



BYLAWS 2025

APPROVED BY THE

CROWN SECTOR

ANNUAL GENERAL MEETING

October 24 & 25, 2025

AND

APPROVED BY THE

MEMBERSHIP/CONSTITUTION & LEGISLATION COMMITTEE

June 2026

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Saskatchewan and Government and General Employees' Union Crown Sector Bylaws

1. NAME

- 1.1. This Sector shall be known as the “Crown Sector” of the Saskatchewan and Government and General Employees’ Union (SGEU)

2. OBJECTIVES

- 2.1. The objective of this Sector shall be to unite the members of the Crown Sector for the purposes of collective bargaining and to advance their mutual interests, in accordance with the Constitution and the policies of SGEU.

3. Definitions

3.1. Simple majority

Refers to fifty percent (50%) of the votes plus one (1);

3.2. Plurality

Refers to the one who receives the most votes

3.3. AGM

Means Annual General Meeting;

3.4. Recall

Refers to a process by which an elected official can be removed from his/her office

4. MEMBERSHIP

All members of SGEU in:

- 4.1. Good Spirit Housing Authority
- 4.2. ISC (Information Services Corporation)
- 4.3. Living Skies Housing Authority
- 4.4. Meewasin Valley Authority
- 4.5. Melfort Housing Authority
- 4.6. Moose Jaw Housing Authority

- 4.7. Regina Housing Authority
- 4.8. SK Arts (Saskatchewan Arts Board)
- 4.9. Saskatchewan Assessment Management Agency
- 4.10. Saskatchewan Crop Insurance Corporation
- 4.11. Saskatoon Housing Authority
- 4.12. South Saskatchewan River Irrigation District
- 4.13. Saskatchewan Pork Institute
- 4.14. Saskatchewan Liquor and Gaming Association
- 4.15. Tourism Saskatchewan
- 4.16. Workers' Compensation Board

Plus, newly assigned Bargaining Units as per SGEU Constitution that are eligible for membership in the Sector.

5. FISCAL YEAR

- 5.1. The fiscal year of the Sector shall end on December 31 of each year.

6. STRUCTURE AND DUTIES OF THE SECTOR EXECUTIVE

- 6.1. The Sector Executive shall be composed of the following: Sector Executive Table Officers, Provincial Council representatives, Chair/Vice-President of the Sector, Chair of the Sector LTD Standing Committee, Provincial Standing Committee representatives and each of the Chairs of the Bargaining Units Negotiating Committee and designate.
- 6.2. The Sector Executive shall meet a minimum four (4) times per year or at the request of the Sector Chair/Vice-President or one-third (1/3) of the members of the Sector Executive. At least two (2) of the required meetings will be virtual. The quorum for a Sector Executive meeting shall be fifty percent plus one (50% + 1) of the Sector Executive members in attendance.
- 6.3. From time-to-time business of the Sector Executive needs to be carried on outside of the regular meetings. For this purpose, motions shall be made to the Sector Chair/Vice-President via email. The Sector Chair will keep a record of the motion(s) and votes.

6.4. The duties of the Sector Executive shall be to:

- 6.4.1. Deal with the business of the Sector,
- 6.4.2. Review the Sector fiscal operations as required,
- 6.4.3. Provide assistance to their Provincial Council representative

- 6.4.4. Determine the size of all subcommittees
- 6.4.5. Make the final decisions on subcommittee recommendations
- 6.4.6. Fill all vacancies on subcommittees by holding an election
- 6.4.7. Establish Sector Policies
- 6.4.8. Approve all MOA's, Letters of Understanding and contracts prior to ratification by the membership.

7. SECTOR EXECUTIVE TABLE OFFICERS

- 7.1. The Table Officers will meet as required at the call of the Chair/Vice-President to deal with emergency and/or financial matters up to one thousand dollars (\$1000.00) between Sector Executive meetings. Decisions made at these meetings will be reported to and subject to review at the subsequent Sector Executive meeting. The table officers will meet and organize the AGM.
 - 7.1.1. The Table Officers shall be elected from the Sector at the AGM: Secretary and Sector Chair/Vice-President in even years, Treasurer and Vice-Chair in odd years.
 - 7.1.2. Elections will be done by: fifty percent plus one (50% + 1) of the members in attendance at the AGM.
 - 7.1.3. With the exception of the Chair/Vice-President of the Sector, the Term will commence the day following the Sector AGM in the year they are elected.
 - 7.1.4. If the Chair/Vice-President is unable or unavailable to perform his/her duties, the Vice-Chair will be moved into the position leaving open the Vice-Chair position
 - 7.1.5. If the Vice-Chair is unable or unavailable to perform his/her duties, the Treasurer will be moved into the position leaving open the Treasurer position.
 - 7.1.6. If the Treasurer is unable or unavailable to perform his/her duties, the Secretary will be moved into the position.

7.2. The Chair/Vice-President shall:

- 7.2.1. Be an automatic delegate to convention.
- 7.2.2. Chair all Sector, Sector Executive and Table Officer Meetings and enforce observance of the Constitution, Bylaws and Policies.
- 7.2.3. Be authorized to countersign all cheques drawn on Sector funds.
- 7.2.4. Be responsible for approving all Union Leave for all Sector members on Sector business.
- 7.2.5. Through the Sector Secretary, make emergency decisions in contacting alternate delegates from the Sector for any Union Convention or Committee lacking Sector representation.
- 7.2.6. Only vote in the case of a tie.
- 7.2.7. Attend meetings of the Sector Executive, Administration Committee, Provincial Council and perform other duties as required by the Constitution.
- 7.2.8. Visit each Bargaining Unit/workplace as requested.
- 7.2.9. All sector and local bylaws shall include the following clause: "In accordance with Article 5.1.13 of the SGEU Constitution, year-end financial statements and statements of investments must be provided to the SGEU 1st Vice-President no later than March 31st each year."
- 7.2.10. Be the Sector contact for newly organized or transferred units assigned to the Sector.
- 7.2.11. Be authorized to appoint individual/s to Provincial Council Standing Committees where the position has become vacant. This would be an interim appointment until such a time an election can be held.

7.3. The Vice-Chair shall:

- 7.3.1. In the absence of the Chair/Vice-President, assume all the duties and powers of the Chair/Vice-President.
- 7.3.2. Be authorized to countersign all cheques drawn on Sector funds.

7.4. The Secretary shall:

- 7.4.1. In the absence of the Treasurer, assume all duties and powers of the Treasurer
- 7.4.2. Keep accurate record of the proceedings of all meetings of the Sector, Sector Executive and the Table Officers Committee.
- 7.4.3. Conduct all correspondence of the Sector and perform such other duties as may be required by the Sector Executive.
- 7.4.4. Maintain lists of all representatives, delegates and alternates.
- 7.4.5. Send all Sector minutes to the SGEU 1st Vice-President as per SGEU Policy Article 7.
- 7.4.6. Be authorized to countersign all cheques drawn on Sector Funds.

7.5. The Treasurer shall:

- 7.5.1. In the absence of the Vice-Chair, assume all the duties and powers of the Vice-Chair
- 7.5.2. Collect and deposit any funds in a chartered bank or credit union, to the credit of the Sector.
- 7.5.3. Keep a proper record of accounts, subject to annual examination by the auditor(s) and such report to be submitted to the AGM.
- 7.5.4. Make all payments by cheques, signed by her/himself and countersigned by the Chair/Vice-President, the Vice-Chair or the Secretary subject to the direction and approval of the Sector Executive or the Table Officers.
SGEU Finance to pay by credit card and charged to the sector budget.
- 7.5.5. All sector and local bylaws shall include the following clause: "In accordance with Article 5.1.13 of the SGEU Constitution, year-end financial statements and statements of investments must be provided to the SGEU 1st Vice-President no later than March 31st each year."

7.6. The Provincial Council Representative shall:

- 7.6.1. Represent the interests of the Sector at the Provincial

Council, regularly report back to the Sector Executive and provide a written report back to the Sector Executive and provide a written report to the Sector AGM.

7.6.2. Be subject to the following Constitution Articles:

“6.3 Provincial Council Officers

6.3.7 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, and 6.6 Vacancies – Provincial Council

8. SECTOR COMMITTEES

8.1. Unless stated otherwise, each Committee shall elect a Committee Chair by an election of the Committee members, subject to the direction and approval of the Sector Executive. Each Committee shall meet a minimum of once per year.

8.2. The Bargaining Unit Chairs:

8.2.1. Be composed of the Chair/Vice-President or designate of the Sector as well as the Chair of each Negotiating Committee within the Sector.

8.2.2. Meet as required to exchange information on bargaining and work towards common bargaining tactics.

8.3. Scholarship Committee:

8.3.1. The Learning and Development Committee Crown Sector Member will be the Chair.

8.3.2. Elect two (2) members to sit on this Scholarship Committee each year at the AGM.

8.3.3. Will Be responsible for the development, administration and awarding of Crown Sector Scholarships.

- 8.3.4. VP/Chair and/or designate will sit as support to the Scholarship Committee.

8.4. The Sector News Committee:

- 8.4.1. Be composed of three (3) members to a maximum of five (5) members elected from names submitted at the AGM on even years.
- 8.4.2. Develop Sector newsletters.
- 8.4.3. Undertake other duties as assigned by the Sector Executive

8.5. Sector LTD Standing Committee:

- 8.5.1. Each Bargaining Unit that is a member of the LTD Plan shall elect one (1) representative to the Crown Sector LTD Standing Committee.
- 8.5.2. The Bargaining Unit representatives to this Committee shall elect a Chair of the Committee and such Chair shall be a member of the Sector Executive.
- 8.5.3. The Committee Chair or designate shall provide a report at the Sector meetings, executive meetings and Crown Sector AGM.
- 8.5.4. The Committee will designate their three (3) representatives to the LTD Supervisory Committee as per SGEU Constitution. The term shall be two (2) years. The LTD Supervisory Committee representatives shall report the business and issues of the Supervisory Committee to the Standing Committee.
- 8.5.5. This Committee will hold one (1) meeting per year and if necessary an additional meeting will be called. The one set meeting will be held in September or October.
- 8.5.6. The three (3) LTD Supervisory Committee representatives represent the Crown Sector when they are in attendance at the LTD Supervisory Committee meetings.
- 8.5.7. The members of the Sector LTD Standing Committee will be responsible for ensuring that the membership of the participant Bargaining Units are kept apprised of all relevant information pertaining to the LTD plan.

9. Representation To The Provincial Council

- 9.1. The Sector Representatives to the Provincial Council shall be elected at the AGM by secret ballot, and as described in Article 6 of the Constitution of SGEU. Further, two (2) Provincial Council alternates will be elected at the AGM; In accordance with the SGEU Constitution
- 9.2. No Bargaining Unit may have more than two (2) Provincial Council members elected.
- 9.3. To be eligible for nomination, an individual must have been a member of SGEU for at least one (1) year and must be a member in good standing of the Union.
- 9.4. A minimum of one (1) Sector representative to the Provincial Council shall be elected from the Equity seeking groups' members. Member must self-identify. In the event that no member self-identifies, then the Sector will fill the position in accordance with 9.1 of these bylaws.
- 9.5. Provincial Council members shall attend and report to each Sector Executive meeting, and shall attend and submit a written report to each AGM.

10. Provincial Council Standing Committees

- 10.1. Committee Members who are absent from three (3) consecutive standing committee meetings without just cause and do not provide report to executive, will be deemed to have resigned from the committee and the alternate will take the position.
- 10.2. The Sector Representative(s) to the Provincial Council Standing Committees will be elected at the AGM as per the SGEU Constitution 6.10.3.3 from those names submitted.
- 10.3. Each Provincial Council Standing Committee member, with the exception of the LTD Supervisory Committee, Membership Constitution and Legislation and Provincial Grievance Committee, will hold a two (2) year term. Membership Constitution and Legislation and the provincial Grievance Committee will hold a four (4) year term. The LTD Supervisory Committee will be elected in accordance with 8.5 of these bylaws.
- 10.4. The Membership Constitution and Legislation Committee member shall be an automatic to the SGEU Convention and sit as a member on the SGEU Convention Resolutions Committee.

11. DELEGATES TO SGEU CONVENTION

- 11.1. Representation will be determined at the AGM of the Sector based on the following, as per SGEU Constitution Article 10.10.
- 11.2. Those interested will have to submit their applications prior to or during the AGM to be elected. Consideration for the remaining delegates will be given to Equity Seeking Groups to a maximum of three (3) delegates. The remaining representatives will be elected at the AGM.
- 11.3. Those interested in the remaining seats shall submit their applications prior to or during the AGM to be elected.
- 11.4. The remaining applicants shall be placed on an alternates list in order of number of votes received.
- 11.5. For the purposes of the SGEU Convention, in addition to the above representatives, The Sectors shall include representation from the equity groups as per SGEU Constitution.
- 11.6. Elections will be done by plurality.
- 11.7. The Sector Chair and Sector Executives will hold a meeting or teleconference prior to SGEU Convention to review resolutions.

A caucus will be held with Delegates before Convention beginning the evening prior or the morning of the start of Convention. The purpose of this meeting is to inform the delegates of the Sector's position.

All delegates are encouraged to participate in the teleconference and/or attend the meetings.

- 11.8. The Crown Sector representative to the SGEU Convention Resolutions Committee will be the Crown Sector Membership Constitution and Legislation committee member as per Article 10.4 of these bylaws.

12 SFL/CLC DELEGATES/NUPGE DELEGATES

- 12.1. The Crown Sector shall elect sector representatives to attend the SFL and CLC/NUPGE Conventions, as per SGEU's Constitution, at the Sector AGM and based on the following:
- 12.2. Criteria

- 12.2.1 If one delegate > One from the Sector Executive
- 12.2.2 If two delegates > One from the Sector Executive
One from AGM delegates
- 12.2.3 If three delegates > Two from the Sector Executive
One from AGM delegates
- 12.2.4 If four delegates > Two from the Sector Executive
Two from AGM delegates
- 12.3 Representatives will be elected from those people submitting their application prior to or during the AGM and must be a member in good standing.
- 12.4 If two (2) delegates, only one (1) from any individual Bargaining Unit.
- 12.5 If three (3) delegates, only two (2) from any one Bargaining Unit.
- 12.6 Delegates are determined by those who receive the most votes.
- 12.7 If a representative has attended a prior convention, conference or school for which election is being held, the representative shall not be eligible to attend. However, if there are no nominees who haven't attended, nominations will be open to all AGM delegates
- 12.8 Exception: if there are only enough candidates running as positions available, they are elected by acclamation.

13 CHIEF STEWARDS AND STEWARDS:

- 13.1 Each Bargaining Unit within the Crown Sector shall maintain a system of Chief Stewards and Stewards. Following the SGEU Steward manual found on the SGEU website.
<https://tinyurl.com/3zckbzej> (tinyurl)
- 13.2 Each Bargaining Unit will articulate in their Bargaining Guidelines, the process for Steward and Chief Steward Nomination and election; roles and responsibilities as well as the registration of duly elected Stewards and Chief Stewards.

The Bargaining Guidelines shall also outline a process for the recall of Stewards and Chief Stewards. Each Bargaining Unit will provide

the name of the official responsible for Steward and Chief Steward Election in their Bargaining Unit as well as submitting the list of Stewards and Chief Stewards to the Sector Secretary following each election or whenever changes occur.

14 ANNUAL AND SPECIAL MEETINGS

- 14.1 The AGM of the Sector shall be held prior to December 10, at a date and location determined by the Sector Executive.

Registrations and Notices of the AGM shall be sent to all members by email at least six weeks (where possible) prior to the meeting. The notice will call for resolutions, bylaws changes, and nominations. A Deadline date for the registrations will be included on the registrations and notice.”.

For the purposes of this article eligibility will be based on the following criteria:

1. Delegate will be a Member in Good Standing as per article 4 of the SGEU Constitution
 2. Delegates will submit a registration by the registration deadline.
 3. A late or incomplete registration may be approved by the table officers.
- 14.2 Crown Sector AGM will pay for a maximum of fifty (50) delegates. The number of paid delegates will be as follows.

Membership numbers per Local	Number of paid Delegates
1-125	2
126-250	5
251-350	6
351 +	7

- 14.2.1 Any additional members over and above the local entitlement shall be at their own/Local cost.
- 14.2.2 Crown Sector Executive Members will be automatics to the Crown Sector AGM and will be separate from the above count.
- 14.2.3 If the Bargaining Units do not use their allotment, the Sector table officers shall have the ability to move numbers to other locals.

- 14.2.4 Associate Crown Sector Members will be separate from the above count.
- 14.3 All reports required for the AGM will be submitted to the Secretary at least one (1) week prior to the AGM.
- 14.4 The AGM will consider and adopt, by a vote of fifty percent plus one (50%+1), proposed resolutions and delegates to Conventions.
- 14.5 All resolutions adopted by the Annual General Meeting shall take effect on adjournment of the meeting unless the resolution specifies otherwise. As per Article 22 of these bylaws.
- 14.6 With the exception of the Chair/Vice-President of the Sector, and the Provincial Council members and Provincial Council Standing Committees, the Term will commence the day following the Sector AGM in the year they are elected.
- 14.7 A Special Meeting of the general membership may be called by the Sector Executive with a minimum of seven (7) days' notice.
- 14.8 Quorum for the AGM and special meetings shall be fifty percent plus one (50% + 1) of the Sector delegates in attendance.
- 14.9 Agenda:
- Introduction of Ombudsman
 - Introductions
 - Reading of Statement of Equality
 - Adoption of Agenda
 - Committee Reports
 - Elections
 - Even years: Chair/Vice-President, Sector representatives to Provincial Council, Secretary and Sector Representatives to Provincial Council Standing Committees. With the exception of the Provincial Grievance Committee, Membership Constitution and Legislation and the SGEU LTD Supervisory Committee as per the SGEU Constitution.
 - Odd years: Treasurer and the Vice-Chair.
 - Delegates to SGEU/SFL/CLC/NUPGE Conventions.

Sector Budgets

Education Committee

Bargaining Coalition Committee

Resolutions to Conventions

Bylaw Change

Old Business

New Business

Adjournment

15. Local Meetings

Where possible, each Bargaining Unit with a membership of fifteen (15) or more, may hold a minimum of two (2) general membership meetings per year.

16 RULES OF ORDER

- 16.1 Rules of order shall be subject to Article 11 of the SGEU Constitution.

17 PER CAPITA REBATES

- 17.1 Per capita rebate received from the Union shall be used for the general administration of the Sector as approved by the Table Officers and/or the Sector Executive.

18 FINANCIAL STATEMENT

- 18.1 In accordance with the SGEU Constitution, year-end financial statements and statements of investments must be provided to the SGEU 1st Vice-President no later than March 31st each year.
- 18.2 The annual financial statement must be approved by the Sector Executive. This statement must be reviewed by an approved individual who is independent of the financial statement preparation. Once approved by the Sector Executive it shall be forwarded to the SGEU 1st Vice-President as stated in 18.1.

19 Budget

- 19.1 The Sector budget must be presented by the Sector Chair/Vice-President to the SGEU 1st Vice-President.

20 RECALL OF ELECTED OFFICIALS

- 20.1 A Sector/Local wishing to replace one (1) or more of its elected officials may in accordance to the Recall Process stated in the SGEU Constitution Article 8.

21 Petition Process

- 21.1 Recall must be petitioned for by twenty-five percent (25%) of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear concise language.
- 21.2 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of the meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date and location and purpose.
- 21.3 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.

22 Recall/Process

- 22.1.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- 22.1.2 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.
- 22.1.3 Voting shall be done by secret ballot
- 22.1.3.1 Vacancies created by a recall will be filled following the elected process for other vacant positions.

23 Oath of Office for Elected Officials:

23.1 All Elected Officials are required to take an Oath of Office.

"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 when I am no longer a member of the Union."

24 ASSOCIATE MEMBERS

24.1 Retired Crown Sector members, who were in good standing, shall be allowed to participate in the Sector as Associate Members. These positions are honorary and do not allow for vote. Being an Associate Member only allows them to be part of the SGEU Crown Sector AGM. They are no longer SGEU members, therefore they will not be eligible for any of the SGEU offerings, such as scholarships.

25 Provincial Life Membership

25.1 The Crown Sector will follow the process laid out in the Constitution of SGEU Article 4.11.

26 AMENDMENTS TO THESE BYLAWS

26.1 These bylaws may be amended by a motion adopted by two-thirds (2/3) majority of those members present and voting at the AGM or a Special Meeting of the membership.

26.2 All resolutions changing the bylaws that have been adopted by the Annual General Meeting shall take effect on adjournment of the meeting unless the resolution specifies otherwise.

26.3 All changes approved by the Annual General meeting will be sent to the Membership, Constitution, and Legislation Committee of SGEU to ensure they are not in contravention of the SGEU Constitution and Policies.

26.4 The Sector will operate under the changes to the bylaws until otherwise advised by the Membership, Constitution, and Legislation Committee that the bylaws contravene the SGEU Policy and Constitution.

APPROVED by the Crown Sector Annual General Meeting **2025**.

Schedule 1

Crown Sector - Financial Policy

1. Meetings

All meetings must be approved by the Chair of the Crown Sector.
The Chair shall have the authority to not approve the meetings.
Members dissatisfied with the Chair's decision shall have the right to appeal to the Crown Sector Executive.

2. Expense Claims

- 2.1. Members are required to complete an expense claim in order to receive payment for pay loss (stipend or vacation), travel and sustenance.
 - 2.1.1. When using vacation, a member must fill out the "Vacation Pay Request" Form found on the SGEU Website.
<https://www.sgeu.org/vacation-pay-request-form>
- 2.2. Claims for expenses must be submitted within three (3) months from date they are incurred. Any request for unusual expenses or union leave must receive prior approval of the Chair.
- 2.3. When a submitted expense claim form is altered, in accordance with SGEU policy, the 1st Vice President will contact the individual.

3. Meeting Attendance

- 3.1. An attendance register is available at each meeting and members must sign same, providing proof of being in attendance at such meeting.

4. Travel and Transportation

- 4.1. Allowance for transportation will be paid on the basis of the SGEU's Financial Policy. Members attending all Union meetings will be expected to share travel unless the meeting schedules do not allow it.
- 4.2. Members able to reach home prior to 9:00 p.m. are required to do so, as opposed to staying over and charging an additional day pay loss to Crown Sector.
- 4.3. For any approved social events associated with Crown Sector,

which are part of the official program, taxi fares will be paid (receipts must be attached to expense claim forms).

5. Union Leave

- 5.1. All members, except the Chair, will get prior approval before taking union leave. Union Leave forms will be signed only by the Chair or designate.
- 5.1.1. All members must notify the Crown Sector meeting organizer of any unused union leave. The meeting organizer will contact SGEU to cancel the union leave.
- 5.1.2. Crown Sector's Chair Union Leave is set out in the budget approved at Crown Sector AGM or may submit a request to the Crown Sector Executive for additional funds.
- 5.2. Union Leave will be issued for members who are eligible for scheduled overtime, as per special hours of work provisions of the Collective Agreement and shall be for hours worked to a maximum of eight (8) hours. Shift workers will receive Union Leave for the meeting and actual travel time as applicable. If additional leave is required it will be adjusted on an individual basis.
- 5.3. Union Leave will be granted to those members whose Agreement provides for the movement of earned days off that fall on days of approved union business.
- 5.4. Union Leave will be cancelled for any member who is unable to attend the scheduled Union meeting or event.

6. Stipend

- 6.1. Stipend, including travel time, will only be paid for hours in excess of the number of hours of issued union leave.
- 6.2. The stipend for travel time will be twenty dollars (**\$25.00**) for each ninety (90) kilometers or fifty-five (55) miles of travel, to be rounded to the nearest half-hour (1/2).
- 6.3. A stipend of twenty dollars (**\$25.00**) per hour will be paid to members attending on their earned day off or on leave. Members will return their unused Union Leave form to Crown Sector, specifying that they are using an earned day off or vacation leave. Stipend will only be paid for actual hours worked.
- 6.4. Incidental allowance for in-province overnight stays of \$10.00.

7. Honorarium

- 7.1 Delegates to the SGEU, SFL conventions and other conferences/educational attending on the behalf of the Crown Sector. This will be at the discretion of the table officers, shall receive fifty dollars (\$50.00) per day honorarium to cover incidentals. This is to be reviewed at the annual Crown Sector AGM.
- 7.2 Delegates to NUPGE and CLC events shall receive seventy-five dollars (\$75.00) per day Honorarium to cover incidentals attending on the behalf of the Crown Sector. This is to be reviewed at the annual Crown Sector AGM.

8 Crown Sector Scholarships

- 8.1 All Crown Sector Scholarships are open to all active SGEU Crown Sector members, spouses and dependents.
- 8.2 Members who have retired in the current year and their dependents apply for a scholarship before the retirement date; their application will be considered.
- 8.3 Scholarship applications will be considered according to article 8.3 of these bylaws.

9 Accommodations

- 9.1 Members on Union business to all Crown Sector functions have the option to share rooms.
- 9.2 Individuals who do not inform the meeting coordinator of room cancellations or changes will be billed for room charges.

10 Dependent Care

- 10.1 Crown Sector members who are required to be away from home on union business shall be entitled to claim for the actual and reasonable cost incurred in obtaining dependent care, if no other member of the family is available to provide such care. Such allowance is not intended to reimburse the claimant for dependent care expenses they would normally have incurred.

11 Meals

- 11.1 Authorized person on Crown Sector business will be allowed meal

rates as stated in SGEU Policy.

11.2 Meals can be claimed for:

11.2.1 Breakfast - if the time of departure is earlier than 7:30 a.m. or the time of return is later than 8:30 a.m.

11.2.2 Dinner - if the time of departure is earlier than 11:30 a.m. or the time of return is later than 12:30 p.m.

11.2.3 Supper - if the time of departure is earlier than 5:30 p.m. or the time of return is later than 6:30 p.m.

11.3 For authorized meetings of the Union, local delegates may claim for that meal. No claim may be made for meal allowance if the meal is provided.

12 Social Functions

12.1 All Bargaining Units can apply for social function once per year.

12.2 All requests must be approved by the Sector Executive table officers.

12.3 Sector Executive may approve additional requests not listed under Social Functions.

12.4 Any member(s) in good standing may access Sector funds to attend established SGEU social functions in their Bargaining Unit and/or geographical area under the following provisions:

12.4.1 Bargaining Unit - Must apply to the Sector Executive Table Officers at least three (3) months in advance. Must include in their request.

12.4.1.1 Function being planned

12.4.1.2 Number of participants attending the function

12.4.1.3 Budget submission: Fifteen dollars (\$15.00) per attending Crown Sector Member to a maximum of one thousand five hundred dollars (\$1,500.00) per Bargaining Unit.

12.5 Must submit the receipts along with a list of members who attended, along with their signatures. (Note: Any Union wide social function, e.g., Christmas parties, BBQ, etc.)

13 Retirement

- 13.1 Crown Sector will provide a Royal Canadian Mint Specimen Coin set (the same year they retire) to their members who retire. Requests are to be sent into the Chair/Vice-President, Vice-Chair or Treasurer, with the name of the Bargaining Unit, the name of the member who is retiring, and a contact name.