



Public Service Sector

**BYLAWS
2024**

Approved by the Public Service Sector
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Public Service Sector B Y L A W S

1. NAME

The Sector shall be known as the Public Service Sector of the Saskatchewan Government and General Employees' Union.

2. OBJECTIVES

The objectives of this Sector shall be to unite the members of the Public Service Sector for the purpose of collective bargaining and to advance their mutual interests in accordance with the Constitution and the Policies of SGEU.

3. MEMBERSHIP

All members of SGEU in the PS/GE, PRT Growing Services Ltd. (PRT), Valley Hill Youth Treatment Centre Inc., eHealth 1579, SWAM (Saskatchewan Wildlife Asset Management Inc.), Livestock Services of Saskatchewan and other bargaining units assigned to the Public Service Sector.

4. SECTOR LIFE MEMBERSHIP

4.1 Criteria

4.1.1 At least ten years of membership in good standing in the Public Service Sector.

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

4.1.3 **Anyone that has left government service and is not a SGEU staff may be eligible for nomination for life membership.**

4.2 Selection of Sector Life Members

4.2.1 **A biography of the nominee's involvement must include all relevant information and provided to the Sector Vice President or Designate.**

4.2.2 Nominations must be submitted to the Sector **Vice President or designate** prior to **October 31st** or the first **business** day following **October 31st** prior to the **December Sector Meeting**.

4.2.3 The Sector **Table Officers** shall review all nominations from the Locals **to be forwarded to the December Executive Meeting**.

4.2.4 **Those present at the December Executive Meeting will review and recommend two nominees that will then be put forward to the Biennial General Meeting for final approval.**

4.2.5 Nominees put forward to the Biennial General Meeting shall be elected by secret ballot vote and shall receive a two-thirds majority of the delegates at the Biennial General Meeting.

4.3 Sector Life Members Roles and Responsibilities

4.3.1 Sector Life Members shall be eligible to participate in all Sector-sponsored social activities.

4.3.2 Sector Life Members shall not hold elected positions within the Sector.

4.3.3 Sector Life Members shall be free of regular dues and assessments.

4.3.4 Sector Life Members may attend Union Meetings and shall have voice **at the discretion of the chair but shall not be able to enter any debate and** shall not have vote.

4.4 SGEU LIFE MEMBERSHIP OF SECTOR MEMBERS

4.4.1 For a member's name to be put forward as a SGEU Life Member from the Sector, they must meet all criteria stated in Constitution 4.11.2 and Article's 4.1.1, 4.1.2 and 4.1.3 of these bylaws.

4.4.2 The nominee's name and biography meeting all the criteria outlined in the above Article shall be forwarded to the Sector Vice President or Designate.

4.4.3 The nominees received will be put forward and voted on by secret ballot at the December Sector Executive Meeting.

4.4.4 The selected nominee name(s) will then be forwarded to SGEU Proper for consideration for the SGEU Life Member Selection Committee.

5. SECTOR EXECUTIVE STRUCTURE AND DUTIES

5.1 The Public Service Sector shall be divided into Locals as outlined below and illustrated in Appendix A. Additional Locals can be added **or amalgamated** by the Sector Executive subject to affirmation by the Biennial General Meeting.

All Locals are accountable to the Sector Executive

- | | |
|------------|--------------|
| Local 1101 | Local 1111 |
| Local 1102 | Local 1112 |
| Local 1103 | Local 1114 |
| Local 1104 | Local 1115 |
| Local 1105 | Local 1119 |
| Local 1107 | Local 1120 |
| Local 1108 | Local 1121 |
| Local 1109 | Local 1122 |
| Local 1110 | eHealth 1579 |

PRT Growing Services Ltd. [PRT] is a member of Local 1105 as is Valley Hill Youth Treatment Centre Inc. SWAM are members of Local 1101.

Members of Livestock Services of Saskatchewan will belong to the Local in which they live or work. (whichever their preference).

5.1.1 All Public Service Locals shall be required to provide all information that is requested by the Sector **Vice President or designate by the requested date.**

5.2 The Sector Executive shall be comprised of a Sector Vice President, **1st and 2nd Vice Sector President**, Secretary, Treasurer, Chair of each Bargaining Unit within the Sector, and members of the PS/GE Bargaining Council. Bargaining Units other than the PS/GE shall get additional members on the Executive based on the following:

Members	
0 – 149	- Chair of Bargaining Unit
150 – 249	- 1 additional member
250 – 349	- 1 additional member
350 – 449	- 1 additional member
450 – 749	- 1 additional member
750 and up	- 1 additional member

5.2.1 All Bargaining Unit representatives shall be elected and serve a term as specified by the Bargaining Guidelines. All other elections shall take place at the Biennial General Meeting for a two-year term except for Article 8.1.

5.3 Duties of the Sector Executive shall be:

5.3.1 **Receive and** review Sector operations, regular reports and updates from the locals and all **bargaining units.**

5.3.2 **Receive and** review Sector **and bargaining unit** finances.

5.3.3 **Review locals that come forward wanting to amalgamate as per Article 21 of these bylaws.**

5.3.4 **Make recommendations of nominee(s) to the Biennial General Meeting for Sector Life Membership.**

5.3.5 **Elect the nominee(s) for SGEU Life Membership to be forwarded to SGEU Proper.**

5.4 Election of Sector Executive:

5.4.1 Sector Executive includes PS/GE Bargaining Council as stated **in Article 5.2 of these bylaws.**

- 5.4.1.1 Elections shall take place at the Sector Biennial General Meeting. The term of office shall be a two-year term **and will take effect at the close of the Biennial General Meeting.**
- 5.4.1.2 In order to **eligible to be nominated** for Sector Vice President, the nominee must be **a member in good standing and have a minimum of two years' experience on Provincial Council.**
- 5.4.1.3 The Sector Vice President, Secretary, Treasurer and **1st and 2nd Sector Vice President** shall be elected by those members present at the Biennial General Meeting.
- 5.4.1.4 Following the election, the Sector Executive, **Provincial Council Alternates and Provincial Council Standing Committees members**, shall take the Oath of Office in Constitutional Article 5.2 in the presence of the members at the Biennial General Meeting.
- 5.4.1.5 Elections shall **require** 50 per cent plus one (1) (plurality) of those present and voting at the Biennial General Meeting.

6. **SECTOR TABLE OFFICERS**

- 6.1 The Sector Table Officers shall be comprised of a Sector Vice President, **1st Sector Vice President**, Secretary **and** Treasurer.
- 6.2 The **Sector** Table Officers will meet at the call of the Sector Vice President to deal with emergency matters relating to the Sector between Executive Meetings. Any decisions made at these meetings are to be reviewed at the next Sector Executive Meeting.
- 6.3 The Sector Table Officers shall be elected as per Article 5.4 of these Bylaws.

7. **DUTIES**

- 7.1 Sector Vice President
 - 7.1.1 Chair all Sector, Sector Executive and Table Officer meetings and enforce observance of the Constitution, Bylaws and Policies.
 - 7.1.2 Be an ex-officio member of all Sector subcommittees.
 - 7.1.3 Be responsible for approving all union leave **requested appropriately** for all Sector members on Sector business (excluding union leave authorized by Locals and funded by Locals and Bargaining Units).
 - 7.1.4 Attend meetings of the Union's Administration Committee and Provincial Council.
 - 7.1.5 Through the Secretary, ensure all seats allotted to the Sector for any conventions/events are filled within the timelines as outlined in the SGEU Policy Article 9.

- 7.1.6 Only vote in the case of a tie.
- 7.1.7 Sign and date the attendance register immediately following the last name at the conclusion of all meetings.
- 7.2 **1st Vice President**
- 7.2.1 In the absence of the Sector Vice President, assume the duties of the Sector Vice President.
- 7.3 **2nd Vice President**
- 7.3.1 In the absence of the Sector Vice **President**, or 1st Vice **President**, assume the duties of the Sector Vice **President**.
- 7.4 **Secretary**
- 7.4.1 Keep accurate signed records of all meetings of the Sector including a register of attendees.
- 7.4.2 Deal with Sector correspondence.
- 7.4.3 **Maintain lists of delegates, alternates and observers for conferences and conventions.**
- 7.4.4 Ensure that the Locals are reminded to have duly registered Stewards and Chief Stewards in organized Zones and Districts and submit this information to Membership Records following each election process or whenever there is a change.
- 7.4.5 Shall be responsible for the safekeeping and availability at meetings of the attendance register.
- 7.5 **Treasurer**
- 7.5.1 The Treasurer will defend the needs for resources for the priorities of the Sector. The duties shall include:
- 7.5.2 Keep a proper record of **Public Service Sector financial** accounts, to be submitted for approval to the Biennial General Meeting **and the December Sector Executive Meeting**.
- 7.5.3 Shall provide the annual financial statement that has been approved by the Sector Biennial General Meeting to the SGEU **1st Vice President**. In the years that the Biennial General Meeting is not held, the Sector Executive shall approve the annual financial statements of the Sector.
- 7.5.4 **Review and keep a record of all Local's and bargaining units' financial statements annually.**

8. SECTOR REPRESENTATIVES TO PROVINCIAL COUNCIL STANDING COMMITTEES

8.1 Public Service Sector representatives and alternates to Provincial Council Standing Committees shall be elected for a two-year term at the Biennial General Meeting with the exception of MC&L **Committee**. They will be elected for a four-year term.

8.1.1 Both the Public Service Sector and PS/GE Component representatives to the Long-Term Supervisory Committee term is from the PS/GE Proposal Conference to the conclusion of the next PS/GE Proposal Conference.

8.1.1.1 Provincial Council Standing Committees are as follows:

8.1.1.2 Administration Committee (Vice President as per the Constitution)

8.1.1.3 Education **Learning and Development**

8.1.1.4 **Indigenous Committee**

8.1.1.5 Human Rights/Equity (elected at the Human Rights/Equity Conference)

8.1.1.6 Membership/Constitution and Legislation

8.1.1.7 Occupational Health and Safety

8.1.1.8 Women's

8.1.1.9 Anti-Privatization

8.2 Any Public Service Sector representative to a Provincial Council standing committee elected at the Biennial General Meeting who does not provide a written report to the Biennial General Meeting or Sector Executive Meeting in alternating years, will not be able to run as a Public Service Sector representative for any Provincial Council standing committee for two years.

9. SECTOR PROVINCIAL COUNCIL MEMBERS

9.1 The Sector Vice President will be an automatic representative to the Provincial Council.

9.2 The 1st Sector Vice President, Secretary and Treasurer of the Sector Public Service Sector shall be automatic representatives to the Provincial Council.

9.3 The remaining Provincial Council Members and Provincial Council Alternates from the Locals will be elected from the Locals as per the Local Bylaws as follows:

9.4 For a two-year term on or before November 30th from the members of the Local.

- 9.5** Provincial Council Members assume roles upon adjournment of the Annual Convention.
- 9.6** A Provincial Council Member missing more than three consecutive Provincial Council meetings, within the term, without cause, shall be deemed to have resigned. The alternate shall fill the remaining term.
- 9.6.1** Absent with Cause: In order to be considered Absent with Cause, the Provincial Council Member must inform the **Sector Vice President**, or Designated Official as per Sector/Local Bylaws within the proper timelines.
- 9.6.2** Absent with Cause may include but is not limited to the following: Union business, family issues, sick leave, work, **or** vacation leave.
- 9.6.3** The Public Service Sector Representatives shall give reasonable notice as per Sector/Local Bylaws for Provincial Council Members elected by the Local, that **they** are unable to attend the meeting/event.
- 9.7** Alternates will be elected at the Biennial General Meeting for a term of two years. In the event that there are not enough alternates to fill the vacant Provincial Council seats identified for the Sector or the Locals, members of the PS/GE Bargaining Council shall be moved up into the vacant position(s).
- 9.8** If the above does not result in filling the vacancies the following shall apply. Should vacancies need to be filled, the sector vice-president or in the absence of the sector vice-president, the sector secretary shall call on chief stewards, stewards, or local executive members to fill the remaining vacancies and only for the meeting in which a vacancy has occurred. This process is not intended to fill vacancies for the complete term.
- 10. PUBLIC SERVICE SECTOR REPRESENTATIVE TO PROVINCIAL GRIEVANCE APPEAL COMMITTEE**
- 10.1** Other Bargaining Units with the Public Service Sector, **excluding PS/GE shall be eligible to elect a representative and alternate(s) to the Provincial Grievance Appeal Committee.**
- 11. SECTOR COMPLAINT AND APPEAL PROCESS**
- 11.1** **The Sector Vice President or designate will review all Sector complaints that may arise from any Public Service member. This includes any complaints that are forwarded from the MC&L committee.**
- 11.2** **All complaints must be made in writing, dated, and signed.**
- 11.3** **If the complaint is deemed to have merit the Sector Vice President or designate may assign a panel made from either the Sector Table Officers or Sector Executive to investigate and make recommendations.**

11.4 If there is a need for a hearing, panel members with appropriate training will be selected to hear the complaint. The hearing process followed will be from SGEU Policy Article 13.5.11 and SGEU Constitution Article 12.2.

11.5 If the member wants to appeal the decision of the Sector hearing panel, they appeal to the Provincial Council Appeal Committee.

12. DELEGATES TO THE SGEU CONVENTION

12.1 Delegates shall be allotted to the Locals according to the following formula:

Total Delegates X Local Membership =Local Delegate Allocated to Sector Membership Entitlement Sector

12.2 Notwithstanding Article 12.1, all Locals are entitled to a minimum of one delegate.

12.3 Provincial Council Members are automatic delegates to the SGEU Convention.

12.4 Provincial Council Members Elect are eligible to attend the Provincial Council meeting preceding Convention only. To be a delegate at the convention they will need to be a registered delegate through their Local.

12.5 Locals are encouraged to send at least one delegate from an equity-seeking group as part of the Local entitlement.

13. SFL CONVENTION

13.1 SFL delegates are identified as per Article 12 of these Bylaws, delegates to SGEU Convention. Local Bylaws shall outline how each Local elects/selects delegates from the Locals.

14. NUPGE OR CLC CONVENTION

14.1 For the purpose of filling the Sector delegate entitlement to the NUPGE or CLC Convention, the Sector Vice President shall be an automatic delegate. Other delegates out of the Sector entitlement are outlined in the SGEU Constitution. The remaining delegate entitlement shall be distributed on a rotational basis as outlined below:

14.2 Locals are responsible for electing, as per Local Bylaws, representatives, and alternate(s) to which they are entitled, to be delegates to the NUPGE or CLC Convention.

14.3 On a rotational basis, delegates will be selected from the schedule below.

1. Local #1103	13. Local #1112
2. Local #1101	14. Local #1101
3. Local #1121	15. Local #1120
4. Local #1111	16. Local #1109

5. Local #1105	17. Local #1122
6. Local #1104	18. Local #1105
7. Local #1107	19. Local #1115
8. Local #1101	20. Local #1101
9. Local #1119	21. Local #1110
10. Local #1102	22. Local #1102
11. Local #1108	23. eHealth 1579
12. Local #1114	

14.4 If a selected delegate is unable to attend, then their alternate can attend. If the alternate is also unable to attend, the next eligible Local's candidate will attend.

15. BIENNIAL, SPECIAL MEETINGS AND DECEMBER SECTOR EXECUTIVE MEETING.

15.1 The Biennial General Meeting shall be held in the month of May and set up by the **Sector Table Officers**.

15.1.1 The Public Service **Sector Table Officers** shall be delegates to the Biennial General Meeting and shall have expenses paid by the **Sector**. Other PS/GE members may attend, and expenses must be addressed by the Local if the members are sent by the Local. Other Bargaining Units within the Sector may send the Bargaining Unit Chair and other delegates as is determined by the Bargaining Guidelines of that Bargaining Unit.

15.1.2 Quorum for the meeting shall be those in attendance.

15.1.3 The Biennial General Meeting shall be open to members of the Public Service Sector in good standing and the members shall have voice and vote.

15.1.4 The Biennial General Meeting shall be a one-day meeting, commencing no earlier than 10:00 a.m. and written notice of date and location shall be given. 120 days in advance of the scheduled meeting and shall be **emailed** out to the Local Chairs and Secretaries.

15.1.5 The Order of Business to govern each Biennial General Meeting shall be as follows:

- Call to Order
- Reading of the SGEU Statement of Equality
- Appointment of the Ombudsman
- Adoption of Agenda
- Adoption of the Minutes of the Previous Biennial General Meeting
- President's Address
- Vice President's Report**
- Treasurer's Report
- Secretary's Report**
- Committee Reports Amendments to Bylaws Convention Resolutions

Business Referred to the Biennial General Meeting by the Executive
Elections as per the Sector Bylaws
Old Business Good and Welfare
Adjournment

15.1.6 Public Service Representatives to the Provincial Council Standing Committees shall submit a written report reviewing the activities of the Committee for the previous term to the Sector Secretary thirty (30) days in advance of the Biennial General Meeting.

15.2 SPECIAL MEETINGS

15.2.1 Special meetings of the Sector may be called by motion of the Sector **Table Officers**.

15.3 DECEMBER SECTOR EXECUTIVE MEETING

15.3.1 The Sector Executive shall meet annually each December prior to/or after the PS/GE bargaining council meeting.

15.3.2 Executive members shall be provided with **30 days' notice of the meeting** (unless urgent).

15.3.3 **Agenda items shall be forwarded to the Sector Vice President or designate within 25 days of the notice of the meeting.**

15.3.4 In the year between Biennial General Meetings, the Public Service Representatives of the Provincial Council Standing Committees shall submit a written report reviewing the activities of the committee for the previous year to the Sector **Secretary thirty (30) days in advance of the December Executive meeting.**

15.3.5 **Election for the representative to the SGEU Resolutions Committee for Convention, as this member of the committee automatically attend Convention and are not included in the delegates allotment.**

16. PER CAPITA REBATES

16.1 Per capita refunds will be distributed to the PSGE Locals as per the **SGEU Policy or directly to other Bargaining Units under PSS.**

17. AMENDMENTS TO SECTOR BYLAWS

17.1 These Bylaws may be amended by a motion adopted by two-thirds majority of those members present and voting at the Biennial General Meeting or special meetings of the membership.

17.2 Any amendments to the Sector Bylaws will become effective on the closing of the Biennial General Meeting at which it was passed, unless otherwise specified

in the proposal.

17.3 Proposed **bylaw** amendments must be submitted to the Sector Secretary at least ninety (90) calendar days in advance of the meeting.

17.4 All Bylaw changes must be submitted to the MC&L Committee as per SGEU Policy Article 5.1.2.2.1 **within 60 days following the Biennial General Meeting.**

18. RECALL

18.1 As per the Constitution, Bargaining Guidelines and Local Bylaws.

19. PROVINCIAL COUNCIL MEMBERS ELECTED BY THE LOCAL

19.1 As well as Provincial Council Members as outlined in Article 9, the Local Bylaws shall address the election, recall and resignation process of Local Provincial Council Members.

20. DISTRIBUTION OF ADDITIONAL PROVINCIAL COUNCIL REPRESENTATIVES

20.1 The first additional representative will be allocated to the Local with the lowest representation by population ratio.

20.2 The second additional representative will be allocated by the Sector Executive.

20.3 The third additional representative will be allocated to the second Local with the lowest representation by population ratio.

20.4 The fourth additional representative will be allocated by the Sector Executive.

20.5 On receipt of the fifth additional representative, the cycle will repeat itself.
Note: Ratio will be determined by dividing the number of members into the number of representatives.

20.6 Decrease of Provincial Council Representation

20.6.1 The first position decreased shall be from the local with the highest number of Provincial Council members.

20.6.2 The second position decreased shall be from the local with the second highest number of Provincial Council members.

20.6.3 The third position decreased shall be from the local with the third highest number of Provincial Council members.

20.6.4 The fourth position decreased shall be from the Sector Executive, with the provision that there must be a minimum of three positions assigned to the Sector Executive (this includes the Sector **Vice President**).

- 20.6.5** The fifth position decreased shall be through taking a small local and amalgamating it with another – geographical considerations must be part of the determination on which local is chosen.
- 20.6.6** The cycle will then repeat from where it left off for a decrease of additional positions.
- 20.6.7** No matter how the Provincial Council representational structure changes, this will not affect the **Public Service Locals, which** will remain with seventeen (17) locals.

20.7 INCREASE IN PROVINCAL COUNCIL SEATS

- 20.7.1** The process would be the reverse of article 20.6 when Provincial Council seats are increased.

21. AMAGLAMATION AND ADDITION OF LOCALS

- 21.1** Locals that wish to amalgamate must give notice to all members affected and to the Sector Vice President.
- 21.2** Notice of motion to amalgamate will be served 14 days prior to a special meeting being held for this purpose. Included in this notice will be the affected locals, the date, time, and location of the vote.
 - 21.2.1** Locals who have been dormant for a period of two years shall be subject to amalgamation by the Sector Executive upon recommendation of the Sector Table Officers.
 - 21.2.2** Only members of the locals affected will be eligible to vote.
 - 21.2.3** In the event of a tie or lack of quorum the amalgamation will be automatically forwarded to the Sector Biennial General Meeting.
 - 21.2.4** The amalgamation will be brought forward to the Sector Biennial meeting for the final vote on amalgamation.
 - 21.2.5** The members of the newly amalgamated local will be notified of the change and all relevant information.

22. RULES OF ORDER

- 22.1** As per the SGEU Constitution Article 11 and Bourinot's Rules of Order.

23. CHIEF STEWARDS AND STEWARDS

- 23.1** The Sector is responsible for the maintenance of the proper Steward Structure.

- 23.1.1 Each Local shall articulate in their Bylaws, 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.
- 23.1.2 The Local Bylaws shall also outline a process for recall and resignation of Stewards and Chief Stewards
- 23.1.3 Each Local shall provide the name of the official responsible for Steward and Chief Steward elections in their Local as well as submitting the list of Stewards and Chief Stewards to the Sector Secretary and Membership

24. FINANCIAL INFORMATION

- 24.1 The fiscal year for the Public Service Sector is January 1st to December 31st.
- 24.2 **Locals are to submit their approved yearend financial statements and shall forwarded a copy to the SGEU 1st Vice President and the Sector Treasurer no later than March 31st.**
- 24.3 **As per SGEU Policy, any Local that fails to provide approved year-end financial statements by March 31st will result in per capita refund payments being withheld until such a time the statements are provided as per Constitution 5.1.13.**
- 24.4 **As per SGEU Policy, each Local shall present their third-party reviewed/audited statement to their membership at their Annual General Meeting.**

25. LOCAL BYLAWS

- 25.1 Each Public Service Sector Local and Bargaining Units shall maintain Local Bylaws **in accordance with the Constitution, Policy's, and Public Service Sector Bylaws.**
- 25.2 All locals and Bargaining Units, **upon approval of the MC&L Committee, will submit their bylaws to the Sector Secretary and SGEU Communications to be put on the SGEU website.**
- 25.3 **Bylaws without changes are required to be submitted to MC&L Committee and Sector Secretary every three years.**

26. LABOUR COUNCILS/COMMITTEES

- 26.1 Locals shall be responsible for affiliation with local Labour Councils and/or Committees as per the SGEU Constitution.

27. SFL AFFILIATION

27.1 As per Article 5.1.11 of the SGEU Constitution, the Public Service Sector shall affiliate to the SFL by Locals.

