



PSGE LOCAL 1110

**BYLAWS
2023**

Approved by the PSGE/LOCAL 1110 Sector/Local
On November 15, 2022

Approved by the Membership, Constitution and Legislation Committee
on January 23, 2023

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SECTOR/LOCAL BYLAWS

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION NAME OF SECTOR/LOCAL

BYLAWS

1.0 NAME

This organization shall be known as the Moose Jaw Local 1110 (hereinafter referred to as "the Local") of the Saskatchewan Government and General Employees' Union (hereinafter referred to as "the Union").

2.0 LOCATION

Local 1110 uses meeting rooms at the Moose Jaw Union Centre, the third Tuesday of each month except July and August. The address is 1402 Caribou Street West, Moose Jaw, SK

The Local shall consist of all territory indicated within the boundary shown upon the map in Appendix A and A(1) of these bylaws.

3.0 OBJECTIVES

The objectives of this Local shall be to:

3.1 Further the objectives of the Union as set forth in the SGEU Constitution, SGEU Policy Manual, Public Service Sector Bylaws and the PS/GE Bargaining Guidelines.

3.2 To represent the members interests of the Local at the community and municipal level regardless of race, colour, age, nationality, ethnic origin, religious affiliation, gender, sexual orientation, marital status, physical/mental disability, place of residence, political affiliation or place of employment.

4.0 MEMBERSHIP

The members shall be comprised of all members of the Public Service Government Employees bargaining group (hereinafter referred to as "PS/GE") of the Union residing or working within the boundaries of the Local and in accordance with the Constitution and the PS/GE Bargaining Sector Bylaws.

5.0 SECTOR/LOCAL LIFE MEMBERSHIPS

5.1 Criteria

5.1.1 At least 10 years membership in good standing in the Public Service Sector.

5.1.2 Must have served in various elected capacities within the Public Service Sector

5.1.3 May be conferred on any past member for meritorious service to the Sector.

5.2 Selection Committee

5.2.1 Nominations must be submitted by the AGM of each year. The Local executive committee shall review all nominations submitted to the Local.

- 5.2.2** The selection committee will forward the nominations to the PS/GE Sector Executive prior to March 31 or the first working day following March 31 if that day is a Saturday, Sunday or statutory holiday.
- 6.0** **STRUCTURE AND DUTIES OF THE SECTOR/LOCAL EXECUTIVE**
- 6.1** The Local Executive will be made up of the following, with voice and vote: Table Officers, Chairpersons or Standing Committees, Chief Steward, Local representatives to Provincial Council (PC) and the Local Bargaining Council.
- 6.2** Each separate work location may have as many stewards as they wish but for the purposes of the Local Executive the provisions of Article 6.2.1 shall apply.
- 6.3** The members of the Local Executive shall be elected in the following manner:
- 6.2.1** Representation on the Local Executive is allocated on the basis of one Local Executive for every 25 members or portion thereof, for each separate work location. The Local Executive is any member, in good standing, who actively attends monthly union meetings, the Annual General Meeting (AGM) or is absent with cause.
- 6.2.2** Each separate work location is entitled to designate one alternate for each Local Executive representative that they are eligible for. In the absence of the Local Executive representative, the alternate shall have the same privilege in voice and vote. For the purpose of Article 6.2.3 it is necessary for each separate work location to designate their alternates as 1st alternate, 2nd alternate and so on, if they have more than one alternate. The Local Executive representative is any member, in good standing, who actively attends monthly union meetings, the AGM or is absent with cause.
- 6.2.3** In the event that the position of a Local Executive representative becomes vacant, the 1st Alternate from the same separate work location steps up as the new representative to the Local Executive for the remainder of the term. This alternate would be added to the bottom of the list of the alternates from that separate work location.
- 6.3** The Local Executive shall be empowered to utilize monies to the limit of the Annual Budget.
- 6.3.1** The Local Executive shall further be permitted to authorize an annual maximum expenditure of \$1,000.00 over the Budget limit(s), except in the case of job action where the limit will be at the discretion of the Finance Committee.
- 6.3.2** The purpose and intended use of the budget for each Zone and Committee is: to further the training and mentoring of our Stewards, to represent our members, to facilitate meetings with our members, to further aid the work and objectives of the Union as set forth in the SGEU Constitution.
- 6.3.3** Items purchased become the property of the specific Zone/Committee and ultimately SGEU Local 1110 proper, not the personal property of the individual or workplace
- 6.3.4** Only the Chief Steward of a Zone or the Chair of a Committee are permitted to authorize an expenditure from their respective budget.

7.0 PROVINCIAL COUNCIL

- 7.1** Each Provincial Council member shall be elected every second year to a (2) two-year term on or before December 31st from among the members of the local. These positions shall be Provincial Council Elect until they take office of Provincial Council Members at the conclusion of the next SGEU Convention.
- 7.2** 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, who will have voice and vote at Provincial Council meetings. (If the Alternate is for a Provincial Council position of a designated gender, that Alternate shall be the same gender.)
- 7.3** In the event that the Provincial Council member is unavailable to attend the Provincial Council meeting and their alternate is also unavailable, then the alternate for the other Provincial Council member shall be utilized (on a rotational basis).
- 7.4** Only members who are STEWARDS and have held office for at least one year are eligible for nomination.
- 7.5** The election shall be conducted by secret ballot. Voting shall take place during an all day vote from 11:00 a.m. – 7:30 p.m. at the SGEU Office prior to the General Meeting held in December.
- 7.6** Not later than November 7th of each year, a notice calling for nominations under this Article shall be sent to all Stewards for posting throughout the Local.
- 7.7** Nomination forms must be received by the Secretary-Treasurer not later than the last day of November in each year.

8.0 TABLE OFFICERS

The following table officers SHALL be elected by majority vote at the Annual General Meeting (AGM)

- 8.1** **Chair** – who shall have been a member of the Local Executive for at least one year, and be elected in even numbered years to a two year term as chair.
- 8.2** **Vice Chair** – who shall have been a member of the Local Executive for at least one year and be elected in odd numbered years to a two year term as vice chair
- 8.3** **Secretary and Treasurer** – who have been a member of the Local Executive for at least one year and be elected in odd number years to a two year term as Secretary and Treasurer.
- 8.4** **Duties and Responsibilities of Table Officers**
- 8.4.1** Local Executive members shall attend all monthly Local meetings unless absent with cause.
- 8.4.2** The Local Executive shall hold regular monthly meetings, and any special meetings, called by the Local Chairperson. Regular monthly meetings are held the third Tuesday of each month, 5:30 PM, at the Moose Jaw Union Centre, 1402 Caribou Street West, Moose Jaw. There will be no meetings during the months of July and August.

- 8.4.3** All elected representatives will take the Oath of Office per Article 5.2 of the SGEU Constitution.
- 8.4.4** Be empowered to utilize funds in accordance with the annual budget.
- 8.4.5** Be permitted to authorize expenditures for emergent purposes that may arise during the year. Any such expenditure must be identified at the next monthly Local meeting.
- 8.4.6** The Local Executive shall consist of the following positions and duties and are elected by majority vote at the Annual General Meeting held, on the third Tuesday of the month, every November
- 8.5** **Chair**
- 8.5.1** Preside at all Local Executive meetings and enforce a due observance of the Constitution of the Union and the Bylaws of Local 1110.
- 8.5.2** Be a member of all committees.
- 8.5.3** Act as a signatory on documents and cheques drawn on Local funds as required in the conduct of Local affairs.
- 8.5.4** Designate the Vice-Chair to assume all duties and powers in the absence of the Chair.
- 8.5.5** Report to the AGM\
- 8.5.6** Act as chief spokesperson for the Local on policy matters, major issues and/or delegate those duties.
- 8.5.7** Have voting powers at the Local Executive meeting limited to the deciding vote on any question on which there is an equality of votes.
- 8.5.8** Have the power to veto a motion which involves an extraordinary expenditure of funds not covered by the Local budget, subject to consultation with the Secretary and Treasurer of the Local.
- 8.6** **Vice Chair**
- 8.6.1** Shall assume the duties of Chair as required or designated.
- 8.6.2** Act as a signatory on documents and cheques drawn on Local funds as required in the conduct of Local affairs.
- 8.6.3** Be a member of all Local committees.
- 8.7** **Secretary**
- 8.7.1** Keep an accurate record of the proceedings at all meetings of this Local and its executive council.
- 8.7.2** Shall conduct all correspondence on behalf of the Local.
- 8.7.3** Shall perform such other duties as shall pertain to the office of the secretary and as may be required by the Local Executive.
- 8.7.4** Act as a signatory on documents and cheques drawn on Local funds as required in the conduct of Local affairs.
- 8.7.5** Shall be a standing member of the finance committee with voice and vote.
- 8.8** **Treasurer**
- 8.8.1** Deposit all funds received in a chartered bank or credit union to the credit of this Local.

- 8.8.2** Keep the books and records accounting for such funds which shall be posted promptly and be subject to examination by the Officers and auditors at any time.
- 8.8.3** Make all payments by cheque, signed by him/herself and one other of the Table Officers.
- 8.8.4** Present a complete financial report of this Local at the Annual General Meeting.
Perform such other duties as shall pertain to the office of the Treasurer and as may be required by the Local Executive.
- 8.8.5** Be a standing member of the Finance Committee with voice and vote.
- 8.8.6** Be required to provide at each monthly Local Executive Meeting monthly financial report(s) that include the previous months expenditures for each Budget, including Union Leave issued and Union Leave Outstanding within the current budget year. The reports, once adopted, will be part of the written minutes.

9.0 OTHER ELECTED OFFICIALS

9.1 Chief Steward

- 9.1.1** Sectors/Locals shall be responsible for dividing into Zones of approximately 250 members or less. There shall be one Chief Steward for each zone.
- 9.1.2** The Local Executive shall be responsible for organizing STEWARDS into appropriate steward zones. The Chief Steward, in conjunction with the Local Executive shall be responsible for organizing STEWARDS into appropriate steward zones. A Steward can be any member, in good standing.
- 9.1.3** The Local Executive shall be responsible for conducting biennial elections for CHIEF STEWARDS. Chief Stewards shall be elected from amongst and by the Stewards of each zone. The Chief Steward will be a member, in good standing, who actively attends monthly union meetings, Annual General Meeting (AGM) or is absent with cause.
- 9.1.4** Vacancies occurring in the office of Chief Steward shall be filled by elections in accordance with Bylaw Article 9.1.3 (above).
- 9.1.5** The Chief Steward of each zone shall be responsible for providing a list of Stewards and Alternates for their respective zones to the Secretary by **December 31** of each **odd** numbered year and shall be responsible to update the list as required. Separate work locations not currently assigned to a Steward Zone shall, upon identification, be assigned a Zone.
- 9.1.6** A meeting to fix the date, hour and place for election of stewards shall be called by the Chief Steward or designate biennially in **odd** numbered years, on or before **September 30** or as necessary to fill any vacant steward positions. A notice of this meeting and its purpose shall be advertised for at least 14 days prior to the meeting. The Chief Steward or designate shall act as Returning Officer and appoint an Elections Committee and Balloting Committee.
- 9.1.7** All Steward elections shall be conducted no later than **October 31** of each **odd** numbered year. The Returning Officer(s) shall deliver the election results to the Local Secretary no later than **November 30**. The Local Secretary shall

forward the election results to the Membership and Organization Committee of the Local, as well as SGEU Central Office.

9.1.8 Nomination forms shall be made available to each eligible member by the Chief Steward or designate.

9.1.9 All nomination forms shall be signed by the nominator accepting their nomination.

The nomination forms containing the following Oath shall be accepted from the candidate in writing:

“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, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets at the close of my term in office.”

9.1.10 All nomination forms shall be given to the Chief Steward who shall post in the separate work location beginning the Monday of the week prior to the date fixed for election and ending at 5:00 p.m. on the Friday which concludes that week, providing that Friday is a working day; otherwise, the first working day preceding that Friday.

9.1.11 If an election of Stewards is necessary it shall be conducted in accordance with Article 12 “Voting Procedure” with the substitution of Chief Steward for Local Chair mentioned in Article 12.8.

10.0 STANDING COMMITTEES

10.1 The Local Executive may establish the following standing committees:

- 10.1.1 Finance
- 10.1.2 Bylaws
- 10.1.3 Membership & Organization
- 10.1.4 Education and Publicity
- 10.1.5 Social & Recreation (Good and Welfare)
- 10.1.6 Equity
- 10.1.7 Occupational Health and Safety
- 10.1.8 Building
- 10.1.9 Balloting
- 10.1.10 Agreements

10.2 DUTIES OF LOCAL STANDING COMMITTEES

The Local Executive shall elect for a **two-year term** each November in **even numbered years** from the Local Executive membership, a chairperson for each standing committee. A Committee Chairperson who fails to attend three (3) consecutive Local Executive meetings without just cause or provide a written report in absence of said attendance shall be replaced by the Local Executive at the next meeting and be subsequently notified of this by the Chair of the Local.

Members at large may participate in any standing committee on a voluntary basis with voice but not vote.

10.3 All standing committees shall:

10.3.1 Be responsible and accountable to the Local Executive

10.3.2 Be required to submit written reports monthly to the Local Executive

10.3.3 Submit the annual committee budget via email to the Treasurer and/or Secretary no later than November 1st of each year.

10.4 The financial committee shall

10.4.1 Make recommendations to the Local Executive and Signing Officers

10.4.2 Cause to review and recommend fiscal policy & operations as required

10.4.3 Be responsible for the presentation of the budget to the Local Executive for transmission to the AGM.

10.4.4 Present to the Local Executive a complete report and duly authorized statement of the financial affairs of the Local for transmission to the AGM

10.4.5 Recommend appointment of auditors.

10.4.6 Ensure the prudent investment of the monies of the Local

10.4.7 Perform such other duties as the Local Executive may direct

10.5 The Bylaws Committee shall

10.5.1 Deal with all questions relating to the Local Bylaws and policies.

10.5.2 Ensure Local Bylaws or proposed amendments do not contravene with the Constitution of the Union.

10.5.3 Consider such matters of legislation a referred.

10.6 The Membership & Organization Committee shall

10.6.1 Deal with matters related to the Local, it's organization and function.

10.6.2 Ensure a proper steward system is maintained within the Local

10.6.3 Deal with matters involving internal disputes, complaints about elected officials and situations under the Code of Ethics.

10.6.4 Deal with orientation of new groups into the Local.

10.6.5 Perform such other duties as the Local Executive may direct

10.7 The Education and Publicity Committee shall

10.7.1 Be responsible for the education of the members in the principles, policies and practices of the Union and shall arrange Union Leadership 10 training courses through the Education Officer of the Union for elected members.

10.7.2 Arrange for publicity of Local affairs and programs.

10.7.3 Communicate on a monthly basis with the magazine editor regarding local news for union publications.

10.7.4 Perform such duties as the Local Executive may direct.

- 10.8 The Social & Recreation Committee shall**
- 10.8.1** Be responsible for the co-ordination of all social and sport activities on a Local basis as directed from time to time by the Local Executive.
- 10.8.22** Be responsible for the children's Christmas party to be held annually and ensure that the children of member are accompanied by their primary caregiver.
- 10.9 The Equity Committee shall**
- 10.9.1** Examine all issues affecting all equity members in their union, work, home and community.
- 10.9.2** Evaluate the constitution, policies of the Union, including those of the Local. Make recommendations on an affirmative action program within the Union to enable equity members to more fully participate therein.
- 10.9.3** Develop educational material and presentations on equity issues to be included as part of the union educational.
- 10.9.4** Liaise with organizations to the local level, both to offer necessary assistance and to promote equity issues in those organizations.
- 10.10 The Occupational Health and Safety (OHS) Committee shall**
- 10.10.1** Examine all issues that may affect the OHS of union members at their place of work.
- 10.10.2** Cooperate with and coordinate the work of OHS in the Local to ensure workplace hazards are identified and eliminated.
- 10.10.3** Monitor union policies and programs, make any recommendations necessary to improve the OHS of Union members.
- 10.11 The Balloting Committee shall**
- 10.11.1** Be responsible for balloting as required by the Local
- 10.12 The Agreements Committee shall**
- 10.12.1** Be comprised of the Local rep and the Chair of each of the PS/GE component groups at the Local Proposals Gathering Meeting
- 10.12.2** Shall meet following each PS/GE Bargaining Council meeting to share information from the Local Rep, who attends the PS/GE Bargaining Council, in order that each component chair is able to report back to their members any news significant to their component or news of bargaining in general. The Local rep shall be the automatic chair of this committee and therefore is also responsible for keeping the Local Executive informed on bargaining issues through regular reports to the Local Executive.
- 10.12.3** Perform these duties within the Local as the PS/GE Bargaining Council, PS/GE Negotiating Committee and/or Local Executive as required.
- 10.12.4** At the call of PS/GE Negotiating Committee, assist the Local component chairs in setting up component meetings in the Local, setting agenda as indicated in the PS/GE Bargaining Sector Bylaws. Develop a process to encourage as many proposals to be submitted to the Local Component Chairs in advance of the Proposals Gathering meeting.

- 10.12.5** Any Local member, in good standing, shall be eligible to be part of the standing committees except for the Agreements committee.

11. NOMINATIONS/ELECTIONS OF THE TABLE OFFICERS & LOCAL STANDING COMMITTEES

- 11.1** Elections are held at the AGM in November of each year. Positions for Chair, Vice Chair, Secretary, Treasurer as well as Provincial Council members shall be conducted in accordance with the voting procedure as established in these Bylaws (Article.????) These voting procedures may also be required in respect of such other elected positions in the Local Executive as the Local executive may direct from time to time.

12 VOTING PROCEDURES

- 12.1** If required, the balloting committee, or sufficient numbers thereof, shall supervise the voting procedure at the polling stations.
- 12.2** The ballot box must be empty and locked when voting commences.
- 12.3** Voters must sign the ballot stub before receiving their ballot.
- 12.4** To be eligible to vote in an election of the Local Executive, the voter must either reside or work within the geographic boundaries of the Local as defined in Article 2 of these bylaws and must meet the definition of member as established in Article 4 of these bylaws. In the event that a voter does not appear on the list of eligible members being used by the Balloting Committee for the purposes of that election, the voter must provide the Balloting Committee with the following information: name, home address, how long they have lived at that address, workplace location and address, how long they have worked at that address and whether they have voted or participated at another Local within the past 30 days. If the voter says they either live or work within our geographic boundaries and are a PS/GE member and they have not voted or participated in another Local within the last 30 days, they must fill out an address change card or a transfer of Local form, provided by the Balloting Committee, before being allowed to vote. If the voter does not meet all the above criteria the voter is not allowed to vote in this election.
- 12.5** The counting and tabulating of the ballots shall be performed by the Balloting Committee upon completion of the balloting at a time and place designated by the Local Executive.
- 12.6** Nominees shall be allowed to have a scrutineer present to observe balloting tabulation.
- 12.7** Scrutineers must not communicate or indicate in any manner what the election results are prior to the official announcement of the election results.
- 12.8** A chairperson elected from amongst the members of the Balloting Committee members shall be responsible for presenting the final tabulation and vote breakdown to the Chair of the Local.
- 12.9** Any member of the Balloting Committee who is in running for a balloted position must withdraw from the committee for that portion of the balloting affecting them.

- 12.10** All elections in the Local, including the Local Proposals Gathering, shall be by plurality as opposed to simple majority. This means that elections will not be 50% plus one but that the candidate(s) receiving the highest total votes shall be elected.
- 13 APPEALS OF ELECTIONS**
Appeals of Local elections shall be conducted in the following manner:
- 13.1** An appeal of a Local election shall be made in the first instance, to the Local Executive, and in the second instance, to the Provincial Executive, whose decisions shall be final.
- 13.2** All materials supporting an appeal must be submitted to the appeal body within ten (10) days of the certification of election. Any evidence of fraud or violations of rules must be submitted in writing.
- 14 RECALL OF AN ELECTED OFFICIAL**
If the Local or a Zone wishes to replace one (1) or more of its elected officials it may do so subject to the following stipulations:
- 14.1 Petition Process**
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 the recall in clear, concise language.
- 14.1.1** 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.
- 14.1.2** 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.
- 14.2 Recall Process**
- 14.2.1** The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- 14.2.2** 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/Council or Delegates to the body that elected the person being recalled can vote on the recall.
- 14.2.3** Voting shall be done by secret ballot.
- 14.2.4** Vacancies created by a recall will be filled following the election process for other Vacant positions.

15 MEETINGS

15.1 Monthly

15.1.1 The Local Executive shall have meetings once every month with the exception of July and August.

15.1.2 The Chair may call a special meeting of the Local Executive at any time he/she deems it necessary.

15.1.3 Local Executive meetings shall be held on the third Tuesday of each month unless otherwise designated by the Local Executive.\

15.1.4 Any member in good standing of the Union may attend Local Executive meetings but shall exercise such privilege without voice and vote in the official Minutes of such Local Executive meetings. Provided however, that the privilege of speaking to all items of business before such meetings may be extended to said member at the courtesy of the Chair.

15.2 Annual General Meeting (AGM)/Biennial General Meeting (BGM)

15.2.1 The Annual General Meeting shall be a dinner meeting at the discretion of the Local Executive.

15.2.2 The Annual General Meeting shall be the main business meeting of the Local which shall be held on a date and in a place as set by the Local Executive, which shall not be later than the 30th day of November of each and every year.

15.2.3 Due notice shall be given to all members at least ten (10) days prior to the date set.

15.2.4 Oder of business to govern each Annual General Meeting shall be as follows:

15.2.4.1 Reading of the minutes of the last AGM

15.2.4.2 Report of the Chair

15.2.4.3 Report of the Secretary

15.2.4.4 Report of the Treasurer

15.2.4.5 Report of the Auditor

15.2.4.6 Proposed Budget

15.2.4.7 Correspondence

15.2.4.8. Deferred business from last AGM

15.2.4.9 Amendments of Bylaws

15.2.4.10 Changes to Policies

15.2.4.11 Committee Reports

15.2.4.12 Table Officer elections

15.2.4.13 New Business

15.2.4.14 Good and Welfare

15.2.4.15 Adjournment

15.2.5 If Quorum is not established at the AGM the Chair may

15.2.5.1 Conduct business of the Local except for changes to the Bylaws, but all such business must be submitted at the next Local Executive meeting for approval prior to becoming effective.

15.3 General Meetings

15.3.1 There shall be a minimum of one (1) General Meeting called per year.

15.3.2 This meeting shall be on the third Tuesday of December. for the purpose of debating and voting on resolutions to be submitted to the S.G.E.U. Annual Convention from our Local. The General Meeting in December will be followed by the December Local Executive Meeting. This General Meeting shall be a business meeting and could also be a dinner meeting or a social at the discretion of the Local Executive. The December Local Executive meeting can be cancelled, as per Article 15.3 on the decision of the Local Executive.

15.3.3 The notice of General Meeting shall be posted in all work places where practicable at least ten (10) days prior to the meeting date. Such notice shall indicate a tentative agenda of the business of the meeting.

15.4 Special Meetings

A Special Meeting of the general membership or the different contract groups within the Local may be called at any time at the direction of the Chair or the Local Executive or upon the written request of twenty (20) or 10% (whichever is the lesser) members of the Local or contract group.

15.4.1 The order of business shall be at the discretion of the Chair and Local Executive except that no business shall be dealt with which was not indicated in the notice of the meeting.

16 QUORUM

16.1 For Local Executive meetings, those in attendance shall constitute a quorum.

16.2 For the General Meetings, eight (8) members in good standing of the Local, inclusive of the Chair or his/her designate, inclusive of the Secretary and Treasurer or his/her designate, shall constitute a quorum.

16.3 For Special Meetings which are to deal with business specific to the Local, quorum shall be as the established in Article 15.4 above.

16.4 For Special Meetings which are to deal with business specific to a Bargaining Unit within the Local, quorum shall be established pursuant to the Bargaining Guidelines in the policy manual of the Union. The Chair or his/her designate shall chair the meeting.

17 CONVENTION DELEGATES

17.1 S.G.E.U. Annual Convention Delegates

17.1.2 The following shall be automatic delegates to the Convention:

17.1.2.1 Chair of the Local

17.1.2.2 Secretary of the Local

17.1.2.3 Treasurer of the Local

17.1.2.4 MJDLC Local 1110 Representative

17.1.2.5 Local Executive Committee Chairpersons or designates

(note- Provincial Council member delegates to convention DO NOT come out of the Local credentials – they are delegates out of Provincial Council credentials)

- 17.1.3** The remaining delegates shall be selected by the Local Executive in the following order: In event of equal qualifications of those qualified there shall be an election of those qualified.
- 17.1.4** Local Executive Members and Alternates who have attended the most Local Executive meetings held in the previous twelve (12) month period of December to November.
- 17.1.5** Remaining Local Executive members and alternates.
- 17.1.6** Member in good standing of the Local.
- 17.1.7** For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same evening as the Local Executive Meetings or absent with cause (at work) shall be counted as being present at the said meeting, subject to making the Secretary aware of their circumstances within seven days after the meeting.
- 17.2** **Resolutions to SGEU Annual Convention**
- 17.2.1** A notice shall be sent, where practicable, to all Stewards for posting in their separate work locations advising members that resolutions going to the Annual Convention are to be e-mailed to the Secretary of the Local no less than thirty (30) days prior to the General Meeting in December so that they can be posted to the membership at least ten (10) days prior to said General Meeting, at which time the resolutions will be voted upon to decide their inclusion in the Convention agenda on behalf of the Local.
- 17.2.3** Late resolutions may be introduced at the General Meeting but to be received must achieve a two-thirds majority vote of the voting delegates at the meeting in order to be accepted.
- 17.3** **S.F.L. CONVENTION Delegates**
- 17.3.1** The following shall be automatic delegates to the Convention:
- 17.3.1.1 Chair of the Local
 - 17.3.1.2 Vice-Chair of the Local
 - 17.3.1.3 Provincial Council members
 - 17.3.1.4 Secretary of the Local
 - 17.3.1.5 Treasurer of the Local
 - 17.3.1.6 MJDLC Local 1110 representative
- 17.3.2** The remaining delegates shall be elected by the Local Executive Council in the following order:
- 17.3.3** Local Executive Members and Alternates who have attended 50% or more of the General and Local Executive meetings in the previous twelve month period of September 1st to August 31st.
- 17.3.2** Remaining Local Executive Members and Alternates.
- 17.3.3** Members in Good Standing of the Local.
- 17.3.4** Members of the Union from other Locals.
- 17.3.5** For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same day as the General or

Local Executive Meetings or absent with cause (at work) shall be counted as being present at said meeting, subject to making the Secretary-Treasurer aware of their circumstances within seven days after the meeting.

- 17.4 Resolutions to Saskatchewan Federation of Labour (SFL) Convention**
- 17.4.1** Resolutions to the S.F.L. Convention from Saskatoon Local must be submitted to the Local Executive, debated and ratified by a simple majority of the Local Executive attending the meeting.
- 18 Other Union Conventions**
As per Article 19.2 of the Bylaws
- 19 MOOSE JAW DISTRICT LABOUR COUNCIL (MJDLC) LOCAL 1110 REP**
The MJCLC Local 1110 representative shall:
 - 19.1.2** Be elected by the Local 1110 delegates attending the MJDLC annual meeting each year from among these delegates:
 - 19.1.2.1** Run for election to the MJDLC Executive at the MJDLC AGM.
 - 19.1.2.2** Attend the monthly MJDLC Executive meetings and represent SGEU and Local 1110 at these meetings
 - 19.1.2.3** Be responsible and accountable to the Local 1110 Executive
 - 19.1.2.4** Be required to submit written reports monthly to Local 1110 Executive
 - 19.1.2.5** Be considered an automatic to SGEU Annual Convention the same way as a Local Committee chair is as indicated in Article 17.1.2 of these Bylaws
 - 19.1.2.6** Be considered as an automatic to SFL Convention as indicated in Article 17.3 of these Bylaws.
 - 19.1.2.7** Be considered an automatic to the MJDLC annual meeting as indicated in Article 19.2 of these Bylaws
- 19.2 Moose Jaw and District Labour Council Annual General Meeting Delegates – the following shall be automatic delegates**
 - 19.2.1** Chair of the Local
 - 19.2.2** Vice-Chair of the Local
 - 19.2.3** Provincial Council members
 - 19.2.4** Secretary of the Local
 - 19.2.5** Treasurer of the Local
 - 19.2.6** MJDLC Local 1110 representative
- 19.2.1** The remaining delegates shall be elected by the Local Executive in the following order
- 19.2.2** Members of the Labour Council provided that they have attended at least one meeting
- 19.2.3** Local Executive members and alternates who have attended 50% or more of the general and local executive meetings since the previous AGM
- 19.2.4** Remaining Local Exec members
- 19.2.5** Members in good standing of the Local

19.3 For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same day as the General or Local Executive meetings or absent with cause (at work) shall be counted as being present at said meeting, subject to making the secretary/treasurer aware of their circumstances within seven days after the meeting.

20 UNION OBSERVERS

20.1 The Local Executive may send observers to the SGEU annual convention, the SFL Convention and the NUPGE Convention and/or the CLC Biennial Convention

20.2 Any member in good standing may make an application to the Local Executive to attend these conventions. Local Executive will review the applicants at a meeting prior to the deadline of registration

20.3 Local Executives reserves the right to reject any or all of the applications.

21 WORKPLACE OCCUPATIONAL HEALTH COMMITTEES

21.1 Employee members of the Workplace Occupational Health Committees shall be elected for a two(2) year term by the employees working in the location, where said committees are to be established. Employee Member vacancies occurring during the term will be filled for the rest of the term by an employee elected within one(1) month of the vacancy occurring, by the employees working in the location where the committees are established.

21.2 The workplace may allow for staggered elections of the Occupational Health Committee in order to ensure exchange of information from the old to the new components.

21.3 A separate work location meeting shall decide if staggered elections are to be used. As each workplace is set up differently, it will be up to the workplace to decide on how and when elections will take place by a meeting called by the Chief Steward or designate for all members of that workplace.

22 RETIREMENT GIFTS

22.1 Upon the upcoming retirement of a Local 1110 member, a co-worker of the retiring member (hereinafter referred to as the Contact Person) may acquire from the Finance Committee Chairperson or the Secretary an Application for Retirement Gift form to complete and submit back to the Finance Committee Chairperson or the Secretary via e-mail or Inter- Office mail.

22.2 The completed Application for Retirement Gift form will then be taken to the next Local Executive Meeting to be voted on and approved. This will be reflected in the minutes for that meeting.

22.3 If/When the application for Retirement Gift is approved at the Executive Meeting, the Finance Committee Chairperson or the Secretary will advise the Contact Person in a timely fashion and provide them information regarding the gift purchase and method of reimbursement.

22.4 The Contact Person will be responsible for purchasing the retirement gift and providing the receipt for the purchase to the Secretary for reimbursement.

22.5 The amount of the retirement gift purchased, including card, plaque if desired, and any other incidental costs including taxes shall not exceed \$50.00.

22.6 Once the receipt for the retirement gift has been forwarded to the Secretary a reimbursement cheque will be sent to the Contact Person in a timely manner.

23 RULES OF ORDER

23.1 Rules of order to be followed by the Sector/Local in accordance with Article 11 of the Constitution and Bourinot's Rules of Order.

23.2 Bylaws must include reference to the Statement of Equality, appointment of an Ombudsman, agenda adoption and adoption of the previous minutes when order of business is listed.

23.3 An accurate record of all meetings and a register of attendees will be kept. After adoption, the minutes, will be signed by the Chair and the Secretary. Bylaws will reflect where the minutes and the register will be kept. They will be the official records of all business done by the meeting.

23.4 At the close of each meeting the chairperson/Local President will sign his/her name directly below the last person's name who signed in and add the time and date.

23.5 The Chairperson/Local President of the meeting will vote only in the event of a tie.

23.6 There will be no proxy voting at meetings.

24 AUDITOR(S)

24.1 All bylaws will contain a clause providing for the appointment of an independent auditor or individual(s) who is independent of the Financial Statement and not a member of the Sector/Local Executive.

25 FISCAL YEAR

25.1 Fiscal year has been defined by SGEU as January 1 to December 31 of each year. Annual budgets must be submitted to SGEU proper by March 31 of the following year; which is four (4) months after the Local AGM.

26 FINANCIAL STATEMENTS

26.1 All monthly financial statements are forwarded to the Secretary of PSGE and the First Vice Chair. The annual budget that is approved at the AGM is also forwarded prior to March 31 of each year; after approval at the AGM.

27 COMMUNICATIONS

27.1 Notification for AGM will be provided to members in writing 14 days prior to the meeting date.

28 SECTOR BUDGET GUIDELINES

28.1 Sectors will adhere to Policy Article 5.3 with respect to the guidelines for budget submissions.

**29 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND
LABOUR COUNCILS**

29.1 As per SGEU guidelines. See Article 11 for delegates to attend SFL convention.

30 AMENDMENTS TO BYLAWS

30.1 Any suggested amendments must be provided in writing 14 days prior to the AGM. These will be discussed and voted on at the AGM. Any amendments to the bylaws will require a 2/3 majority vote of those members present. If approved, bylaws changes are submitted to MCL committee at SGEU proper for review and approval. Once approved changes will be made and provided to SGEU for final signature.

30.2 Amendments must include intent, rationalization and date to come into effect.

30.3 Notice to members to amend any bylaws is indicated in writing in the AGM newsletter.

SGEU Chief Steward Job Description

You are a workplace leader representing SGEU, co-coordinating Stewards, and enforcing the collective bargaining agreement. You work collectively with Stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

As Chief Steward, you fulfill the duties of a Steward, but also work with other Stewards in your zone to do the following:

Communication

- Encourage Stewards to approach you first with questions about processes and contract interpretation and with reports of workplace conflicts and issues (rather than going directly to the AAA)
- Advise Stewards and members about union activities and advise bargaining unit and sector leaders about workplace developments
- Ensure new-member orientations are occurring as needed.
- Inform Stewards and members of changes in the collective agreement or interpretation, and of relevant arbitration decisions
- Be accessible to your Stewards by telephone or in person

Grievance Co-ordination

- Assign complaints and grievances to Stewards in your zone, taking into account:
 - o Stewards' specialized knowledge
 - o The chance for new Stewards to gain experience.
 - o The need to prevent Steward burn-out.
- Members' right to the Steward of their choice shall be adhered to
- Assist Stewards, as needed, in writing and investigating grievances properly and in judging whether a complaint is a grievance
- In communications with AAA, keep track of filed grievances, to ensure that they are moving through the process in a timely fashion and that necessary tasks are completed.
- Educate Stewards about the grievance and appeal processes, including about the need to discuss potential grievances with you first before filing
- Ensure contract enforcement by:
 - o Not agreeing to any deals that violates the collective agreement or other rights in statute
 - o Challenging violations of collective-agreement and other rights in statute

Leadership

- Promote maximum involvement by members in union activities, especially including collective bargaining.
- Delegate duties to Stewards (and panel reps where relevant)
- Call and chair regular Steward meetings to strategize, share information, identify best practices, and review grievance and other workplace issues
- Chair other meetings when necessary, such as membership or union-management committee

Conflict Resolution

- Assist in resolving conflicts between members or between members and the employer
- Be knowledgeable about both workplace and union harassment policies and procedures.
- Encourage Stewards to talk to you when they encounter harassment in the union or in the workplace and work with Stewards to resolve the problem
- Hold regular meetings of all Stewards. Topics should include current workplace issues, barriers facing equity-group Stewards, discrimination/harassment of Stewards and in the workplace, and strategies to address issues.
- Work to dispel, not encourage, rumours.

Recruitment

- Actively recruit new Stewards with the goal of achieving a representative Steward body in SGEU

Mentoring & Training

- Ensure you are familiar with your collective agreement, related legislation, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Complete training as set out in SGEU policy.
- Orient new Stewards and support them to meet the expectations set out in the Steward job description
- Provide or arrange mentoring for new Stewards.
- Encourage Stewards to take appropriate training, such as ULD 10, ULD 11, ULD 20, ULD 30, and conflict-resolution.
- Update Stewards about education opportunities
- Encourage Stewards to set appropriate limits to prevent stress and burn-out

Administrative Duties

- Ensure elections are held for Stewards and OH & S committee
- Ensure that Stewards are being registered with SGEU Membership Records after each election.
- Ensure distribution and posting of union information within your zone

(Approved by Provincial Council, December 2009)

SGEU Steward Job Description

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your Chief Steward, you work collectively with other Stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

Duties:

- **Advocate**
 - Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
 - Deal with harassment and other conflicts in the workplace
 - Identify future collective agreement proposals.
- **Be a Sounding Board**
 - Listen to members' concerns while maintaining confidentiality.
 - Empower members to help themselves by providing them with information and support.
 - Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans
- **Educate**
 - Answer questions about your collective agreement
 - Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
 - Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community.
- **Organize**
 - Be familiar with your workplace and your members.
 - Welcome and orient new employees.
 - Advise other elected SGEU leaders of issues and developments in your workplace
 - Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
 - Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

You bring these qualities to the role of Steward:

- Take initiative to learn and understand relevant grievance procedures.
- Follow through on tasks and commitments to members.
- Keep members' information confidential (except in discussions with the Chief Steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively.
- Care about the well-being of others

SGEU will provide education and support so you can:

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed.
- Research complaints, questions, and workplace issues, and weigh conflicting information.
- Present an argument clearly, assertively, and respectfully.
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively.
- Take and maintain clear records.
- Believe in the trade union movement.

Working Environment:

- ❖ Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- ❖ Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other Stewards, your Chief Steward, your Agreement Administration Advisor, and the larger union are there for advice and support.
- ❖ It's a rewarding experience to help others and be part of a larger union family.

(Approved by Provincial Council April 2009)