



# CROWN SECTOR BYLAWS 2018

APPROVED BY THE  
CROWN SECTOR  
ANNUAL GENERAL MEETING

October 13, 2018

AND

APPROVED BY THE

February 4, 2019

MEMBERSHIP/CONSTITUTION & LEGISLATION COMMITTEE

## CONTENTS

Article #	Page
1. NAME	3
2. OBJECTIVES	3
3. DEFINITIONS	3
4. MEMBERSHIP	3
5. FISCAL YEAR	4
6. STRUCTURE AND DUTIES OF THE SECTOR EXECUTIVE	4
7. SECTOR EXECUTIVE TABLE OFFICERS	5
7.5 Chair/Vice-President	5
7.6 Vice-Chair	6
7.7 Secretary	6
7.8 Treasurer	6
7.9 Provincial Council Representative	7
8. SECTOR COMMITTEES	7
8.2 Bargaining Coalition	7
8.3 Education	8
8.4 Bylaws and Elections	8
8.5 The Sector News Committee	8
8.6 Long Term Disability	9
9. PROVINCIAL COUNCIL	9
10. SGEU CONVENTION	10
11. SFL/CLC/NUPGE CONVENTION	11
12. CHIEF STEWARDS AND STEWARDS	12
13. AGMS AND SPECIAL MEETINGS	12
14. RULES OF ORDER	14
15. PERCAPITA	14
16. FINACIAL STATEMENTS	14
17. BUDGET	15
18. RECALL OF ELECTED OFFICIALS	15
19. OATH OF OFFICE	16
20. ASSOCIATE MEMBERS	16
21. PROVINCIAL LIFE MEMBERS	16
22. AMENDMENT TO BYLAWS	16
FINANCIAL POLICY Schedule 1	17
1. Meetings	17
2. Expense Claims	17
3. Travel and Transportation	17

4. Union Leave		17
5. Stipend		18
6. Honorarium		18
7. Accommodations		18
8. Dependent Care		19
9. Meals		19
10. Social Functions		19
11. Sporting Activities		20
12. Retirement		20

# **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 50% of the votes plus one;
- 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**

- 4.1. All members of SGEU in:
  - 4.1.1. Information Services Corporation of Saskatchewan
  - 4.1.2. Living Skies Housing Authority
  - 4.1.3. Meewasin Valley Authority
  - 4.1.4. Melfort Housing Authority
  - 4.1.5. Moose Jaw Housing Authority
  - 4.1.6. Regina Housing Authority
  - 4.1.7. Saskatchewan Arts Board
  - 4.1.8. Saskatchewan Assessment Management Agency
  - 4.1.9. Saskatchewan Crop Insurance Corporation
  - 4.1.10. South Saskatchewan River Irrigation District
  - 4.1.11. SPI
  - 4.1.12. Tourism Saskatchewan
  - 4.1.13. Yorkton Housing Authority

4.1.14. Workers' Compensation Board

4.2. Plus, newly assigned bargaining units as per Article 6.10.5.1.9 per SGEU Constitution 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 at least every three months or at the request of the Sector Chair/Vice-President or one-third (1/3) or the members of the Sector Executive. The quorum for a Sector Executive meeting shall be fifty percent plus one (50% + 1) of the Sector Executive members in attendance.

6.2.1. 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.

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

6.3.1. Deal with the business of the sector,

6.3.2. Review the Sector fiscal operations as required,

6.3.3. Provide assistance to their Provincial Council representative

6.3.4. Determine the size of all subcommittees

6.3.5. Make the final decisions on subcommittee recommendations

6.3.6. Fill all vacancies on subcommittees by holding an election

6.3.7. Establish Sector Policies

## **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 matters between Sector Executive meetings. Decisions made at these meeting will be reported to and subject to review at the subsequent Sector Executive meeting.
- 7.2. The Table Officers shall be elected from the Sector at the AGM: Vice Chair, Secretary and Sector Chair/Vice-President in even years, Treasurer in odd years.
- 7.3. Elections will be done by: fifty percent plus one (50% + 1) of the members in attendance at the AGM.
- 7.4. 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

### **7.5. The Chair/Vice-President shall:**

- 7.5.1. Be an automatic delegate to convention.
- 7.5.2. Chair all Sector, Sector Executive and Table Officer Meetings and enforce observance of the Constitution, Bylaws and Policies.
- 7.5.3. Be authorized to countersign all cheques drawn on Sector funds.
- 7.5.4. Be responsible for approving all union leave for all Sector members on Sector business.
- 7.5.5. Through the Sector Secretary, make emergency decisions in contacting alternate delegates from the Sector for any Union Convention or Committee lacking Sector representation.
- 7.5.6. Only vote in the case of a tie.
- 7.5.7. Attend meetings of the Sector Executive, Administration committee, Provincial Council and perform other duties as required by the Constitution.
- 7.5.8. Visit each bargaining unit/workplace as requested
- 7.5.9. Ensure that the Sector provides to the SGEU Secretary Treasurer a Financial Statement.

7.5.10. Be the Sector contact for newly organized or transferred units assigned to the Sector.

**7.6. The Vice-Chair shall:**

7.6.1. In the absence of the Chair/Vice-President, assume all the duties and powers of the Chair/Vice-President.

7.6.2. Be authorized to countersign all cheques drawn on Sector funds.

7.6.3. Be the Chair of the Bylaws and Elections Committee.

7.6.4. Organize the Sector AGM.

**7.7. The Secretary shall:**

7.7.1. Keep accurate record of the proceedings of all meetings of the Sector, Sector Executive and the Table Officers Committee.

7.7.2. Conduct all correspondence of the Sector and perform such other duties as may be required by the Sector Executive.

7.7.3. Maintain lists of all representatives, delegates and alternates.

7.7.4. Send all Sector minutes to the SGEU Secretary Treasurer as per SGEU Policy Article 7.

**7.8. The Treasurer shall:**

7.8.1. Collect and deposit any funds in a chartered bank or credit union, to the credit of the Sector.

7.8.2. Keep a proper record of accounts, subject to annual examination by the auditor(s) and such report to be submitted to the AGM.

7.8.3. Make all payments by cheques, signed by her/himself and countersigned by the Chair/Vice-President or the Vice-Chair, subject to the direction and approval of the Sector Executive or the Table Officers.

7.8.4. Ensure that the Sector provides to the SGEU Secretary Treasurer a Financial Statement.

**7.9. The Provincial Council Representative shall:**

7.9.1. 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.

7.9.2. Be subject to the following Constitution Articles:

“6.3 Provincial Council Officers

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

6.4 Vacancies - Officers, 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 Coalition Committee shall:**

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.

8.2.3. Hold a bargaining conference with all bargaining committees of the Sector, when needed as determined by the Committee.

8.2.4. At the conference, the committees will adopt bargaining strategies, goals and contract language for the upcoming round of bargaining.

8.2.5. Approve all MOA's, letters of understanding and contracts prior to ratification by the membership.

**8.3. The Education Committee shall:**

8.3.1. Be composed of 3 members elected from names submitted at the AGM on odd years.



- 8.3.2. Be responsible for the education of the members on the principles, policies, and practices of SGEU.
- 8.3.3. Be responsible for the administration of sector training programs and ULDs, in response to needs expressed by the membership or the Union.
- 8.3.4. Be responsible for the development, administration and awarding of Crown Sector Scholarships and programs.

**8.4. The Bylaws and Elections Committee shall:**

- 8.4.1. Be composed of 3 members 2 of which are elected from names submitted at the AGM on odd years.
- 8.4.2. Examine the Constitution of the Union and Bylaws of the Sector each year and recommend any necessary changes.
- 8.4.3. Review, each year, in consultation with the Bargaining Units, the boundaries of all Chief Steward Zones.
- 8.4.4. In consultation with the bargaining units, be responsible for the efficient conduct of all elections in the Sector and to secure nominations for vacant positions of stewards and chief stewards in accordance with the SGEU Constitution, and Sector Table Officers and Sector representatives and alternates to the Provincial Council.
- 8.4.5. The Sector Vice-Chair shall be the automatic Chair of the Bylaws and Elections Committee (This will be included in the 3 as per 8.4.1 of these bylaws).
- 8.4.6. Be responsible for conducting elections at the AGM

**8.5. The Sector News Committee:**

- 8.5.1. Be composed of 3 members to a maximum of 5 members elected from names submitted at the AGM on even years.
- 8.5.2. Develop sector newsletters.
- 8.5.3. Undertake other duties as assigned by the Sector Executive

**8.6. Sector LTD Standing Committee:**

- 8.6.1. Each Bargaining Unit that is a member of the LTD Plan shall elect

one representative to the Crown Sector LTD Standing Committee.

- 8.6.2. 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.
- 8.6.3. The committee chair or designate shall provide a report at the Sector meetings, executive meetings and Annual General Membership Meeting.
- 8.6.4. The committee will designate their three (3) representatives to the LTD Supervisory Committee as per SGEU Constitution. The term shall be two years. The LTD Supervisory committee representatives shall report the business and issues of the supervisory committee to the standing committee.
- 8.6.5. This committee will hold one meeting per year and if necessary an additional meeting will be called. The one set meeting will be held in September or October
- 8.6.6. The three (3) LTD supervisory committee representatives represent the Crown Sector when they are in attendance at the LTD Supervisory Committee meetings.
- 8.6.7. 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 Provincial Council alternates will be elected at the AGM; In accordance with the SGEU Constitution 6.5.2.
- 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 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.
- 9.6. Provincial Council Standing Committees  
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.
- 9.6.1. 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 8.6.4 of these bylaws.
- 9.6.1.1. 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.

## **10. DELEGATES TO SGEU CONVENTION**

- 10.1. Representation will be determined at the AGM of the Sector based on the following, as per SGEU Constitution Article 10.10.
- 10.2. 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 3 delegates. The remaining representatives will be elected at the AGM.
- 10.3. Those interested in the remaining seats shall submit their applications prior to or during the AGM to be elected.
- 10.4. The remaining applicants shall be placed on an alternates list in order of receipt of application.
- 10.5. For the purposes of the SGEU Convention, in addition to the above representatives, one additional equity seeking delegate as per Article 10.10.1.6 of the SGEU Constitution.

- 10.6. Elections will be done by plurality.
- 10.7. 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.

- 10.8. The Crown Sector representative to the SGEU Convention Resolutions Committee will be the Crown Sector Membership Constitution and Legislation committee member as per Article 9.6.1.1 of these bylaws.

**11. SFL/CLC DELEGATES/NUPGE DELEGATES**

- 11.1 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:

11.2. Criteria

- 11.2.1. If one delegate > One from the Sector Executive
- 11.2.2. If two delegates > One from the Sector Executive  
One from AGM delegates
- 11.2.3. If three delegates > Two from the Sector Executive  
One from AGM delegates
- 11.2.4. If four delegates > Two from the Sector Executive  
Two from AGM delegates

- 11.3. Representatives will be elected from those people submitting their application prior to or during the AGM and must be a member in good standing.

- 11.4. If 2 delegates, only 1 from any individual bargaining unit.

- 11.5. If 3 delegates, only 2 from any one bargaining unit.
- 11.6. Delegates are determined by those who receive the most votes.
- 11.7. If a representative has attended the preceding convention on behalf of the sector or union, that representative will not be eligible for the next Convention.
- 11.8. Exception: if there are only enough candidates running as positions available, they are elected by acclamation.

## **12. CHIEF STEWARDS AND STEWARDS:**

- 12.1 Each Bargaining unit within the Crown Sector shall maintain a system of Chief Stewards and Stewards.
- 12.2 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 EDO and the Sector Secretary following each election or whenever changes occur.

## **13 ANNUAL AND SPECIAL MEETINGS**

- 13.1 The AGM of the Sector shall be held prior to December 10, at a date and location determined by the Sector Executive. All members of the Sector are eligible to attend the AGM. Notice of the AGM shall be sent to all members by mail at least six (6) weeks prior to the meeting calling for resolutions, bylaw changes, committee representatives and delegates to Conventions. A closing date for the foregoing will be included on the notice
- 13.2 The AGM will consider and adopt, by a vote of 50%+1, proposed resolutions and delegates to Conventions.
- 13.3. 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.
- 13.4 A Special Meeting of the general membership may be called by the

Sector Executive with a minimum of seven (7) days' notice.

13.5 Quorum for the AGM and special meetings shall be ten (10) members.

13.6 Agenda:

13.6.1 Introduction of Ombudsmun

13.6.2 Introductions

13.6.3 Reading of Statement of Equality

13.6.4 Adoption of Agenda

13.6.5 Committee Reports

13.6.6 Elections

13.6.7 Even years: Chair/Vice-President, Sector representatives to Provincial Council, Vice Chair, 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

13.6.8 Odd years: Treasurer

13.6.9 Delegates to SGEU/SFL/CLC/NUPGE Conventions.

13.6.10 Sector Budgets

13.6.10.1 Education Committee

13.6.10.2 Bargaining Coalition Committee

13.6.11 Resolutions to Conventions

13.6.12 Bylaw Change

13.6.13 Old Business

13.6.14 New Business

13.6.15 Adjournment

## 13.7 Local Meetings

13.7.1 Where possible, each local with a membership of 15 or more, will hold a minimum of 2 general membership meetings per year allowing the ability for the offsite location/s to join via teleconference. Where the Local has more than 2 offices a written membership update may be sent in lieu of meetings.

13.7.2 The agenda for the Local\General Membership Meetings will be as follows:

- Introduction of the Ombudsman
- Reading of the Statement of Equality
- Introductions
- Adoption of Agenda
- Adoption of the minutes from the previous membership meeting
- Correspondence sent to the Local (training opportunities...)
- NC Chair's report
- Committee Reports
- Financial Report
- Old Business
- New Business

## 14 RULES OF ORDER

14.1 Rules of order shall be subject to Article 11 of the Constitution

## 15 PER CAPITA REBATES

15.1 Per capita rebate received from the Union shall be used for the general administration of the Sector as approved by the table officers (i.e. AGM expenses, Sector Committees, Defense of Members Campaigns, Scholarships, Union socials, etc.)

## 16 FINANCIAL STATEMENT

16.1 The annual financial statement must be approved by the Sector AGM. This statement must be reviewed by an approved individual who is independent of the financial statement preparation once approved by the AGM it shall be forwarded to the SGEU Secretary/Treasurer.

## 17 Budget

17.1 The Sector budget must be presented by the Sector

Chair/Vice-President to the SGEU Secretary Treasurer.

## **18 RECALL OF ELECTED OFFICIALS**

18.1 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.

### **18.2 Petition Process**

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

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

18.2.3 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.

### **18.3 Recall/Process**

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

18.3.2 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.

18.3.3 Voting shall be done by secret ballot

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

## **19 Oath of Office for Elected Officials:**

19.1 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, 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."

## **20 ASSOCIATE MEMBERS**

- 20.1 Retired Crown Sector members, who were in good standing, shall be allowed to participate in the Sector as Associate Members as outlined in the SGEU Constitution.

## **21 Provincial Life Membership**

- 21.1 The Crown Sector will follow the process laid out in the Constitution of SGEU Article 4.11

## **22 AMENDMENTS TO THESE BYLAWS**

- 22.1 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.
- 22.2 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.
- 22.3 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.
- 22.4 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 2018.

**Schedule 1**  
**Crown Sector - Financial Policy**

**1. Meetings**

- 1.1. 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 a claim voucher in order to receive payment for pay loss, travel and sustenance.
- 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 policy, a copy of the changed claim form will be included with the cheque.
- 2.4. An attendance register is available at each meeting and members must sign same, providing proof of being in attendance at such meeting.

**3. Travel and Transportation**

- 3.1. 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.
- 3.2. 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
- 3.3. 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).

**4. Union Leave**

- 4.1. 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. Unused union leave forms must be returned to the Crown Sector. (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).

- 4.2. 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 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.
- 4.3. 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.
- 4.4. Union leave will be cancelled for any member who is unable to attend the scheduled union meeting or event.

## **5. Stipend**

- 5.1. Stipend, including travel time, will only be paid for hours in excess of the number of hours of issued union leave.
- 5.2. The stipend for travel time will be \$15.00 for each 90 kilometers or 55 miles of travel, to be rounded to the nearest half hour.
- 5.3. A stipend of \$15.00 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. Honorarium**

- 6.1. Delegates to the SGEU, SFL, NUPGE and CLC conventions shall receive \$30.00 a day honorarium to cover incidentals. This is to be reviewed at the annual Crown Sector AGM.

## **7. Accommodations**

- 7.1. Members on union business to all Crown Sector functions must share rooms. In the event a member can share and doesn't, or requests a single room, the member will be responsible for half the costs of the room, plus taxes.

- 7.2. Upon written request to the Finance Committee, exceptions to the above policy may be considered on a case-by-case basis.
- 7.3. Individuals who do not inform the meeting coordinator of room cancellations or changes will be billed for room charges.

## **8. Dependent Care**

- 8.1. 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.

## **9. Meals**

- 9.1. Authorized person on Crown Sector business will be allowed meal rates of \$10.00, \$16.00, and \$21.00, subject to changes to the SGEU Policy article 10.8.
- 9.2. Meals can be claimed for:
  - 9.2.1. 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.
  - 9.2.2. 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.
  - 9.2.3. 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.
- 9.3. 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.

## **10. Social Functions**

- 10.1. All requests must be approved by the Sector Executive table officers.
- 10.2. Sector Executive may approve additional requests not listed under Social Functions.
- 10.3. 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:

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

10.3.1.1. Function being planned

10.3.1.2. Number of participants attending the function

10.3.1.3. Budget submission: \$8.00 per attending Crown Sector Member to a maximum of \$1000.00 per bargaining unit.

10.4. Geographical Area - Must notify Sector Executive Table Officers at least one month in advance. Must include in request the number of people attending and respective cost. (Note: Any Union wide social function, e.g. Christmas parties, BBQ, etc)

## **11. Sporting Activities**

11.1. The Sector will cover entry costs for any sporting event to a maximum of six (6) teams. Travel and accommodations will be covered by the Sector to a maximum of two (2) teams for any event provided the Sector has received application before the deadline.

11.2. If more than two (2) teams apply before the deadline then the costs will be divided accordingly. Limit of people covered per event per team.

11.2.1. Bowling -5 people;

11.2.2. Golf - 4 people;

11.2.3. Ball- 12 people.

11.3. Note: For these sporting activities, the Sector will only cover expenses for SGEU Crown Sector members, not family and friends.

## **12. Retirement**

12.1. 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 in to 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.