UMC positions, nominations/elections of any member in good standing shall be sought.

Article 6 PROVINCIAL COUNCIL

6.1 How Constituted

6.1.1 The President, Sector Vice-Presidents, NUPGE Vice-President, SFL Vice-President, Treasurer and Sector representatives shall be deemed members of Provincial Council.

6.2 Sector Representation

6.2.1 Each Sector shall have two (2) representatives for the first eight hundred (800) members or greater portion thereof and one (1) additional representative for each four hundred (400) members or greater portion thereof.

6.2.2 The Sector Vice-President position is included as part of each Sector's entitlement on the Provincial Council.

6.3 Provincial Council Officers

6.3.1 The Provincial Council Table Officers of the Union shall be the President, the SGEU Secretary Treasurer, the NUPGE Vice-President, the SFL Vice-President and the Sector Vice-Presidents.

6.3.1.1 The President, NUPGE Vice-President, NUPGE Vice-President Alternate, SFL Vice-President, SFL Vice-President Alternate and SGEU Secretary Treasurer shall be elected at the Union's Annual Convention for a two (2) year term from and by the duly credentialed delegates.

6.3.1.2 The President, NUPGE Vice-President, NUPGE Vice-President Alternate, SFL Vice-President and SFL Vice-President Alternate shall be elected in even numbered years. When the President is a male, the NUPGE Vice-President and the NUPGE Vice-President Alternate shall be a female. When the President is a male, the SFL Vice-President and the SFL Vice-President Alternate shall be female.

6.3.1.2.1 Candidates running for election who are defeated for any position shall be allowed to have their names stand in subsequent Officer elections provided that this complies with any gender restrictions. Candidates who choose not to run for alternate positions do not give up the right to run for other positions.

6.3.1.3 The SGEU Secretary Treasurer shall be elected in odd numbered years.

6.3.1.4 Vice-Presidents and representatives of the Sectors/Locals shall be elected to office for a two (2) year term. The election process and timelines shall be determined in the bylaws of each Sector/Local.

6.3.1.5 Sectors shall elect an alternate to their Vice-Presidents, who shall have voice and vote in the absence of their Vice-President. The alternate to the Vice-Presidents shall be elected for the same term as his/her respective Sector Vice-President, as per Article 6.3.1.4.

6.3.1.6 Only members in good standing shall be eligible for nomination. The election shall be conducted by secret ballot.

6.3.1.7 The Education Sector and the Retail Regulatory Sector shall elect their members in odd-numbered years. The Crown Sector, Health Sector and Community Services Sector shall elect their members in even-numbered years, and the Public Service Sector shall elect its members in both even and odd-numbered years, as laid out in their sector bylaws.

6.4 Vacancies - Officers

6.4.1 In the event that the President position becomes vacant (due to resignation, recall, death, termination or on leave from regular place of employment) during the term of office, the SGEU Secretary Treasurer shall act in the vacant position until the next Annual Convention. The election at the Convention shall be for the remaining year in the term or, in regular election years, for a two (2) year term.

6.4.1.1 In the event that the SGEU Secretary Treasurer position becomes vacant (due to resignation, recall, death, termination or on leave from regular place of employment) during the term of office, the Provincial Council shall elect, from among its members, a representative who shall act in the vacant position until the next Annual Convention. The election at Convention shall be for the remaining year in the term or, in regular election years, for a two year term.

6.4.2 In the event that the NUPGE Vice-President or the SFL Vice-President positions become vacant (due to resignation, recall, death, termination or on leave from regular place of employment) during the term of office, the respective duly elected alternate shall act in the vacant position until the completion of the term. The subsequent alternate election for the position shall be at the Annual Convention if there is one (1) year left in the term or from the Provincial Council if there is less than one (1) year left in the term.

6.4.3 In the event a Sector Vice-President position becomes vacant during the term of office, and no alternate has been named, the respective sector shall elect, pursuant to that sector's bylaws, from amongst its members, a representative who shall act as Sector Vice-President until the next Sector Annual/Biennial General Meeting.

6.5 Nominations and Elections – Provincial Council

6.5.1 Each Sector/Local of the Union shall elect a Provincial Council member(s) from amongst the members of its Sector/Local for a two (2) year term.

6.5.2 Provincial Council member(s) shall have a designated alternate(s), to be elected at the same time as the Provincial Council member(s) is elected. Provincial Council alternates will have voice and vote at Provincial Council

meetings when replacing the Provincial Council member. Provincial Council alternates will be elected pursuant to Article 6.5.3.

6.5.3 Members in good standing in the Union shall be eligible for nomination. Eligibility for nomination to the Provincial Council shall be at the option of the sectors/locals. The Sectors/Locals shall enact bylaws mandating gender equality for elected positions wherever reasonable. The election of the Provincial Council member(s) shall be conducted by secret ballot; voting to take place during a general or annual/biennial meeting of the sector/local, or by polling stations at the workplace or by mailing a ballot to each member.

6.5.4 Following the election, the successful Provincial Council Members Elect shall take the following Oath, in the presence of the members of their sector:

"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."

6.5.5 The Provincial Council member elect shall be an observer at the next Annual Convention. This does not preclude the Provincial Council elect from running as a sector/local delegate to convention.

6.5.6 The Provincial Council Member Elect shall assume office at the close of Convention.

6.6 Vacancies - Provincial Council

6.6.1 The Office of a Provincial Council Member shall become vacant automatically if a member is absent from three (3) consecutive meetings without obtaining leave of absence from the President and/or if s/he moves to another sector other than the one in which s/he was elected.

6.6.2 If such a vacancy occurs prior to Convention in any year, the sector shall be responsible to replace the member for the unexpired term involved. The sector may do so by conducting a special election as provided for in Article 6.3 or by naming an alternate who was previously elected for the purpose of filling a vacancy during the course of the regular annual/biennial elections as conducted under Article 6.3 of this Constitution.

6.7 Meetings - Provincial Council

6.7.1 The Provincial Council shall meet at least quarterly, beginning with a meeting following the Annual Convention, at a time and place to be designated by the President, or in this officer's absence, by the SGEU Secretary Treasurer.

6.7.2 Emergency/special meetings may be called at the discretion of the President or in this Officer's absence, by the SGEU Secretary Treasurer or on the written request of at least five (5) members of the Provincial Council. Due to the emergent nature of these meetings the agenda will be adopted at the commencement of the meeting. Should such a meeting be called for by a written request of at least five (5) members, that request shall be published at the emergency/special meeting.

6.7.3 Fifty percent plus one (50% + 1) of the members of Provincial Council shall constitute a quorum.

6.7.4 Any SGEU member in good standing may attend any meeting of the Provincial Council without voice and vote. The privilege of speaking to items of business before the meeting is at the courtesy of the Chairperson.

6.8 Duties and Responsibilities - Provincial Council

6.8.1 To manage the affairs of the Union between Annual Conventions, in accordance with decisions and policies laid down by the Annual Convention, and at all times to act with due regard for the democratic process which is the right of Sectors/Locals/Bargaining Units to manage their internal affairs without interference.

6.8.2 To be responsible for the formation of all Provincial Council Standing Committees, as per Article 6.10.

6.8.3 To decide the terms and conditions of employment of the President and SGEU Secretary Treasurer.

6.8.4 To recommend to the Annual Convention the appointment of Auditors.

6.8.5 To convene emergency conventions when deemed necessary.

6.8.6 To conclude interim arrangements with other parties or groups in the name of the Union, in regards to determination of bargaining unit(s), sharing of dues, representation on the Provincial Council and at conventions, and any other matters necessary to bringing such parties or groups within the family of the Union. Such arrangements shall be subject to ratification at the next Convention.

6.8.7 To recommend to the Minister-in-Charge of the Public Service Superannuation Board the name of one (1) of our Union members and an alternate to act as a member and representative of the Public Service on the Public Service Superannuation Board.

6.8.8 To recommend to the Minister-in-Charge of the Public Employees' Pension Plan the name of one of our Union members and an alternate to act as a SGEU member/representative of the Public Service on the Public Employees' Pension Plan. These members shall be elected at the first meeting of the Provincial Council following convention in even years.

6.8.9 To develop policies for the good order and governance of the Union, as well as policies relating to bargaining and the coordination of common bargaining issues.

6.8.10 To gather and distribute information from bargaining units and keep the membership informed of bargaining issues.

6.8.11 To elect/select from amongst it's members a committee to direct co-ordination of all provincial recreational activities.

6.8.12 To represent the Union in contract negotiations with the employees' union (CEP Local 481), subject to the direction and ratification by the Provincial Council. The SGEU Negotiating Committee will be elected from the body of the Provincial Council.

6.9 Duties Of Table Officers

6.9.1 President

6.9.1.1 The President, under the direction of the Provincial Council, shall:

6.9.1.1.1 Be the full-time salaried Senior Executive Officer of the Union and exercise supervision over the affairs of the Union, including the day to day operations of the Union, the recruitment and supervision of staff, the delegation of such supervision of staff as may be required, and responsibility for the Union publications.

6.9.1.1.2 Preside at all meetings of the Provincial Council, Administration Committee and the Annual Convention of the Union.

6.9.1.1.3 Represent SGEU on the NUPGE Executive Board and as Vice-President of the SFL.

6.9.1.1.4 Be a member of all committees and boards, including bargaining committees.

6.9.1.1.5 Act as a signatory on documents and cheques drawn on Union funds as required in the conduct of Union affairs and as a signatory for benefit plans.

6.9.1.1.6 Designate one (1) of the Vice-Presidents to assume all duties and powers in the absence of the SGEU Secretary Treasurer.

6.9.1.1.7 Report to the Annual Convention.

6.9.1.1.8 Act as chief spokesperson for the Union on policy matters and major issues, except where written authorization has been delegated to an appropriate SGEU Officer.

6.9.1.1.9 Have the authority to examine the books and records of any Sector or Local or the LTD Plan and shall also be empowered to delegate this authority, by signed instructions, to an accredited representative of the Union.

6.9.1.1.10 Perform any and all duties as directed by Convention or Provincial Council.

6.9.1.1.11 Be the supervisor of the Claimant Advocate.

6.9.1.1.12 Keep the SGEU Secretary Treasurer and Vice-Presidents informed of matters necessary to assume the duties of the President.

6.9.1.1.13 Be the chief representative of the Union in relations with other unions and be the senior delegate of the Union to Labour Movement meetings, conferences and conventions.

6.9.1.1.14 Enforce due observance of and interpret the Constitution;

6.9.1.1.15 Develop, implement and maintain an organizing strategy in consultation with Sector Vice-Presidents and the SGEU Secretary Treasurer.

6.9.1.1.16 Be one of the Directors of all subsidiary companies that have been established by the Provincial Council. The President, along with the, SGEU Secretary Treasurer and the Financial Controller, shall be responsible for the operation of all subsidiary companies.

6.9.2 Vice-Presidents

6.9.2.1 Sector Vice-Presidents, the NUPGE Vice-President and the SFL Vice-President shall assume the duties of President as required or designated. Each Vice-President shall visit each bargaining unit, local or workplace as requested.

6.9.3 SGEU NUPGE Vice-President

6.9.3.1 The NUPGE Vice-President shall represent SGEU on the Executive Board of NUPGE.

6.9.4 SGEU SFL Vice-President

6.9.4.1 The SFL Vice-President shall represent SGEU on the Executive Board of the SFL.

6.9.5 SGEU Secretary Treasurer

6.9.5.1 The SGEU Secretary Treasurer shall report to the President and Provincial Council and shall:

6.9.5.1.1 Be the full time salaried Chief Financial Officer of the Union with authority to direct staff and oversee all financial matters of SGEU.

6.9.5.1.1.1 S/he shall chair the Finance Committee as constituted, pursuant to Article 6.10.8, and shall cause to be prepared a proposed annual budget for presentation to the Finance Committee.

6.9.5.1.1.2 S/he shall present the proposed budget and financial reports, along with any revisions made by the Finance Committee, to the Annual Convention.

6.9.5.1.2 To be one (1) of the countersigning officers on all documents, cheques, and benefit plans as required in the conduct of Union business.

6.9.5.1.3 Supervise the expenditures of the Union to ensure compliance with the budget.

6.9.5.1.4 Ensure adherence to all financial policies affecting elected members and staff.

6.9.5.1.5 Ensure that a complete financial statement of the affairs of the Union is prepared for each fiscal year, by a firm of chartered accountants as selected by the Finance Committee, and shall provide that statement to the Provincial Council, Convention and any member in good standing, on request.

6.9.5.1.6 Be responsible for reviewing the approved financial statements of Sectors/Locals on a yearly basis. A summary of these financial statements shall be provided to the Annual Convention by the SGEU Secretary Treasurer. This will be done in consultation with the President and may be delegated to the Sector representative or Sector chairperson.

6.9.5.1.7 Be responsible for the efficient management and maintenance of the Union's buildings and property.

6.9.5.1.8 Ensure the keeping of an accurate record of proceedings of all meetings of the Provincial Council.

6.9.5.1.9 Ensure the maintenance of all records, attendance to correspondence, papers, etc. pertaining to the efficient conduct of Union affairs.

6.9.5.1.10 Ensure the collection of all dues, subscriptions or other monies due the Union, and the deposit of all funds in an authorized depository of the Union.

6.9.5.1.11 Ensure the proper disbursement by duly authorized countersigned cheques in payment of the just debts or other expenses of the Union.

6.9.5.1.12 Be one of the Directors of all subsidiary companies that have been established by the Provincial Council. The SGEU Secretary Treasurer, along with the President, and Financial Controller shall be responsible for the operation of all subsidiary companies.

6.9.5.1.13 Supervise the Director of Disability Management Services (DDMS). The DDMS shall be responsible for the supervision of the LTD Rehabilitation Officers and Plan Advocate.

6.9.5.1.14 The SGEU Secretary Treasurer shall assume the duties of the President in the President's absence.

6.9.6 Auditors

6.9.6.1 The Auditors shall carry out such examination of the books and records of the Union annually, and certify the Year End Financial Statements for presentation to the Provincial Council and Annual Convention.

6.9.6.2 The Provincial Council may determine it necessary, from time to time, to have the books audited between Conventions.

6.10 Provincial Council Standing Committees

6.10.1 The Provincial Council Standing Committees will be:

6.10.1.1 Administration

6.10.1.2 Anti-Privatization

6.10.1.3 Education and Publicity

6.10.1.4 Finance

6.10.1.5 Fostering Acceptance of Indigenous Rights (FAIR)

6.10.1.6 Health and Welfare Trust

6.10.1.7 Human Rights/Equity

6.10.1.8 Long Term Disability (LTD)

6.10.1.9 Membership/Constitution and Legislation (MC&L)

6.10.1.10 Occupational Health and Safety/Environment

6.10.1.11 Provincial Grievance

6.10.1.12 Shift Worker

6.10.1.13 Women's

6.10.1.14 and such other committees and delegations as required, except as provided in Article 7 (Bargaining Committees).

6.10.2 Term of Committees

6.10.2.1 The term of Provincial Council Standing Committees shall begin immediately following convention.

6.10.3 Composition of Provincial Council Standing Committees

6.10.3.1 Each Provincial Council Standing Committee (with the exception of the Administration, Human Rights/Equity, FAIR, Long Term Disability Supervisory, Occupational Health and Safety/Environment and the Health and Welfare Trust Committees) shall be elected as follows:

6.10.3.1.1 One (1) person from the membership of each of the sectors (6).

6.10.3.1.2 One (1) person from the Equity Seeking groups.

6.10.3.1.3 One (1) person from the Provincial Council, if there are no other Provincial Council members already on the committee.

6.10.3.1.3.1 Where more than one person from Provincial Council sits on a Provincial Council Standing Committee, Provincial Council will, at the first meeting following convention, determine which person will be responsible to report back to Provincial Council.

6.10.3.2 Under the direction of the President, staff will be assigned to the Provincial Council Standing Committees as deemed necessary.

6.10.3.3 Each Provincial Council Standing Committee member, with the exception of the LTD Supervisory Committee, will hold a two (2) year term. The Public Service, Community Services and Retail Regulatory Sectors will hold elections in odd-numbered years. The Health, Crown and Education Sectors and equity-seeking groups will hold elections in even-numbered years.

6.10.3.4 Each Sector, the Provincial Council and the equity seeking groups attending the Biennial Human Rights/Equity Conference shall elect alternates to Provincial Council Standing Committees using the election timelines as outlined in Articles 6.10.3.3, 6.10.3.7, and 6.10.3.8.

6.10.3.5 Alternates shall attend their respective committee meetings in the absence of the elected representative and s/he will have voice and vote.

6.10.3.6 The Administration Committee shall be comprised of the President (1), the Vice-Presidents (8) and the SGEU Secretary Treasurer (1).

6.10.3.7 The FAIR Committee shall be comprised of eight (8) Aboriginal members, elected as follows: one (1) Aboriginal person from the membership of each of the sectors (6); one (1) additional Aboriginal person elected at the Biennial Equity Conference; one (1) Aboriginal person from the Provincial Council.

6.10.3.8 The Human Rights/Equity Committee of eight (8) people elected for a two-year term, by and from the delegates of the Biennial Equity Conference held in even-numbered years. Of those elected, six (6) members shall represent the equity groups, which are: Aboriginal; visible minorities/workers of colour; gay/lesbian/two-spirited/bisexual/ trans-gendered (referred to as Solidarity and Pride); members with disabilities; women; and youth as well as two human right seats, one female and one male. Youth is a member twenty-nine (29) years of age and under at the time of their election. Provincial Council shall elect a member to the Human Rights/Equity subject to Constitution Article 6.10.3.1.3.

6.10.3.9 The Occupational Health and Safety/Environment Committee shall include one (1) representative from the Long Term Disability Plan Supervisory Committee in addition to members listed in Article 6.10.3.1.

6.10.3.10 The Health and Welfare Trust Board of Trustees, as governed by the Health and Welfare Trust Plan Text, shall be comprised of one (1) representative from each participating bargaining unit. The chairperson shall be elected from the Board of Trustees at the annual meeting of the Health and Welfare Trust.

6.10.4 Mandate of Provincial Council Standing Committees

6.10.4.1 All Provincial Council Standing Committees shall:

6.10.4.1.1 Be responsible to the Provincial Council and shall report as required.

6.10.4.1.2 Forward policy recommendations to the Provincial Council for sanction.

6.10.4.1.3 Submit to the Union membership, through Convention, an annual report of the work of the committee, including any observations or recommendations pertaining to the committee's work that its members deem necessary.

6.10.4.1.4 Manage their budgets as approved by Convention.

6.10.4.1.5 Respond to members in a timely fashion with respect to concerns raised to the committee.

6.10.4.1.6 Review and revise policies annually and bring same forward to Provincial Council for sanction.

6.10.4.1.7 Report in writing to each Provincial Council meeting via their Provincial Council representative.

6.10.4.1.8 Forward resolutions, restricted to their respective mandates, to convention for sanction through the Provincial Council.

6.10.4.1.9 Elect its chairperson from amongst its members on an annual basis at the first meeting following convention.

6.10.4.2 Provincial Grievance Committee
All Sectors and the Equity Conference in selecting members to serve on this Committee shall only choose members who have had previous training concerning grievances and some experience with the grievance processes. Provincial Council shall develop qualification criteria that potential committee members need to meet.

6.10.5 Administration Committee Shall:

6.10.5.1 Be responsible to act on behalf of the Provincial Council in matters:

6.10.5.1.1 Involving the administration of the Union and the operation of its offices.

6.10.5.1.2 Involving the staff of the Union.

6.10.5.1.3 Further, the Administration Committee shall act as Step 2 respondents for CEP Local 481 grievances.

6.10.5.1.4 Deal with matters arising out of SGEU's affiliation with or interaction with other labour organizations, such as NUPGE, the CLC, the SFL, Labour Councils and other unions.

6.10.5.1.5 Manage the budget as approved by Convention.

6.10.5.1.6 Develop and implement Union-wide campaigns based on the current issues facing the membership.

6.10.5.1.7 Report regularly to the Provincial Council.

6.10.5.1.8 Approve access to the Strike Fund.

6.10.5.1.9 Assign new bargaining units to a Sector upon certification.

6.10.5.1.10 Conduct hearings for the MC&L complaint process at Stage III as per Policy Article 2.7.

6.10.6 Anti-Privatization Committee Shall:

6.10.6.1 Assist Sectors and Bargaining Units in preventing the privatization and contracting out of the work of the SGEU Bargaining Units.

6.10.6.2 Assist Sectors and Bargaining Units in developing strategies to take back work of the Bargaining Units that has been contacted out or disseminated to outside agencies.

6.10.6.3 Be involved in the development of Public Campaigns of the Union against attacks on the work that Bargaining Units are certified to do.

6.10.6.4 Develop modules for education of the membership on privatization and contracting out for inclusion in the SGEU website and Union publications as well as the Union Leadership Development and Distance Education curriculum material.

6.10.6.5 Develop material for publication to the media on privatization and contracting out in contrast to the merits of quality public services in consultation with the Communications Officers and with the sanction of the President.

6.10.7 Education and Publicity Committee Shall:

6.10.7.1 Be responsible for the education of the members in the principles, policies and practices of the Union, and shall provide training courses through the Education Officer of SGEU for all elected members.

6.10.7.2 Arrange for publicity of Union affairs and programs.

6.10.7.3 Consult with the Communication Officer in matters of policy and operation of the Union publications.

6.10.7.4 In consultation with bargaining committees/sectors, prepare and maintain a Strike Manual, outlining procedures to be followed in the event of a strike by one (1) of the Union's bargaining units. The Strike Manual will be reviewed annually within ninety (90) days of the close of Convention.

6.10.8 Finance Committee Shall:

6.10.8.1 Recommend, to the Provincial Council, signing officers other than the President and SGEU Secretary Treasurer.

6.10.8.2 Cause to review and recommend fiscal policy and operations as required.

6.10.8.3 Review the proposed budget and recommend the budget and any Finance Committee revisions to the Provincial Council for submission to the Annual Convention, including recommendation for monthly membership dues, initiation fees, defense fund fees, contingency fund fees and per capita refunds.

6.10.8.4 Levy a uniform general assessment on the membership of an individual bargaining unit upon the recommendation of the bargaining unit concerned for the purpose of repaying debts incurred as a result of strike action.

6.10.8.5 Such general assessment shall be assessed against any retroactive pay received by the membership of the Bargaining Unit at the minimum rate of the monthly general assessment. The Bargaining Unit may request that the retroactive pay be assessed at a higher rate than the monthly assessment. The Finance Committee shall in accordance with guidelines determined by the Provincial Council ensure that the repayment of strike debts shall be completed within eighteen (18) months of the ratification of the contract.

6.10.8.6 Assist when called upon by the Provincial Council, to approve any deviations or extensions made to strike pay, strike stipend and repayment of strike pay from the strike policy.

6.10.8.7 Present to the Provincial Council a complete report and duly authorized statement of the financial affairs of the Union for submission to the Annual Convention.

6.10.8.8 Recommend the appointment of auditors.

6.10.8.9 Perform such other duties as the Provincial Council may direct.

6.10.9 Fostering Acceptance of Indigenous Rights (FAIR) Committee Shall:

6.10.9.1 To support and advocate for members in SGEU and the workplace to ensure the emotional, mental and physical well being of First Nations, Inuit and Métis (FNIM) members.

6.10.9.2 Represent the interests of First Nations, Inuit and Métis (FNIM) SGEU members.

6.10.9.3 Develop and promote anti-racism policies, and provide educational programs internally and/or externally.

6.10.9.4 Promote FNIM education in the workplace to the in-scope and out-of-scope employees and to the union leadership.

6.10.9.5 Actively ensure that every available avenue and job opportunity is open to all First Nations, Inuit and Métis (FNIM) members, by promoting options such as SGEU negotiating Employment Equity plans.

6.10.9.6 Act as a resource to approved organizing initiatives to bring First Nations, Inuit and Métis (FNIM) workers into SGEU.

6.10.9.7 Develop long term plans to ensure First Nations, Inuit and Métis (FNIM) representation in SGEU.

6.10.9.8 Actively ensure that all racial incidents concerning First Nations, Inuit and Métis (FNIM) members are positively addressed through the cooperation of the FAIR Committee and other internal SGEU structures.

6.10.9.9 Reach out to First Nations, Inuit and Métis (FNIM) SGEU members and cooperate with other organizations committed to equality.

6.10.9.10 In conjunction with the Human Rights/Equity Committee, organize and host an Equity Conference in even-numbered years.

6.10.9.11 Be represented, by one member, on the Saskatchewan Federation of Labour's Aboriginal Committee.

6.10.10 Health And Welfare Trust Committee Shall:

6.10.10.1 Supervise the Health and Welfare Trust Plan, as determined by the Plan Text and the SGEU Constitution.

6.10.11 Human Rights/Equity Committee Shall:

6.10.11.1 Human Rights

6.10.11.1.1 Be responsible for all matters related to human rights and equity issues and international, national and local solidarity work.

6.10.11.1.2 Promote equity in employment and within the structure of SGEU.

6.10.11.1.3 Promote and defend the principles of human rights.

6.10.11.1.4 Take decisive and positive action concerning human rights and equity issues.

6.10.11.1.5 Create a process for elected members and stewards with disabilities to self identify to the union and indicate what, if any, accommodation they need to assist them in performing their elected duties.

6.10.11.2 Equity

6.10.11.2.1 Work within the Union to build solidarity with equity seeking members, provide consultation to and liaise at all levels of the Union structure in order to achieve and maintain their rights within SGEU and in society at large.

6.10.11.2.2 Promote awareness and information regarding equity issues within the Union through Union publications and by other means as identified by the committee and by networking with outside interest groups.

6.10.11.2.3 Develop and mandate Regional Council/Sector Equity Committees to facilitate communication and awareness at the local level and to encourage Sectors/Locals to send equity delegates to SGEU Annual Convention.

6.10.11.2.4 Work in a coalition with the FAIR Committee to provide support and to work on racism issues.

6.10.11.2.5 Develop, review and recommend to the bargaining units and Convention, Union policy and contract language concerning issues of equity, racism, colour, age, national or ethnic origin, religious affiliation, sex, sexual orientation (i.e. same sex benefits), marital status, physical disability, mental disability, place of residence, political affiliation and place of employment as well as any form of harassment. The Human Rights/Equity

Committee, through the Provincial Council, shall enforce such policies and act as a support group.

6.10.11.2.6 In conjunction with the Friends Against Indigenous Racism (FAIR) Committee organize and host a Biennial Equity Conference in even-numbered years. The Human Rights/Equity Conference may be used to deliver steward and other training to ensure a representative steward body.

6.10.11.2.6.1 The Equity Conference may be used to deliver steward training and other training intended to ensure a representative steward body.

6.10.11.2.7 Consider, sponsor and support programs such as conferences, seminars, workshops, etc., pertaining to issues of equity seeking groups.

6.10.11.2.8 Assist in the development of contract language to be utilized by all bargaining units in regard to all matters related to employment equity in the workplace.

6.10.11.2.9 Promote employment equity principles and be a resource to bargaining units in regard to employment equity issues.

6.10.11.2.10 Promote awareness and information in regard to employment equity issues within the Union.

6.10.11.2.11 Encourage the establishment of new Employment Equity Plans in bargaining units and to support bargaining units in the continuation of their Employment Equity Plans.

6.10.11.2.12 Review all new and amended plans for necessary recommendations to the bargaining unit Negotiating Committee and corresponding Employment Equity Committee.

6.10.11.2.13 Assist in the development and delivery of employment equity components in the Union's educationals.

6.10.11.2.14 Develop educational materials and presentations on pay equity for the SGEU membership.

6.10.11.2.15 Develop mechanisms for achieving pay equity at the bargaining table.

6.10.11.2.16 Encourage all SGEU bargaining units to negotiate pay equity at their bargaining tables.

6.10.11.2.17 Develop strategies for expanding the number of employers covered under the Government's framework agreement.

6.10.11.2.18 Develop a pro-active campaign to pressure the Government to establish pay equity legislation for the public and private sector.

6.10.11.2.19 Work with the Pay Equity Coalition and other organizations committed to pay equity and social justice.

6.10.11.2.20 The Human Rights/Equity Committee shall use their Donation Budget for donations dealing with human rights and equity concerns. Donations will be dealt with on a priority basis as follows: Provincial, National, and International. The donation budget will be divided equally between the equity groups and the representative for that equity group will decide to whom the donation is made.

6.10.12 Long Term Disability Supervisory Committee:

6.10.12.1 To act as Trustees in the supervision of the LTD Plan, as determined by the LTD Plan Text and the SGEU Constitution.

6.10.13 Membership Constitution and Legislation Committee Shall:

6.10.13.1 Ensure the Regional Council/Sector/Local Bylaws and Bargaining Unit Guidelines, or proposed amendments as set out in Articles 5.1.5, 5.2.3, 7.3 and 7.4 of the SGEU Constitution do not contravene this Constitution.

6.10.13.2 The bylaws of every Sector/Local and Guidelines of the Bargaining Unit shall be subject to the approval of the Membership/Constitution and Legislation Committee.

6.10.13.3 Consider such matters of legislation as referred by the membership.

6.10.13.4 Deal with all questions relating to this Constitution.

6.10.13.5 Deal with matters related to Sectors/Locals, their establishment, organization and function.

6.10.13.6 Advise the Chair, Secretary of each Sector/Local annually following Convention, any amendments that affect Bylaws and Bargaining Guidelines.

6.10.13.7 Deal with internal disputes, complaints about elected officials or members within the Union dealing with specific Union matters, as well as alleged violations under the Constitution, Code of Ethics, Policy Manual, Statement of Equality, bylaws and bargaining guidelines of the Union.

6.10.13.8 The Annual Report of the Membership/Constitution and Legislation Committee to the Annual Convention shall contain a full accounting of all decisions and transactions under its authority while maintaining the commitment to confidentiality.

6.10.14 Occupational Health and Safety/Environment Committee Shall:

6.10.14.1 Examine all issues that may affect the occupational health or safety of SGEU members at their place of work.

6.10.14.2 Co-operate with, and provide advice to, Occupational Health Committees to ensure workplace hazards are identified and eliminated.

6.10.14.3 Examine all issues relating to environmental matters that concern SGEU members and their families.

6.10.14.4 Work in conjunction with management and staff of SGEU to examine all issues relating to environmental matters that concern SGEU offices and premises.

6.10.14.5 Raise environmental consciousness among members through education and information.

6.10.14.6 Serve as a mechanism to gather and vocalize environmental concerns of SGEU members.

6.10.14.7 Monitor Union policies and programs and make any recommendations necessary to improve the occupational health and safety of SGEU members.

6.10.14.8 Act as a resource to SGEU bargaining units in the negotiation of effective contract clauses, and act as a resource in lobbying for more effective legislation.

6.10.14.9 Work in conjunction with the Shift Worker Committee to organize and host a biennial conference in odd numbered years, and

6.10.14.10 Be represented on the SFL's Balancing Work and Family Committee.

6.10.14.11 Representatives recommended by SGEU to sit on the SFL committees related to OH&S, Environment and Worker's Compensation shall be elected from the by the SGEU Provincial OH&S Standing Committee.

6.10.14.12 Provincial Council Standing Committees shall elect their representatives and alternates to the SFL committees prior to the SFL Convention in even numbered years.

6.10.15 Provincial Grievance Committee Shall:

6.10.15.1 Develop and maintain policies for handling of grievances that are appropriate for all sectors and bargaining units.

6.10.15.2 Act as an appeal body for those members who disagree with the process of, outcome of, or decision made, by the bargaining unit/sector or the Screening Committee, in regards to their grievance.

6.10.16 Shift Worker Committee Shall:

6.10.16.1 Supply information and education to SGEU's Bargaining Units and their members on shift work issues. Help employees and workplaces to improve their work settings and environment.

6.10.16.2 Develop, review and recommend union policies and contract language with the intent to minimize the negative effects of shift work.

6.10.16.3 Examine all issues and the effects of shift work on the member's Union participation and health as well as their work, home, and community lives.

6.10.16.4 Develop educational material and seminars for members, specific to shift work and its effects, and devise a mechanism to deliver the information to our members.

6.10.16.5 Work with the SFL and NUPGE to monitor shift work issues, and work to improve provincial and federal legislation relating to shift work.

6.10.16.6 Liaise with the SGEU Long Term Disability Plan and the Saskatchewan Workers' Compensation Board to identify issues and resolutions to the effects, both psychological and physical, of shift work on shift workers.

6.10.16.7 Work in conjunction with the OH&S/E Committee to organize and host a biennial conference in odd numbered years.

6.10.16.8 Be represented on the SFL Shift Work Committee.

6.10.17 Women's Committee Shall:

6.10.17.1 Examine all issues affecting women members in their union, work, home and community lives.

6.10.17.2 Evaluate the Constitution and policies of SGEU and make recommendations to enable women to participate more fully in Union activities.

6.10.17.3 Develop educational material and presentations on women's issues to be included as part of other Union educationals.

6.10.17.4 Develop model contract clauses on women's issues and provide such to bargaining units.

6.10.17.5 Liaise with other women's organizations locally, nationally and internationally to offer necessary assistance to them and to promote women's trade union issues in those organizations.

6.10.17.6 Provide consultation, advocacy and assistance to women in SGEU, in achieving and maintaining their rights within the Union and in society at large. Liaison with appropriate committees of the Provincial Council as required.

6.10.17.7 Send a representative from the SGEU Women's Committee to the NUPGE Women's Committee meetings.

6.10.17.8 Send the Chair of the SGEU Women's Committee to the SFL Women's Committee meetings.

Article 7 BYLAWS AND BARGAINING GUIDELINES

7.1 Bylaws

7.1.1 Bylaw Terminology

7.1.1.1 All Sector bylaws will use the same phrases or terms to define positions, duties, meetings and the like in said bylaws. For example - chairperson, steward, general meeting, annual meeting, etc.

7.1.2 Bylaws

7.1.2.1 Format

7.1.2.1.1 All Sector bylaws will have the same format. This format will be as follows and include name, location, objectives, membership, Sector Executive, elected representatives, standing committees, meeting, delegates, rules of order, auditor and fiscal year.

7.1.2.2 Approval of Bylaws

7.1.2.2.1 Changes to Sector or Local bylaws must be submitted to the Membership, Constitution and Legislation Committee (MC&L) for final approval. The MC&L Committee will advise the Provincial Council of any bylaws that have been approved.

7.1.3 Name

7.1.3.1 All bylaws will contain a clause stating the name of the Sector as determined by the Annual Convention.

7.1.4 Objectives

7.1.4.1 All bylaws will contain a clause outlining the objectives of the Sector. Such are to be consistent with the Constitution and the Policies of the Union.

7.1.5 Membership

7.1.5.1 All bylaws will contain a clause defining the membership of the Sector.

7.1.6 Sector Life Memberships

7.1.6.1 All bylaws will state the criteria through which the Sector confers Sector Life Membership and the rights, responsibilities, etc. that these members will have.

7.1.7 Sector Executive

7.1.7.1 All bylaws will include a clause outlining the structure and size of the Sector Executive. Such will provide for representation from the rural centres, small agreement groups and equity seeking groups in the Sector.

7.1.7.2 All bylaws will contain clauses stating the terms of office to a maximum of two years for the various Sector executive positions.

7.1.7.3 All bylaws will contain clauses indicating the table officers of the Sector and their respective duties and responsibilities. These officers will include, at minimum, the chairperson, vice-chairperson and secretary/treasurer.

7.1.8 Elected Representatives

7.1.8.1 All bylaws will include the following as elected representatives - stewards, Sector Executive members (chairperson, vice-chairperson, executive officers), Provincial Council members and chief stewards.

7.1.8.2 All bylaws will contain clauses outlining the eligibility criteria**,** nomination, election, recall and vacancy procedures for elected representatives. The Sectors shall include representation from the equity groups. All representatives will take the oath of office.

7.1.9 Standing Committees

7.1.9.1 All bylaws will contain clauses specifying the standing committees to be established and the duties and responsibilities of each. All bylaws will contain a clause allowing for any Sector member to be a committee member.

7.1.10 Meetings

7.1.10.1 All bylaws will contain clauses providing for meetings, such meetings to be defined, with a purpose, as follows - annual, general, special and executive.

7.1.10.2 All bylaws will contain clauses indicating the notice and timelines required for each type of meeting, as well as the frequency, quorum and order of business for said meeting.

7.1.10.3 All bylaws will contain clauses stating the provisions for voice and vote of members attending the different meetings.

7.1.10.4 All bylaws will contain a clause indicating when the annual/biennial general meeting will be held.

7.1.10.5 All bylaws will contain clauses providing for the amendment of bylaws and the processing of resolutions.

7.1.10.6 The standard sector/local meeting agenda shall include, early on in the course of the meeting, time for stewards to report on activities in their districts and to share success stories and problem-solving strategies. Also include time for short training events.

7.1.11 Convention Delegates

7.1.11.1 All bylaws will provide for a process to elect/select delegates to the Annual Convention and other labour oriented conventions and/or functions. The Sectors shall include representation from the equity groups.

7.1.12 Rules of Order

7.1.12.1 All bylaws will contain a clause outlining the rules of order to be followed by the Sector.

7.1.13 Auditor(s)

7.1.13.1 All bylaws will contain a clause providing for the appointment of an independent auditor, such auditor not being a member of the Sector Executive.

7.1.14 Fiscal Year

7.1.14.1 All bylaws will have a clause defining the fiscal year, such to end within four (4) months of the annual general meeting. Sectors/locals with biennial meetings will have a fiscal year end that is within four (4) months of the annual SGEU Convention.

7.1.15 Financial Statement

7.1.15.1 As outlined in Constitution Article 5.1.13, all Sectors/Locals are to provide the SGEU Treasurer with financial statements that have been approved the Sector/Local annual general meeting.

7.1.15.2 Sectors/locals that have biennial meetings will submit financial statements to SGEU Treasurer that have been approved by the sector/local executive in years that their biennial meetings do not occur.

7.2 Bargaining Committees

7.2.1 Each bargaining unit of SGEU shall have an elected bargaining committee.

7.2.2 Bargaining units may combine for the purposes of bargaining into a provincial or other structure, and may elect a single central bargaining committee to represent them.

7.3 Bargaining Guidelines

7.3.1 Each bargaining unit requires a set of Bargaining Guidelines. All bargaining units will submit their Bargaining Guidelines for review and approval by the Membership/Constitution and Legislation Committee within sixty (60) days of any changes being ratified by the members of the unit or every 3 years, whichever comes first.

7.3.2 All bargaining guidelines not submitted to the MC&L committee for approval after January 1, 2004, must be revised to follow the current bargaining guidelines template as developed by the MC&L Committee.

7.3.3 The sector executive shall be responsible for developing bargaining guidelines following the Bargaining Guideline Template for any bargaining unit in that sector that has not submitted bargaining guidelines to the MC&L committee for approval after January 1, 2004.

7.4 Checklist for Bargaining Guidelines

7.4.1 Table of Contents

7.4.2 Structure of Bargaining Unit
- description of bargaining unit

7.4.3 Roles And Responsibilities

7.4.3.1 Steward and Chief Steward
- whom they represent
- how they are elected
- term of office
- responsibilities
- accountability
- replacement of

7.4.3.2 Bargaining Council
- structure of
- how they are elected
- term of office
- responsibilities
- accountability
- replacement of

7.4.3.3 Bargaining/Negotiating Committee
- structure of
- how they are elected
- term of office
- responsibilities
- accountability
- replacement of

7.4.3.4 Bargaining/Negotiating Committee Chairperson
- how they are elected
- term of office
- responsibilities
- accountability
- replacement of

7.4.3.5 Union Management Committees
- how they are elected
- term of office
- responsibilities
- accountability
- replacement of

7.4.3.6 Bargaining Unit Committees (eg Grievance)

- how they are elected
- terms of office
- responsibilities
- accountability
- replacement of

7.4.4 Recall of Elected Officials

- meeting
- reason for recall
- timeframe for posting of recall
- quorum
- voting process

7.4.5 Role of Staff Assigned

- responsibilities
- how appointed

7.4.6 Proposals Gathering and Ratification

- who can submit proposals
- method to submit proposals
- how to write a proposal
- how proposal becomes part of a package
- consultation with sector

7.4.7 Ratification of Tentative Agreement

- communication with members on the tentative agreement prior to the ratification vote
- Sector Executive and Administration Committee approval
- process for votes
- quorum
- mail-in votes
- scrutineer

7.4.8 Job Actions

- Administration Committee approval to access strike fund for SGEU bargaining units
- process for votes
- quorum
- mail-in votes
- scrutineer

7.4.9 Communications

- media
- membership meetings
- with sector
- with Provincial Council

7.4.10 Minutes of Bargaining Council and Proposal Conference
- attendance sheet
- minute content
- distribution
- approval

7.4.11 Rules of Order
- refer to Article 11 of the SGEU Constitution

7.4.12 Amendments to Bargaining Guidelines
- method to submit amendments
- how amendment becomes part of Bargaining Guidelines

7.4.13 Appendices
APPENDIX A of the Bargaining Guidelines shall describe the Steward Structure (i.e. Locals, Zones, Districts).

7.5 How the Bargaining/Negotiating Committees are Constituted

7.5.1 The number of members on bargaining committees shall be:

7.5.1.1 For bargaining units of one to fifty (1-50) members – up to three (3) members on the bargaining committee.

7.5.1.2 For bargaining units of fifty-one to two hundred (51-200) members – three (3) or four (4) members on the bargaining committee.

7.5.1.3 For bargaining units of two hundred and one to five hundred (201-500) members - four (4) members on the bargaining committee.

7.5.1.4 For units of five hundred and one (501) or over - five (5) members on the bargaining committee.

7.5.1.5 For the PS/GE Agreement – one member of each of its components shall be a member of the Negotiating Committee as well as the Chair of the Negotiating Committee.

7.5.2 The President shall assign Agreement Administration Advisor(s) and/or such other staff support as may be advisable to assist and advise bargaining committees.

7.5.3 Notwithstanding Article 7.5.1, bargaining committees may consist of a different number of members where distance considerations or special circumstances warrant it.

7.6 The Guidelines of every Bargaining Unit shall contain the following:

7.6.1. Oath of Office (Bargaining Units)

7.6.1.1.. Members elected to bargaining committees and/or bargaining councils shall signify in writing or orally, his/her acceptance of the following:

"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."

7.6.1.2 Roles and Responsibilities

7.6.1.2.1 Bargaining committees shall represent their membership in dealings with the employer, and bargain on behalf of their members a collective agreement with their employer.

7.6.1.2.2 Bargaining committees shall be responsible for bargaining such matters as may arise after the signing of a collective agreement that require letters of understanding or contract amendments, for the implementation of their collective agreements and for the organizing and functioning of the proposals gathering process for their bargaining unit.

7.6.1.2.3 Bargaining committees shall be responsible for the organizing and functioning of the proposals gathering process for their bargaining unit.

7.6.1.2.4 Provide, through their bargaining committee or another committee elected for that purpose, for the initial handling of grievances arising from that Bargaining Unit and for the making of recommendations to the Screening Committee on whether grievances should proceed.

7.6.1.2.5 Provide, in consultation with and approval of the Provincial Council and Education Officer, education as may be necessary for the members of the unit.

7.6.1.2.6 In consultation with the sectors, maintain a steward system.

7.6.1.2.7 Undertake such further and other matters as may be directed by the membership.

7.6.1.3 Term Of Office

7.6.1.3.1 Bargaining committees shall serve a term determined by the length of the collective agreement with their employer. Bargaining committees shall remain in place until a new committee is elected. Each time a new collective agreement is to be negotiated there should be an election of a bargaining committee unless the bargaining unit has an annual election policy.

7.6.1.3.2 Members of bargaining committees must be subject to a recall process as per Constitution Article 8.

7.6.1.4 Proposals Gathering

7.6.1.4.1 Bargaining committees shall develop a proposals package for bargaining with their employer.

7.6.1.4.2 Proposals packages shall be developed according to procedures approved by the bargaining unit and in keeping with Union policies, but methods of proposal gathering shall include:

7.6.1.4.2.1 The right of individual members to submit proposals for the consideration of his/her fellow members within the bargaining unit or appropriate component thereof.

7.6.1.4.2.2 Allowance for amendments or additions to the proposals package based on union policies, Provincial Council objectives or developments outside the bargaining unit.

7.6.1.4.3 The proposals package shall be ratified by the membership of the bargaining unit or a representative body from that bargaining unit delegated with that authority by the bargaining unit.

7.6.1.5 Ratification

7.6.1.5.1 All amendments to a collective agreement with the exception of legislative transfers, including letters of understanding, that affect the entire membership of a bargaining unit must be ratified by the members of that bargaining unit.

7.6.1.5.2 Interim letters of understanding or amendments directly affecting only portions of the membership of a bargaining unit with the exception of legislative transfers, such as new classifications, must be ratified by those members as determined by the bargaining committee.

7.6.1.5.3 A bargaining committee may apply to their Sector and the Administration Committee to waive the requirement for membership ratification of interim

letters of understanding or amendments where the effects of the letters of understanding or amendments are not significant or where special circumstances exist. In such cases, members affected by this decision shall be notified of the waiver, in writing, by the bargaining unit affected. In the case of legislative transfers a waiver to not vote letters of understanding shall be the process.

7.6.1.5.4 No employer offer or tentative agreement may be submitted to membership ratification unless the Sector and the Administration Committee has first approved the holding of a ratification vote.

7.6.1.5.5 When ratification ballots are being counted, the bargaining committee shall ensure that a Provincial Council member, not representing that committee directly, is there as a scrutineer.

7.6.1.6 Strikes

7.6.1.6.1 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the bargaining unit chair, is authorized to serve notice of Job Action/Strike Action to the employer on behalf of SGEU.

7.6.1.6.2 Prior to withdrawal of services by all or part of a bargaining unit, the bargaining committee shall conduct a vote by secret ballot.

7.6.1.6.3 The secret ballot vote shall be conducted at special meetings called for this purpose and/or mailed ballots.

7.6.1.6.4 Those members who vote in the bargaining unit concerned shall constitute a quorum, and the decision shall be 50% plus one of those voting.

7.6.1.6.5 If there is a withdrawal of services, without there being a secret ballot vote on the withdrawal, such withdrawal of services shall be deemed to be voluntary and not subject to discipline procedures.

7.6.1.6.6 The Provincial Council shall be kept informed on strike situations. The Provincial Council shall, at the request of the bargaining unit, assist by disseminating information, providing moral and financial support, as well as assistance with the planning, preparation and conduct of a strike.

7.6.1.6.7 Results of a strike ballot shall be released at the discretion of the bargaining committee.

7.6.1.6.8 When strike ballots are being counted, the bargaining committee shall ensure that a Provincial Council Member, not representing that Sector, is there as a scrutineer.

7.6.1.6.9 In the case of strike action, the regulations as laid down from time to time in the Strike Manual shall be adhered to.

Article 8 RECALL OF ELECTED OFFICIALS

8.1 A Sector/Local wishing to replace one (1) or more of its elected officials may do so subject to the following stipulations:

8.1.1 Petition Process

8.1.1.1 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 concise language.

8.1.1.2 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 meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date, location and purpose.

8.1.1.3 The official facing 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.

8.1.2 Recall Process

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

8.1.2.2 The 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.

8.1.2.3 Voting shall be done by secret ballot.

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

Article 9 SGEU ASSETS

9.1 The Contingency Fund

9.1.1 The SGEU Contingency Fund, shall receive credit for all interest earnings and capital gains accruing from such monies of the fund as may be invested. The Annual Convention may recommend additional sums of money be allocated to the fund from time to time.

9.1.2 The monies credited to this fund shall be deposited in the authorized depository under an account in the name of SGEU Contingency Fund.

9.1.3 Expenditures shall be made from the fund for routine administrative purposes and for special purposes as defined and declared by the Provincial Council.

9.2 The Defense Fund

9.2.1 The SGEU Defense Fund shall receive credit for interest earnings and capital gains accruing from such monies of the fund as may be invested. The Annual Convention may recommend additional sums of money be allocated to the fund from time to time.

9.2.2 The monies credited to this fund shall be deposited in an authorized depository under an account in the name of the SGEU Defense Fund.

9.2.3 Expenditures shall be made from the Defense Fund for strike purposes or for defense of members through campaigns. All expenditures from the Defense Fund must be authorized by the Administration Committee or Provincial Council.

9.2.4 Provincial Council is authorized to access the Defense Fund, as may be needed, to fund the legal challenge against the Essential Services legislation.

9.3 Board of Trustees

9.3.1 Board members shall be the SGEU Secretary Treasurer and three (3) other Provincial Council members/member-elect, which shall be elected annually by the Convention. Nominees shall accept in person, or shall have indicated in writing, their willingness to accept nomination.

9.3.1.1 Two alternates will be elected at Convention to avail themselves to the Committee should there be a vacancy or the inability for a member to attend the meeting.

9.3.2 The Chairperson of the Board shall be the SGEU Secretary Treasurer of the Union.

9.3.4 Three (3) members of the Board shall constitute a quorum for the conduct of business.

9.3.5 Copies of the minutes of all meetings of the Board shall be filed with the Provincial Council at the next meeting of the Provincial Council.

9.3.6 The Board shall make an Annual Report to the Convention of all business transacted in connection with the Contingency Fund, the Defense Fund and the assets of the Union under its administration.

9.3.7 The function of the Board of Trustees shall be:

9.3.7.1 To ensure the prudent investment of the monies of the Contingency and Defense Funds.

9.3.7.2 To administer the assets of the Union.

9.3.7.3 To hold the assets of the Union, as and when required, in trust for the membership, and report to and be responsible to the Provincial Council.

Article 10 ANNUAL CONVENTION

10.1 Powers

10.1.1 The Annual Convention shall be the supreme governing body of the Union. Only the Convention shall have the authority to amend this Constitution. All sectors, committees and representative bodies within the Union shall be subordinate to Convention.

10.1.2 Notwithstanding the above, grievance appeals and Membership/ Constitution and Legislation Committee appeals will be heard in accordance with the Provincial Council policies.

10.2 Dues

10.2.1 Subject to Article 10.4, only the Annual Convention shall have the authority to amend the basic membership fees rate of 1.9 percent of earnings.

10.2.2 The basic membership fee shall not include any benefit premiums, fines, levies, assessments, initiations, or any other type of contributions that may be required to be paid by the membership.

10.3 Time and Notice

10.3.1 The Annual Convention of the Union shall be held in April. The Provincial Council shall fix the date, hour and place of meeting. Notice in writing shall be given by the SGEU Secretary Treasurer to all sectors, not later than November 15th, or the first working day following November 15th, if that date

is a Saturday, Sunday or statutory holiday. Such notice shall include the number of members in each of the Sectors, and for the Public Service Sector shall include the number of members in each of the Locals.

10.4 Resolutions

10.4.1 All resolutions to be placed on the Convention Agenda must be received in writing and either postmarked no later than January 10th, or received by the SGEU Secretary Treasurer by January 15th, or the first working day following January 15th, if that day is a Saturday, Sunday, or statutory holiday.

10.4.2 Only those resolutions approved by the Sector/Regional Council Executives and the Provincial Council will be accepted.

10.4.3 All Provincial Council Standing Committees shall be restricted to submission of resolutions to convention in relation to their respective committee mandate.

10.4.4 The Provincial Council shall have the authority to refer those resolutions which are deemed to be of a national or provincial concern to the National Union of Public and General Employees, the Canadian Labour Congress and/or the Saskatchewan Federation of Labour Conventions, and to other appropriate national or provincial organizations, for disposition.

10.5 Amendments to the Constitution

10.5.1 Resolutions proposing amendments to the Constitution, to become effective, must:

10.5.1.1 Be received in writing and either postmarked no later than January 10th or received by the SGEU Secretary Treasurer by midnight January 15th or midnight of the first working day following January 15th, if that date is a Saturday, Sunday or statutory holiday.

10.5.1.2 Receive a two-thirds (2/3) majority vote of those delegates voting at the Convention.

10.6 Late Resolutions

10.6.1 A resolution received after midnight January 15th (or the first business day thereafter), but prior to the opening of Convention, may be introduced onto the floor of Convention as a late resolution, provided that it does not propose amendment of the Constitution; that it meets the approval requirements of Article 10.4.2; and that a two-thirds (2/3) majority of voting delegates vote to receive the resolution.

10.7 Emergency Resolutions

10.7.1 A resolution may be introduced onto the floor of Convention as an emergency resolution, provided that it does not propose amendment of the Constitution of SGEU; that it deals with matters or events arising after the resolution deadline referred to in Article 10.4.1; that it meets the approval requirements of Article 10.4.2; and that a two-thirds (2/3) majority of voting delegates vote to receive the resolution.

10.8 Motions from the Floor

10.8.1 A motion from the floor may be considered by Convention, provided that it does not propose amendment of the Constitution or standing policies of SGEU. Such motions shall not be substantially related to matters presented to the Convention in the form of resolutions. Amendments to such motions must meet such other requirements as provided in Rules of Order found in Constitutional Article 11. Such motions, to be accepted, shall require the support of fifty percent plus one (50% + 1) of voting delegates.

10.9 Effective Date

10.9.1 All resolutions adopted by the Annual Convention shall take effect on adjournment of the Convention unless the resolution specifies otherwise.

10.10 Delegates

10.10.1 Voting delegates shall include:

10.10.1.1 Representation based on the Sector structure, with each Sector receiving one delegate per one hundred and fifty (150) members or greater portion thereof. The criteria and method of electing these delegates shall be determined by the Sectors, subject to Article 4.2.1 and 4.2.2, 4.2.7, and 4.2.8.2;

10.10.1.2 Members of the Provincial Council or their alternates.

10.10.1.3 Members of the Human Rights/Equity Committee or their alternates.

10.10.1.4 The Chair of the LTD Supervisory Committee and the three Table Officers of the LTD Supervisory Committee or their alternates with the three Table Officers or their alternates being at the expense of the SGEU LTD Plan.

10.10.1.5 Members of the FAIR Committee; and

10.10.1.6 Each sector shall ensure that they have one delegate from an equity seeking group from within their delegate entitlement.

10.10.2 All sectors must register their delegates and all alternates to Conventions with the SGEU Secretary Treasurer by February 15th or the first working day following February 15th if that day is a Saturday, Sunday or Statutory Holiday.

10.11 Other Representations

10.11.1 Provincial Council members elect shall attend Convention as an Observer at the expense of the Provincial Union. This does not preclude the Provincial Council member elect from running for a sector delegate seat.

10.11.2 Staff members attending convention shall have voice during the proceedings.

10.11.3 No other person shall be permitted to speak except at the invitation of the Chair, or with the consent of the majority of voting delegates present.

10.12 Expenses

10.12.1 Delegates shall be allowed approved expenses from Union funds.

10.13 Order Of Business

Prior to the start of convention proceedings, the Convention Procedures Committee shall endeavour to have an Aboriginal Elder smudge the Convention room and participating convention delegates who wish to go through the smudging ceremony. The Order of Business at the Annual Convention shall be:

1. Introduction of Ombudsmun/Reading of Statement of Equality
2. Adoption of Agenda
3. Elder Greeting
4. Adoption of the Convention Procedures Committee Report
5. Adoption of Minutes of Last Annual Convention
6. Report of Credentials Committee
7. President's Report
8. Tabling of Standing and Special Committee Reports
9. Tabling of Financial Statements and Auditor's Report
10. Amendments to the Constitution
11. Resolutions
12. Deferred Business
13. Election of President, Treasurer, NUPGE Vice-President, NUPGE Vice-President Alternate, SFL Vice-President, SFL Vice-President Alternate, Board of Trustees
14. New Business

15. Good and Welfare
16. Elder Closing remarks
17. Adjournment

Article 11 RULES OF ORDER

11.1 These Rules of Order shall be for the guidance of meetings of the Provincial Council and Sectors, except in cases of dispute when they shall become mandatory.

Rule l The Chairperson shall take the Chair at the time specified, at all regular and special meetings. In the absence of the Chairperson, a presiding officer pro tem shall be chosen by the meeting.

Rule 2 A motion to be entertained by the Presiding Officer must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.

Rule 3 The Presiding Officer shall state every motion coming before the meeting and following debate thereon, immediately before putting it to a vote, shall ask: "Is the meeting ready for the question?" Should no member rise to speak and the meeting indicates readiness, the question shall then be put. After the Presiding Officer has called for a vote on the motion, no member shall be permitted to speak upon it.

Rule 4 A motion to amend or amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment shall be in order that is a direct negative of the original motion.

Rule 5 On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of those present to deal with any urgent business.

Rule 6 The Presiding Officer shall require all resolutions and motions, other than those named in Rule 16 or respecting the report of a committee, to be presented in writing before being put to the meeting.

Rule 7 At the request of any member and where it is deemed advisable, upon a majority vote of those present, a motion may be divided.

Rule 8 Any member having made a motion can withdraw it with the consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote of those present.

Rule 9 When a member desires to speak on a question or offers a motion, s/he shall rise and respectfully address the Presiding Officer. A member shall not proceed further until recognized by the Chair, except to state that s/he rises to a point of order or on a question of privilege.

Rule 10 When two (2) or more members rise at the same time to speak, the Presiding Officer shall decide which one is entitled to the floor.

Rule 11 Every member, while speaking to a motion, shall adhere to the question under debate.

Rule 12 If a member is called to order, s/he shall cease speaking until the point is determined. If it is decided the member is in order, s/he may again proceed.

Rule 13 No member shall speak more than five (5) minutes at any one time or more than once on the same motion, until all members wishing to speak have had an opportunity to do so. A speaker may be allowed to speak a second time by permission provided first time speakers have all had an opportunity to speak.

Rule 14 The Presiding Officer shall take no part in debate while presiding, but may yield the Chair to another in order to speak on any motion or to introduce a new motion.

Rule 15 The Presiding Officer shall have the right to vote on a question only in case of a tie and may give a casting vote or choose to refrain from voting. In the case where the Presiding Officer refrains from voting, the motion does not prevail and the decision is in the negative.

Rule 16 When a motion has been properly moved and seconded, no motion shall be in order except:

		Debatable	Amendable
1.	To adjourn	no	no
2.	To recess (for definite time)	no	yes
3.	To table	no	no
4.	To appeal	no	no
5.	To stop debate	no	no
6.	To limit or extend debate	no	no

7.	To postpone to a certain date	yes	yes
8.	To refer (to a committee)	yes	yes
9.	To divide or amend	yes	yes
10.	To postpone indefinitely	yes	no

The motions shall have precedence in the order named.

Rule 17 A motion to stop debate, when regularly moved and seconded, shall be put in this form: "Shall the main motion be now put?" To adopt a motion to stop debate, that motion must receive a two-thirds (2/3) majority. If adopted, the Presiding Officer shall proceed to take the vote on the motion and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, then the original motion as amended, shall be put to the meeting. A motion to stop debate having been put and lost shall not be in order again until fifteen (15) minutes have elapsed or no further speakers present themselves. Subsequent motions to stop debate shall require fifty percent plus one (50% + 1) of those voting.

Rule 18 A motion to adjourn is in order except:

1. When a member has the floor.
2. When members are voting.

Rule 19 A motion to adjourn having been put and lost shall not be in order again if there is further business before the meeting, until fifteen (15) minutes have elapsed.

Rule 20 Any member may ask for a standing vote before the Presiding Officer declares the vote on a question or after a vote has been declared lost or carried by acclamation and before the meeting proceeds to another order of business. A standing vote shall be taken and the Secretary shall record the same.

Rule 21 Any member may challenge the ruling of the Chair.

Rule 22 When the Chair is challenged, the issue is not debatable except that the challenger and the Chairperson may each, respectively, state briefly the basis for the challenge and the decisions. The Chairperson may remain in the Chair and shall put the question: "Shall the decision of the Chair be the decision of the assembly?" A majority vote is required to overturn the decision of the Chair.

Rule 23 After a motion has been decided, any two (2) members who have voted in the majority, may at the same or next meeting, move reconsideration thereof.

Rule 24 No member shall enter or leave a meeting during the reading of the minutes, installation of officers or the taking of a vote, and no member shall be allowed to leave without permission of the Presiding Officer.

Rule 25 All rules and proceedings of debate not herein provided for shall be decided in accordance with Bourinot's Rules of Order.

Article 12 UNION DISCIPLINE AND ASSESSMENTS

12.1 Disciplinary Action Assessments and Other Non-Disciplinary Recommendations

12.1.1 The Administration Committee and/or Provincial Council shall have the right to reprimand any member, levy an assessment against any member, and/or suspend the status of member in good standing of any member, for cause or for neglect of duties. This includes but is not limited to, breaches of the Constitution, regulations or rules established by the Annual Convention or the Provincial Council, or for theft or deliberate damage to or destruction of Union property, or for fraud or misappropriation of Union funds.

12.1.2 The Provincial Council retains the right to implement disciplinary action pending investigation by the Membership/Constitution and Legislation Committee or other appropriate Investigation Committee in extenuating circumstances where it is deemed that a delay may cause excessive damages to SGEU. Any discipline levied prior to investigation shall require two-thirds (2/3) majority vote of Provincial Council.

12.1.3 The Administration Committee and/or Provincial Council shall have the authority to suspend or terminate the Office of any member holding Elected Office in the Union for cause or for neglect of duties. Bargaining Unit Negotiating Committees shall have the authority to suspend the Office of any bargaining unit member within their unit holding elected office for cause or neglect of duties. This includes but is not limited to breaches of the Constitution, regulations or rules established by the Annual Convention or the Provincial Council.

12.1.4 Failure to support SGEU constituted strike action shall be a specific offence for which the Administration Committee and/or Provincial Council shall implement disciplinary action and/or levy an assessment against any member as follows:

12.1.4.1 For every occasion during which a member fails to support strike action, that member may be assessed a sum of not more than the net earnings that members earned during such occasion.

12.1.4.2 The Administration Committee and/or Provincial Council may suspend the status of member in good standing of any member who fails to support strike action for such a period as is deemed appropriate to the offence. Reinstatement of a suspended member shall be subject to such conditions as may be specified by the Administration and/or Provincial Council.

12.1.4.3 The Administration and/or Provincial Council shall remove from elected office any SGEU member who crosses any picket line sanctioned by SGEU.

12.1.4.4 The Administration Committee and/or Provincial Council may terminate the status of member in good standing of a member who fails to support strike action where termination of the status of member in good standing is deemed appropriate to the offence.

12.1.4.5 The Administration Committee and/or Provincial Council may suspend or terminate the status of member in good standing of a member who fails to pay an assessment levied pursuant to Article 12.1.4.1 above.

12.1.4.6 The Administration Committee and/or Provincial Council may delegate its power to suspend member in good standing status to the Table Officers (President, SGEU Secretary Treasurer and Vice-Presidents).

12.1.4.7 The Administration Committee and/or Provincial Council may establish such rules and procedures in the case of disciplinary action under this section as they deem appropriate, keeping in mind the principle of natural justice.

12.1.5 Following every strike or job action, the Administration Committee and/or Provincial Council may write to the employer concerned imposing an assessment on any member of a sum of not more than net earnings earned by any member during the time period covered by the strike or job action. Assessments will not be levied in situations where the work done was authorized by the Union.

12.1.6 The authority of SGEU to collect an assessment shall be included in the direction and authorization given to the employer by each member to transmit to SGEU dues and assessments, whether signed by each member before or after the coming into force of this Article.

12.2 Appeal Procedure

12.2.1 Any person whose status as a member in good standing in SGEU has been terminated or suspended, or against whom an assessment has been levied, shall have the right to request a hearing before the Administration Committee, and appeal to the Provincial Council, as provided for in Policy Article 2.7.

12.2.2 The decision of the Administration Committee will be provided in writing, with reasons, within thirty (30) days of the hearing date.

12.2.3 In situations where an appeal is requested, the decision of the Provincial Council will be provided in writing, with reasons, within thirty (30) days of the appeal date. The decision of the Provincial Council will be final.

12.2.4 No person or member shall have the right to commence legal action of any kind against the Union or any member of the Union or its paid staff until the appeal procedure as provided for herein has been exhausted.

12.2.5 The Sectors shall adhere to any disciplinary action or policy relating to discipline upheld by the Provincial Council.

12.2.6 When requesting an appeal of an assessment, where a member failed to support strike/job action, the member must pay the assessment before s/he shall have a right to have the appeal heard. In the event the assessment is rescinded or modified upon appeal, the Union shall make any necessary reimbursement to the member.

Article 13 FISCAL YEAR

13.1 The financial year of the Union shall end on December 31st of each year.

Article 14 NATIONAL UNION OF PUBLIC AND GENERAL EMPLOYEES (NUPGE)

14.1 Affiliation

14.1.1 The Union shall be affiliated to the National Union of Public and General Employees.

14.2 Convention Delegates

14.2.1 For the purpose of filling the Union's delegate entitlement to the NUPGE Convention, the President and the NUPGE Vice President shall be automatic delegates and their delegate credentials will be drawn from the overall

numbers of delegates. The remaining delegate entitlement shall be proportionally distributed among the sectors.

14.2.2 Each Sector/Local shall be responsible for developing the guidelines for nomination and election/selection of their delegates and alternates to the NUPGE Convention. Each sector shall be entitled to at least one (1) delegate and shall forward the respective names to the Provincial office staff assigned the coordination of NUPGE Convention.

14.3 NUPGE Convention Resolutions

14.3.1 The Provincial Council shall request the Sectors/Locals to submit proposed resolutions for consideration at the NUPGE Convention. This request shall allow for time to discuss the resolutions in the Sectors/Locals prior to submission to the Provincial Council.

14.3.2 Those resolutions for the NUPGE Convention that are submitted to the SGEU Annual Convention must receive support of the SGEU Convention in order to be forwarded to the NUPGE Convention. The Provincial Council shall also be empowered to deal with resolutions which Sectors or the Provincial Council wish to have considered for the NUPGE Convention.

14.3.3 Resolutions for the NUPGE Convention, sanctioned by the SGEU Convention and/or by Provincial Council, shall be endorsed by the SGEU President and the NUPGE Vice-President and forwarded by the President or designate.

Article 15 SASKATCHEWAN FEDERATION OF LABOUR/CANADIAN LABOUR CONGRESS (SFL/CLC) CONVENTION

15.1 Affiliation

15.1.1 The Union shall be affiliated to the Saskatchewan Federation of Labour and the Canadian Labour Congress.

15.2 Convention Delegates

15.2.1 Credentials to the SFL and CLC Conventions shall be the property of the individual Sectors. Each Sector/Local shall specify in its bylaws how it shall elect/select its own delegation. Delegates, alternates and observer lists shall be forwarded to the Provincial office staff assigned the coordination of SFL & CLC Conventions.

15.2.2 Sectors/Local shall not be required to forfeit their credentials if they do not wish them to be filled.

15.2.3 The President shall be an automatic delegate to the SFL and CLC Conventions and his/her delegate credentials will be drawn from the overall number of delegates.

15.2.4 Vice Presidents elected at the Saskatchewan Federation of Labour, and sanctioned by Provincial Council, will be automatic delegates to the SFL Convention. Delegate credentials will be from the overall numbers of delegates.

15.2.5 The SGEU President and the SFL Vice-President will be automatic delegates to the SFL Convention and their credentials shall be drawn from the overall number of delegates.

15.3 SFL/CLC Convention Resolutions

15.3.1 The Provincial Council shall request the Sector/Locals to submit proposed resolutions for consideration of the SFL/CLC Conventions. This request shall allow for time to discuss the resolutions in the Sectors/Locals.

15.3.2 Those resolutions for the SFL/CLC Conventions that are submitted to the SGEU Annual Convention must receive the support of the SGEU Convention in order to be forwarded to the SFL/CLC Conventions.

15.3.3 Resolutions for the SFL/CLC Convention sanctioned by the SGEU Convention and/or Provincial Council shall be endorsed by the SGEU President and the SFL Vice-President and forwarded by the President or his/her designate.

Article 16 SGEU LONG TERM DISABILITY PLAN (LTD PLAN)

16.1 General

16.1.1 In furtherance of its objectives and as a service to its members, SGEU may operate a Long Term Disability Plan.

16.2 Participation

16.2.1 Any of SGEU's bargaining units may decide to participate in the LTD Plan by way of a secret ballot vote of its membership. In any such vote the number of members who vote shall constitute a quorum and the decision shall be on the basis of the majority of votes cast. Upon a Bargaining Unit deciding to participate in the LTD Plan, all members of the Bargaining Unit shall participate and shall pay as premiums, an amount, as from year to year determined, to the LTD Plan, unless the LTD Plan precludes a member from participation in the LTD Plan. Withdrawal from the LTD Plan shall be by way of a secret ballot vote by the members of the Bargaining Unit.

16.3 LTD Plan Text

16.3.1 The details of the LTD Plan such as levels of coverage, types of disability covered, the appropriate amount of dues and other such matters will be governed by the Plan Text.

16.3.2 The Plan Text may be amended at the Annual Convention of SGEU.

16.3.3 Proposals for changes in the LTD Plan Text shall be submitted as resolutions to the Annual Convention of SGEU according to the rules governing such resolutions.

16.3.4 Changes in the LTD Plan Text shall be made on the basis of a majority decision of delegates voting at the Annual Convention of SGEU.

16.3.5 Only those members from bargaining units who belong to the LTD Plan can vote on matters affecting the LTD Plan.

16.4 LTD Supervisory Committee

16.4.1 Between Conventions the LTD Supervisory Committee shall administer the LTD Plan including but not limited to:

16.4.1.1 The maintenance of all records, attendance to correspondence, papers, etc. pertaining to the efficient conduct of the SGEU LTD Plan.

16.4.1.2 The collection of all dues, overpayments due the SGEU LTD Plan, and the deposit of these funds in an authorized depository of the SGEU LTD Plan.

16.4.1.3 The proper disbursement by duly authorized countersigned cheques in payment of just debts or other expenses of the SGEU LTD plan.

16.4.1.4 Being responsible for countersigning officers on all documents, cheques, etc. required in the conduct of the SGEU LTD Plan.

16.4.2 Each bargaining unit that has voted to participate in the LTD Plan shall select, by a process agreed to by that bargaining unit, a representative to the LTD Supervisory Committee subject to Article 16.4.4.

16.4.3 The LTD Supervisory Committee will be composed of the Public Service, Crowns, Health, Education, Community Service and Retail Regulatory Sectors.

16.4.4 Sectors shall be allocated representation based on two (2) members for the first one thousand (1000) members and thereafter one (1) member for every one thousand five hundred (1500) or portion thereof.

16.4.5 Each bargaining unit and each Sector shall have a process in place whereby their representative on the Supervisory Committee may be recalled and/or replaced.

16.4.6 The President shall assign, to advise and assist the Supervisory Committee of the LTD Plan, such staff as may be appropriate.

16.4.7 In any review of a claim involving a member of the Supervisory Committee, or someone with a direct personal relationship to a member of the Supervisory Committee, that member shall inform the Committee of the situation and withdraw from the Committee while discussion and voting on the claim takes place. Where appropriate the Benefit Plans Administrator will advise the member and suggest that the alternate attend the meeting instead.

16.4.8 The LTD Supervisory Committee shall be a Provincial Council Standing Committee.

16.5 LTD Funds

16.5.1 The dues as determined pursuant to Article 16.2 shall be forwarded by the SGEU Secretary Treasurer to the financial agency designated by the Supervisory Committee with the responsibility for administering the LTD funds.

16.5.2 Prior to forwarding the dues pursuant to Article 16.5.1, the SGEU Secretary Treasurer shall retain, from those dues, sufficient sums to cover:

16.5.2.1 The costs of the Supervisory Committee of the LTD.

16.5.2.2 The cost of such custodial agent(s), investment manager(s), and other agents, including any consultants and professionals, as may be employed, engaged or retained from time to time by the Supervisory Committee in consultation with the SGEU Secretary Treasurer in respect to any matter relating to the LTD Plan, including the administration thereof.

16.5.2.3 Such further and other costs as may be directly related to the administration of the LTD Plan.

16.5.3 LTD dues received by SGEU shall be deposited in the SGEU LTD Plan account for the operation of the LTD Plan and shall be held in trust by the Supervisory Committee for the members of the LTD Plan. LTD funds shall

not be used for the general operations of SGEU, to supplement the financial resources of SGEU, or to add to any operational or other fund of SGEU. The LTD funds shall not be used as security for any loan made to SGEU for its general operations.

16.5.4 The Supervisory Committee may invest and reinvest the LTD funds or any portion thereof without distinction between capital and income in any investment which the Supervisory Committee in its discretion deems advisable, including, but not limited to investments listed in Section 3 of The Trustees Act (Chapter T-23).

16.5.5 The Supervisory Committee may appoint from time to time by written agreement, in consultation with the SGEU Secretary Treasurer, one (1) or more trust companies, firms or corporations as the Supervisory Committee may deem appropriate and desirable to act as custodial agent(s). The custodial agent(s) shall hold, administer, invest and distribute the LTD funds in accordance with the provisions of said agreement. The agreement shall set forth such terms and conditions and such authorities, powers and duties of the respective custodial agent(s) as the Supervisory Committee may deem appropriate and desirable to so delegate.

16.5.6 The Supervisory Committee may appoint from time to time by written agreement, in consultation with the SGEU Secretary Treasurer, one (1) or more persons, trust companies, firms or corporations as the Supervisory Committee may deem appropriate and desirable to act as an investment manager(s) for any portion of the LTD funds as the Supervisory Committee may designate. The investment manager(s) may direct the custodial agent concerned to invest and reinvest the respective Investment Account in accordance with the provisions of said agreement. The agreement shall set forth such terms and conditions and such authorities, powers and duties of the respective investment manager as the Supervisory Committee may deem appropriate and desirable to so delegate.

16.5.7 The Supervisory Committee may from time to time employ, engage or retain such other agents, consultants and professionals, in respect to any matter relating to the LTD Plan, including the administration thereof. The Supervisory Committee, in consultation with the SGEU Secretary Treasurer, may do so as deemed necessary and desirable.

APPENDIX "A"

CODE OF ETHICS
FOR
ELECTED OFFICIALS OF SGEU

PREAMBLE

Unions today play a vital role in the improvement of living and working conditions of all Canadians. Much of our present standard of living and many of the social benefits we all enjoy have come about from organizing and educational work done by our predecessors in the union movement.

Trade unions are the legitimate voice of Canadian workers. In this context, trade unions have had an extremely difficult and controversial role in today's society. As such, unions are subject to more scrutiny on actions taken by our elected officials than any other democratic organization.

Officers of this Union have a responsibility to protect the members' rights and promote solidarity by keeping the membership informed and united.

SGEU expects a high standard of conduct of its elected officials and in return will, at all times, support and protect them in the performance of the duties of their office.

SGEU commits to elected officials (including stewards) to take swift action when they face retaliation or harassment.

In order to ensure that these standards are upheld, SGEU has adopted the following standards that are expected of all its elected officials.

POLICY

Officials shall be elected or appointed as provided for in the bargaining guidelines, Sector/Local Bylaws, the Constitution and the Policies of The Saskatchewan Government and General Employees' Union and accept the Oath of Office as provided for in the SGEU Constitution.

All Elected Officials shall:

1. In all aspects of Union activity, conduct themselves in accordance with Union Policy and in a manner which reflects well on SGEU and its membership.

2. Become knowledgeable in the internal structure of the Union and the applicable collective agreement.

3. Enforce the collective agreements of the various bargaining units in SGEU and shall not accept less than the negotiated provisions for the members.

4. At all times represent the members without personal bias or discrimination and observe confidentiality when dealing with sensitive matters regarding membership servicing.

5. Attend all functions, meetings and educationals when called upon by the Union, as directed by the bylaws, bargaining guidelines, policies and Constitution.

6. Reflect the official Union policy at all times when dealing with management. Co-chairpersons of Occupational Health and Safety Committees, and the membership of any other committees sanctioned by the Union shall be elected.

7. Not participate in management committees other than those sanctioned by the Union, irrespective of the name or intention of said committees.

8. Discharge their duties in the best interests of the membership, without consideration for personal gain, and shall refuse all gifts, gratuities, favours or other considerations, which might be perceived to influence decisions on union policy.

9. Shall administer the records and assets of the Union in a responsible manner, consistent with the Union's policy as developed from time to time.

10. Shall work at all times within the Union structure when expressing disagreements or criticisms about the internal workings or policy of the Union, other Union members or the paid staff of the Union.

11. Take swift action when they become aware of incidents of retaliation and harassment experienced by other elected officials and, if they themselves face harassment, report to designated union representative.

Failure to comply with these rules of conduct will be grounds for disciplinary action as provided for in the SGEU Constitution.

Approved by the SGEU Convention, May 1983
Amended by the SGEU Convention, June 1998
Amended by the SGEU Convention, April 2009

APPENDIX "B"

SGEU STATEMENT OF EQUALITY

Unions were formed and developed historically on the basic principle of fighting for equal treatment for all members in the union based on collective action. This basic goal has not changed.

The most effective tool to attain our goal of equality is the elimination of racism, ageism, sexism, abilism, homophobia, heterosexism, and other forms of personal harassment.

Abilism is defined as discrimination toward a person based on a physical or mental disability.

These cruel and discriminatory forms of behaviour weaken the Union. All too often members of our Union are perpetrators as well as victims. This destructive behaviour must stop.

The practice of any form of harassment by anyone negates our ability to achieve equality and stands in stark contrast to everything positive that unions have come to represent.

By practicing or allowing racism, ageism, sexism, abilism, homophobia, heterosexism and other forms of harassment in our Union meetings/events, workplaces or communities we weaken ourselves and our Union's ability to be a vehicle for social justice.

DEFINITION OF HARASSMENT

Harassment can be defined as any unwelcome or unwanted action by any person against another. It can be a verbal or physical action on a single or repeated basis, which intimidates, humiliates, insults, degrades or threatens.

"Unwelcome" or "unwanted" means any action(s) which the harasser knows or ought reasonably to know are not desired. Harassment is an inappropriate expression of real or perceived power or superiority by the harasser(s) over another person(s).

HARASSMENT AT SGEU MEETINGS OR EVENTS

At the commencement of each meeting/event one (1) or more Ombudsmun will be designated and identified.

The mandate of the Ombudsmun will be to deal with informal complaints of harassment.

To stop harassment we must make every effort to act as quickly as possible to challenge and stop offensive behaviour.

If it happens to you, take responsibility…

If possible, tell the person(s) how you feel. Be specific. Say you want the behavior to stop and try to find a solution.

Don't blame yourself. Each person is responsible for his/her own actions. Tell the Ombudsmun. Every effort will be made to ensure confidentiality.

The Ombudsmun will assist you with the informal process. Every effort will be made to deal with complaints prior to the conclusion of the event.

If unresolved, the Ombudsmun may recommend that the person file a formal complaint and submit it directly to the **President** and/or the Secretary/Treasurer and/or Membership/Constitution and Legislation (MC&L) Chairperson.

If you are accused of harassment take responsibility…

Stop the actions, comments or offending behaviour immediately. Each person is responsible for his/her own actions.

Try to resolve the issue. If you take positive action to correct your behaviour, you may want to keep a record of the steps you took.

If the Ombudsmun is involved, s/he will assist you with the informal process. Every effort will be made to deal with complaints prior to the conclusion of the event.

If unresolved, a formal complaint may be filed against you with the **President** and/or the MC&L Chairperson.

HARASSMENT IN OUR WORKPLACES

All bargaining units should negotiate anti-harassment clauses in their Collective Agreements to include:

- Mechanisms to resolve disputes,
- Protection for the complainant and
- Education awareness sessions on harassment for everyone in the workplace.

HARASSMENT IN OUR COMMUNITIES

We can challenge harassment and discrimination in society at large. We have an obligation to fight for equal rights for all people by lobbying for legislative changes and working with other unions and organizations to challenged discrimination.

OUR GOAL MUST BE ZERO TOLERANCE

STATEMENT OF EQUALITY

This SGEU meeting/event will be held in a harassment free environment, meaning our comments and actions must reflect the union's goal of zero tolerance.

Harassment is any behaviour that undermines the dignity, self-esteem or security of an individual, or creates an intimidating, threatening, hostile or offensive environment.

Our union will not tolerate racism, ageism, sexism, abilism, homophobia, heterosexism and other forms of harassment which violate a member's right to be treated with dignity and respect.

Revised at Provincial Council December 2001; Revised at SGEU Convention June 1996; Adopted at SGEU Convention June 1992

ACRONYMS

AAA	Agreement Administration Advisor
AGEN	Aboriginal Government Employees Network
CEP	Communications, Energy and Paperworkers Union
CLC	Canadian Labour Congress
CMHA	Canadian Mental Health Association
CS	Crown Sector
CSS	Community Services Sector
ES	Education Sector
E & P	Education and Publicity
ECIP	Early Childhood Intervention Program
FNIM	First Nations Inuit & Métis
FAIR	Fostering Acceptance of Indigenous Rights
FSIN	Federation of Saskatchewan Indian Nations
GDI	Gabriel Dumont Institute of Native Studies and Applied Research
HR/E	Human Rights/Equity
HS	Health Sector
ISC	Information Services Corporation
JEO	Job Evaluation Officer
LTD	Long Term Disability
MC&L	Membership/Constitution and Legislation
NUPGE	National Union of Public and General Employees
OHC	Occupational Health Committee
OH&S/E	Occupational Health & Safety/Environment
PEBA	Public Employees Benefits Agency
PEPP	Public Employees Pension Plan
PRT	Pacific Regeneration Technologies Inc.
PSC	Public Service Commission

PS/GE	Public Service/Government Employment
PSS	Public Service Sector
PSSP	Public Service Superannuation Plan
RRS	Retail Regulatory Sector
SAC	Saskatchewan Action Committee (on the Status of Women)
SAMA	Saskatchewan Assessment Management Agency
SFL	Saskatchewan Federation of Labour
SHEP	Saskatchewan Health Employees Pension Plan
SIAST	Saskatchewan Institute of Applied Science and Technology
SILP	Saskatchewan International Labour Program
SPI	Saskatchewan Pork International Marketing Group Inc.
SPM	Saskatchewan Property Management
SSRID	South Saskatchewan River Irrigation District
ULD	Union Leadership Development
UM	Union Management Committee
UMC	Union Management Committee
WCA	Wascana Centre Authority
WCB	Workers' Compensation Board

APPENDIX "D"

Saskatchewan Government and General Employees' Union

Life Members

Ivon P. Burrell	1950		Merve Scott	1979
George Dickson	1951		H. R. C. Brown	1983
William W. Perrie	1951		John Capusten	1983
John Miller	1952		J. Earl Storey	1984
William Browne	1952		Wendel Stroh	1985
George Chant	1952		Nick Catchuk	1985
James E. Cox	1952		Elizabeth Nicol	1986
George S. Cumming	1952		James Hayes	1987
John R. McDiarmid	1952		Zonie Krawchuk	1987
T. R. Peacock	1952		Jim Perrins	1988
Walter Sandstrom	1952		Al Scarfe	1988
A. T. Fuller	1952		Jack West	1990
W. J. Bague	1953		Martin d'Entremont	1992
L. W. Olauson	1953		Marion Norwig	1993
Gladys Berney	1954		John Johnson	1994
Walter H. Boucher	1956		Bernie Clark	1994
J. J. Eisler	1956		Jeannine Bouvier	1995
Albert Mayer	1956		Wally Fries	1995
H. J. Langston	1959		Lois Grant	1996
C. J. Siller	1959		Shirley Carswell	1996
Dorothy German	1961		Bruce Jackson	1997
Dave Crighton	1961		Vic Wasylenchuk	1997
James MacLeod	1962		Charles Shaw	1998
Audrey A. Ball	1962		George Rosenau	1999
Nick Basarsky	1963		James Donovan	2002
Donald A. Gilchrist	1965		Barry Barber	2003
George R. Leib	1965		Wayne Mabee	2003
Carl W. Byer	1966		Ken Akre	2004
Alice Hehn	1967		Ron Kach	2004
Derna Measner	1967		Albert Kobialko	2005
John Anderson	1968		Stan McCaffery	2007
Stanley J. Frew	1973		Linda Anweiler	2007
A. M. (Mac) Howland	1973		Ron Holaday	2009
John A. Fraser	1974		Danny Wilson	2010
P. P. Martins	1974		Marius Rediron	2010
T. S. McGill	1976		Randy Holderbein	2011
G. Charbonneau	1978		Steve Lane	2011
Grace Knipfel	1979			