

# **Public Service Sector Bylaws**

**As revised @ BGM May 2022**

**Approved by the Membership/Constitution  
and Legislation Committee on October 11, 2022**

**Saskatchewan Government  
and General Employees' Union**

**SGEU**

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# **Public Service Sector BYLAWS**

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

### **4.2 Selection Committee**

**4.2.1** The Sector Executive shall establish a three-person Selection Committee to review all nominations from the Locals. Nominations must be submitted to the Sector Executive prior to March 31<sup>st</sup> or the first working day following March 31<sup>st</sup> if that day is a Saturday or Sunday or statutory holiday.

**4.2.2** The Selection Committee will propose up to two nominees to the Sector Executive.

**4.2.3** The Sector may, by secret ballot vote, recommend that up to two nominees be referred to the Sector Biennial General Meeting for confirmation.

4.2.4 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 to have Sector Life Membership conferred upon them.

### 4.3 Sector Life Members Roles and Responsibilities

4.3.1 Sector Life Membership shall receive all Sector publications free of charge.

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

4.3.3 Past members who are Sector Life Members shall not hold elected positions within the Sector.

4.3.4 Past members who are Sector Life Members shall be free of regular dues and assessments.

4.3.5 Past members who are Sector Life Members may attend Union Meetings and shall have voice but shall not have vote.

## 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 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 Chairperson in a timely manner.

**5.2** The Sector Executive shall be comprised of a Chairperson/Sector Vice President, Vice Chairperson, Secretary, Treasurer, Chairperson 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 as stated in 8.1**

**5.3** The Sector Executive may meet a minimum of three times per year. Executive members shall be provided with a 10-day notice of the meeting (unless urgent). The agenda for these meetings will be developed and provided to all Sector Executive for review 10 days prior to Sector Executive meetings.

**5.4** Duties of the Sector Executive shall be:

**5.4.1** Review Sector operations including gathering and compiling information regarding Public Service local steward and committee structures, and receiving regular reports and updates from the locals.

**5.4.2** Review Sector finances including financial reports from sector committees and Public Service locals as may be requested.

**5.4.3** Determine need and size of any Sector specific subcommittee.

**5.5** Election of Sector Executive:

**5.5.1** Sector Executive includes PS/GE Bargaining Council as per the PS/GE Bargaining Guidelines.

**5.5.1.1** Elections shall take place at the Sector Biennial General Meeting. Term of office shall be two-year term.

**5.5.1.2** In order to be nominated for Chairperson/Sector Vice President, the nominee must be the Chairperson of his/her Bargaining Unit.

**5.5.1.3** The Chairperson/Sector Vice President shall also be the Sector Chairperson.

- 5.5.1.4 The Chairperson/Sector Vice President, Secretary, Treasurer and Vice Chairperson shall be elected by those members present at the Biennial General Meeting.
- 5.5.1.5 Following the election, the Sector Executive shall take the Oath of Office in Constitutional Article 5.2 in the presence of the members at the Biennial General Meeting.
- 5.5.1.6 The election of the Sector Executive shall be by 50 per cent plus one (1) 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 Chairperson/Sector Vice President, Vice Chairperson, Secretary, Treasurer, and the Chairperson of each Bargaining Unit within the Sector.
- 6.2 The Table Officers will meet at the call of the Chairperson/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 5.5 of these Bylaws, except the Chairperson of each Bargaining Unit who shall be elected as per their Bargaining Guidelines.
- 6.4 Term of office for Bargaining Unit Chairs shall be as per their Bargaining Guidelines.

## **7. DUTIES**

- 7.1 Chairperson/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 authorized to countersign all cheques drawn on Sector funds and Bargaining Unit budgets and approve expenditures (excludes local funds for per capita).
  - 7.1.4 Be responsible for approving all union leave for all Sector members on Sector business (excludes union leave authorized by Locals and funded by Locals and Bargaining Units).
  - 7.1.5 Attend meetings of the Union's Administration Committee and Provincial Council.

- 7.1.6 Through the Secretary, ensure all seats allotted to the Sector for any conventions/events are filled within the timelines as outlined in the SGEU Constitution Article 9.
- 7.1.7 Only vote in the case of a tie.
- 7.1.8 Sign and date the attendance register immediately following the last name at the conclusion of all meetings.
- 7.2 **1<sup>st</sup> Vice Chairperson**
  - 7.2.1 In the absence of the Chairperson/Sector Vice President, assume the duties of the Chairperson/Sector Vice President.
  - 7.2.2 2<sup>nd</sup> Vice Chairperson
  - 7.2.3 In the absence of the Chairperson/Sector Vice President, or 1<sup>st</sup> Vice Chairperson, assume the duties of the Chairperson/Sector Vice President and 1<sup>st</sup> Vice Chairperson.
  - 7.2.4 Be authorized to countersign all vouchers drawn on Sector funds.
- 7.3 **Secretary**
  - 7.3.1 Keep accurate signed records of all meetings of the Sector including a register of attendees and a copy will be sent to the President of the Union.
  - 7.3.2 Deal with Sector correspondence.
  - 7.3.3 Maintain lists of all representatives, delegates and alternates and provide them to Membership Records whenever there is a change.
  - 7.3.4 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.
  - 7.3.5 Shall be responsible for the safekeeping and availability at meetings of the attendance register.
- 7.4 **Treasurer**
  - 7.4.1 The Treasurer will defend the needs for resources for the priorities of the Sector. The duties, as necessity arises, shall include:
    - 7.4.1.1 Collect and deposit any Sector funds in a chartered bank or credit union to the credit of the Sector (excluding per capita and bargaining unit budgets).

- 7.4.1.2 Keep a proper record of accounts, subject to annual examination by the auditor(s) and such reports to be submitted for approval to the Biennial General Meeting.
- 7.4.1.3 Make all payments by cheque, signed by him/herself and countersign by the Chairperson/Sector Vice President or the Vice Chairperson, subject to the direction and approval of the Sector Executive or the Table Officers.
- 7.4.1.4 Shall provide the annual financial statement that has been approved by the Sector Biennial General Meeting to the SGEU Treasurer. In the years that the Biennial General Meeting is not held, the Sector Executive shall approve the annual financial statements of the Sector.

## **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 and LTD committee reps. They will be elected to a four year term. Any Public Service Sector representative to a Provincial Standing Committee elected at the BGM who does not provide a written report to the BGM will not be able to run as a Public Service Sector VP representative for any provincial standing committee for two years. Provincial Council Standing Committees are as follows:
  - 8.1.1 Administration Committee (Vice President as per the Constitution)
  - 8.1.2 Education and Publicity
  - 8.1.3 FAIR
  - 8.1.4 Human Rights/Equity (elected at the Human Rights/Equity Conference)
  - 8.1.5 Membership/Constitution and Legislation
  - 8.1.6 Occupational Health and Safety
  - 8.1.7 Women's
  - 8.1.8 Anti-Privatization
- 8.2 Long Term Disability Representatives will be elected as per the Bargaining Guidelines.
- 8.3 The Chairperson of the PS/GE Anti-Privatization Committee shall be the Sector representative to the Provincial Anti-Privatization Standing Committee unless someone from another Bargaining Unit within the Public Service Sector chooses to run at the Biennial General Meeting. In this eventuality there shall



be an election between the Chairperson of the PS/GE Anti Privatization committee and the person or persons from the other bargaining unit.”

## **9. PUBLIC SERVICE SECTOR GRIEVANCE COMMITTEE**

**9.1** The Sector Grievance Committee shall consist of the membership of the PS/GE Grievance Appeals Committee as constituted by the PS/GE Bargaining Guidelines plus one representative from each of the other Bargaining Units.

**9.2** Other Bargaining Units with the Public Service Sector may add a representative to the Sector Grievance Committee. Costs are charged to the Bargaining Unit.

## **10. SECTOR PROVINCIAL COUNCIL MEMBERS**

**10.1** The Sector Chairperson/Sector Vice President will be an automatic representative to the Provincial Council.

**10.2** The Chair of the PS/GE Negotiating Committee, First and second Vice Chairperson of the PS/GE Negotiating Committee shall be automatic representatives to the Provincial Council. The fourth automatic representative to the Provincial Council shall be elected from the Sector Executive.

**10.2.1** If the Chairperson of the PS/GE Negotiating Committee is the Sector Chairperson/Sector Vice President, then the Provincial Council members shall be the First and Second Vice Chairperson of the PS/GE Negotiating Committee and the Alternate to the Provincial Council.

**10.3** If the Chairperson of the PS/GE Negotiating Committee, the First or Second Vice Chairperson, or their Alternates are also the NUPGE or SFL Vice President, then their place shall be filled in accordance with Article 10.7 of these bylaws.

**10.4** 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:

**10.4.1** For a two-year term on or before November 30<sup>th</sup> from the members of the Local.

**10.4.2** Provincial Council Members assume roles upon adjournment of the Annual Convention.

**10.5** A Provincial Council Member missing more than three consecutive Provincial Council meetings, without cause, shall be deemed to have resigned. The remaining term shall be filled by the alternate.

**10.5.1** Absent with Cause: In order to be considered Absent with Cause, the Provincial Council Member must inform the Chairperson for Sector

Representatives or Designated Official as per Sector/Local Bylaws within the proper timelines. The Public Service Sector Representatives shall give reasonable notice as per Sector/Local Bylaws for Provincial Council Members elected by the Local, that you are unable to attend the meeting/event. Absent with Cause may include, but is not limited to the following: Union business, family issues, sick leave, work, vacation leave. Further, any such absence will be deemed to have attended the meeting/event.

**10.6** Absences shall be reported to the Chairperson/Sector Vice President of the Sector.

**10.7** Alternates will be elected from the Sector Executive at the Biennial General Meeting for the 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).

**10.8** 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.

## **11. DELEGATES TO THE SGEU CONVENTION**

**11.1** Delegates shall be allotted to the Locals according to the following formula:

$$\frac{\text{Total Delegates Allocated to Sector}}{\text{Sector Membership}} \times \frac{\text{Local Membership}}{\text{Sector Membership}} = \text{Local Delegate Entitlement}$$

**11.2** Notwithstanding Article 11.1, all Locals are entitled to a minimum of one delegate.

**11.3** Provincial Council Members are automatics to the SGEU Convention.

**11.4** Provincial Council Members Elect are automatics out of the Local entitlement.

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

## **12. SFL CONVENTION**

**12.1** SFL delegates are identified as per Article 11 of these Bylaws, delegates to SGEU Convention. Local Bylaws shall outline how each Local elects/selects delegates from the Locals.

**13. NUPGE OR CLC CONVENTION**

**13.1** For the purpose of filling the Sector delegate entitlement to the NUPGE or CLC Convention, the Chairperson/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:

**13.1.1** Locals are responsible to elect, as per Local Bylaws, representative(s) and alternate(s) to which they are entitled, to be delegates to the NUPGE or CLC Convention. On a rotational basis, delegates will be selected from the schedule below. If a selected delegate is unable to attend, then his/her alternate shall attend. If the alternate is also unable to attend, the next eligible Local's candidate shall attend. For subsequent Conventions, the top of the schedule shall be deemed to start immediately after the name of the last Local that sent a delegate.

**13.1.2** Notwithstanding the above paragraph, if a Local misses its turn because of delegates being unable to attend, then that Local will remain at the top of the schedule for the next NUPGE or CLC Convention.

**13.1.3** Schedule:

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. BIENNIAL AND SPECIAL MEETINGS**

**14.1** The Biennial General Meeting shall be held in the month of May and set by the Sector Executive.

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

- 14.3** Special meetings of the Sector may be called by motion of the Sector Executive.
- 14.4** Quorum for the meeting shall be those in attendance.
- 14.5** 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.
- 14.6** 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 mailed out to the Local Chairs and Secretaries.
- 14.7** 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 Ombudsmun  
Adoption of Agenda  
Adoption of the Minutes of the Previous Biennial General Meeting  
President's Address  
Chairperson's Report  
Treasurer'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

- 14.8** 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. In the year between Biennial General Meetings, the Public Service Representatives to the Provincial Council Standing Committees shall submit a written report reviewing the activities of the committee for the previous year to the Sector Executive at the May/June meeting.

**15. PER CAPITA REBATES**

- 15.1** Per capita refunds will be distributed to the Locals as per the Constitution.

**16. AMENDMENTS TO SECTOR BYLAWS**

- 16.1 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 meeting of the membership.
- 16.2 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.
- 16.3 Proposed amendments must be submitted to the Sector Secretary at least 90 calendar days in advance of the meeting.
- 16.4 All bylaws changes must be submitted to the MC&L Committee as per SGEU Policy Article 5.1.2.2.1

## 17. **RECALL**

- 17.1 As per the Constitution, Bargaining Guidelines and Local Bylaws.

## 18. **PROVINCIAL COUNCIL MEMBERS ELECTED BY THE LOCAL**

- 18.1 As well as Provincial Council Members as outlined in Article 10, the Locals' Bylaws shall address the election, recall and resignation process of Local Provincial Council Members.

## 19. **DISTRIBUTION OF ADDITIONAL PROVINCIAL COUNCIL REPRESENTATIVES**

- 19.1 The first additional representative will be allocated to the Local with the lowest representation by population ratio.
- 19.2 The second additional representative will be allocated by the Sector Executive.
- 19.3 The third additional representative will be allocated to the second Local with the lowest representation by population ratio.
- 19.4 The fourth additional representative will be allocated by the Sector Executive.
- 19.5 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.
- 19.6 **Decrease of Provincial Council Representation**
  - 19.6.1 The first position decreased shall be from the local with the highest number of Provincial Council members.
  - 19.6.2 The second position decreased shall be from the local with the second highest number of Provincial Council members.

- 19.6.3** The third position decreased shall be from the local with the third highest number of Provincial Council members.
- 19.6.4** The fourth position decreased shall be from the Sector Executive, with the provision that there must be a minimum of two positions assigned to the Sector Executive (this includes the Sector Chair).
- 19.6.5** 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.
- 19.6.6** The cycle will then repeat from where it left off for decrease of additional positions.
- 19.6.7** No matter how the Provincial Council representational structure changes, this will not affect the PS/GE bargaining structure. PS/GE will remain with 17 locals and 17 local representatives to Bargaining Council.

## **20. RULES OF ORDER**

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

## **21. CHIEF STEWARDS AND STEWARDS**

- 21.1** The Sector is responsible for the maintenance of the proper Steward Structure. 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.
- 21.1.1** The Local Bylaws shall also outline a process for recall and resignation of Stewards and Chief Stewards. 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 Records following each election or whenever changes occur.

## **22. FISCAL YEAR**

- 22.1** The fiscal year for the Public Service Sector is January 1<sup>st</sup> to December 31<sup>st</sup>.

## **23. LOCAL BYLAWS**

- 23.1** Each Public Service Sector Local shall maintain Local Bylaws that address the following:
  - 23.1.1** Name
  - 23.1.2** Location

- 23.1.3** Objectives
- 23.1.4** Membership
- 23.1.5** Fiscal Year
- 23.1.6** Local Executive
- 23.1.7** Provincial Council Members
- 23.1.8** Chief Steward Structure
- 23.1.9** Steward Structure
- 23.1.10** Conduct of Officials
- 23.1.11** Duties of Officers
- 23.1.12** Committees
- 23.1.13** Meetings
- 23.1.14** Order of Business
- 23.1.15** Amendments to Bylaws
- 23.1.16** Delegates to Convention
- 23.1.17** Recall of Elected Officials
- 23.2** Bylaws must be submitted to the Membership/Constitution and Legislation Committee for review and approval within 30 days following the Local's AGM or other meetings where amendments are passed.

## **24. LABOUR COUNCILS/COMMITTEES**

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

## **25. SFL AFFILIATION**

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

# APPENDIX A – DISTRICT BOUNDARIES

## SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES UNION PUBLIC SERVICE LOCAL DISTRICT BOUNDARIES



Appendix D  
*PS/GE Bargaining  
Guidelines*

