



**SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION

PUBLIC SERVICE SECTOR

LOCAL 1105 BYLAWS**

**As revised and approved by the Local 1105 Membership in February 2022
Approved by: MC&L Committee June 7, 2022**

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1. NAME

The Local shall be known as the Prince Albert Public Service Sector Local 1105 of the Saskatchewan Government and General Employees' Union.

2. LOCATION

The Business Office of this Local of the Union shall be in the City of Prince Albert, in the Province of Saskatchewan.

3. OBJECT

The object of the Prince Albert Public Service Sector Local 1105 shall be to further the objectives of the Saskatchewan Government and General Employees' Union as they are set forth in the Constitution and Policies of the Union.

4. MEMBERSHIP

All members of the Public Service Sector who reside or work within the area defined in the boundaries of the Local as identified by Appendix A of the Public Service Sector Bylaws, and all members of the Pacific Regeneration Technologist (PRT), Valley Hill Treatment Center as designated by the Provincial Constitution of the Union, shall be eligible for the membership in the Prince Albert Local.

5. LOCAL LIFE MEMBERS

- 5.1 Life membership will be conferred as set out in 4.12.1 of the Saskatchewan Government and General Employees' Union Constitution.

6. LOCAL EXECUTIVE

- 6.1 The Local Executive shall consist of Table Officers per Article 8 (3) Members-at-Large, Chief Stewards Local Bargaining Representative as per Article 9 of these bylaws and (3) Provincial Council Members as per Article 7 of these bylaws.
- 6.1.2 Members, unless otherwise specified within these bylaws, shall be elected for a two (2) year term at the Annual General Meeting with the start of the term being effective the same day.
- 6.2.1 An Executive Meeting shall be called if requested by three (3) or more Executive members.
- 6.2.2 The Table Officers shall meet three (3) times or as required at a time and place as suggested by the Local Chair and agreed to by the majority of the Local Table Officers. A Table Officers Meeting shall be called if requested by three (3) or more Table Officers members

- 6.2.3 A Table Officer who fails to attend three (3) meetings of the Executive during their term without prior notification, due to illness, recreation leave, or requirement of duty, permission of the Local Chair to absent they shall be replaced under the provisions of Article 8.6. Executive members absent with prior notification shall be considered present for the purpose of selection as delegates for the Local.
- 6.2.4 Four (4) members of the Table Office shall constitute a quorum.
- 6.3 Duties and responsibilities of the Local Executive as outlined in Articles 7, 8, 9, of these bylaws.
- 6.4 Members of the Local elected under these Bylaws shall signify in writing or orally their acceptance of the following:
- “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 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.”
- 6.5 Any member in good standing in the Union shall be eligible for election.
- 6.5.1 Elections shall be by secret ballot. There is no proxy voting for any election within the Local.
- 6.5.2 Nominees shall have the right to name an agent to act as Scrutineer for the election.
- 6.5.3 Election results shall be given to the Chair to be announced to the Meeting.
- 6.5.4 Voters may vote for one or more candidates up to a maximum equal to the number of vacancies.
- 6.5.5 The Candidate(s) who receives the highest number of vote(s) shall be declared elected. In the event of a tie winning candidates shall be determined by a lot (flip a coin or draw a name).
- 6.5.6 A Local Executive Member shall assume the Chair for election of the Local Chair and Local Vice Chair
- 6.5.7 If there are not enough candidates to fill all vacancies in that year or exactly enough candidates to fill the vacancies, those candidates nominated will be acclaimed elected. Vacancies remaining (if any), will be filled at the next General Meeting.
- 6.5.8 Should any member of the Local Executive resign or for any reason vacate his or her position on the Executive, more than ninety (90) days prior to the expiry of his or her term, the Executive shall make the necessary arrangements for an election.
- 6.5.9 The Local Bargaining Representative shall be elected at the Local 1105 Proposals Gathering Meetings.
- 6.5.10 The Members-At-Large (3) shall be nominated and elected from the membership at the Annual General Meeting. One (1) member at large will be elected in odd numbered years and two (2) members at large will be elected in even numbered years, start of term effective at end of that day.
- 6.6 Elected Stewards, Chief Stewards, Local Table Officers and the Local Executive members representing this Local shall adhere to the principles as outlined in the Bylaws, the Code of Ethics for elected Officials of the Saskatchewan Government and General Employees’ Union Constitution.
- 6.6.1 Failure by Elected Stewards, Chief Stewards, Local Table Officers and Local Executive Members to adhere to such principles may cause actions as applied by the Local Executive, the Provincial Council and/or Membership/Constitution and Legislation Committee as set out in these Bylaws, PS/GE Bargaining Guidelines, Sector Bylaws and/or Constitution.

7. **PROVINCIAL COUNCIL MEMBER**

- 7.1 Any member in good standing with at least one year's membership in the Union shall be eligible for election to one (1) of the three (3) Provincial Council Member positions for Local 1105.
- 7.1.2 Nominations and elections for Provincial Council and Provincial Council Alternates (even numbered years) shall take place at the October Annual General Meeting.
- 7.1.3 Local 1105 shall have three (3) Provincial Council Members. Two (2) Provincial Council Members will be elected in even numbered years for a two (2) year term. One (1) Provincial Council Member will be elected in odd numbered years for a two (2) year term.
- 7.1.4 The member(s) receiving the highest number of votes shall be declared elected.
- 7.1.5 Alternates will be elected at the Annual General Meeting in even numbered years for a two (2) year term. An up-to-date list of alternates will be maintained and be utilized when one of the Provincial Members is unable to attend a meeting.
- 7.1.6 If the alternate list is exhausted then members of the executive will be contacted by the chair to attend.
- 7.1.7 Provincial Council Alternates will carry out the Provincial Council Member's duties when the Provincial Council Member is unable to do so.

8. LOCAL TABLE OFFICERS

- 8.1 The Local Table Officers shall consist of Local Chair, Local Vice-Chair, Local Treasurer, Local Secretary and the (3) Provincial Council members.
- 8.1.1 Between General Meetings, management of the Local shall be vested in the Local Table Officers.
- 8.1.2 The Table Officers shall appoint the Chair of all standing and special committees required for the welfare of the Local, refer to Article 10 of these Bylaws for process.
- 8.1.3 The immediate past Local-Chair, if not re-elected to the Executive, remains a member ex-officio for one (1) year.
- 8.1.4 Table Officers members shall, in all aspects of their Union activities, conduct themselves in accordance with Union Policy including the Code of Ethics for Elected Officials, the Constitution and Bylaws of the union.
- 8.2 The Local 1105 Chair, with voice and vote on the Executive will be elected in odd numbered years, for a (2) two-year term. They will be elected at the Annual General Meeting, start of term will be effective that day
- 8.2.1 The Local 1105 Vice Chair, with voice and vote on the Executive will be elected in even numbered years for a (2) two-year term. They will be elected the Annual General Meeting, start of term will effective that day.
- 8.2.2 The Local 1105 Treasurer, with voice and vote on the Executive in even numbered years for a (2) two-year term. They will be elected at the Annual General Meeting; start of term will be effective that day.
- 8.2.3 The Local 1105 Secretary, with voice and vote on the Executive will be elected in odd numbered years for a (2) two-year term. They shall be elected at the Annual General Meeting, start of term will be effective that day.
- 8.2.4 The Local Chair and Local Vice shall be elected in accordance with Article 6 of these Bylaws.

- 8.2.5 The Local and Local Vice Chair shall be elected from the members in good standing of the Local Executive as nominated from the floor of the Annual General Meeting by the members in attendance at the Annual General Meeting.
- 8.2.6 Elections shall be in the following order:
 - 8.2.6.1 Local Chair
 - 8.2.6.2 Local Vice Chair
 - 8.2.6.3 Secretary
 - 8.2.6.4 Treasurer
- 8.2.7 The candidate member who receives the highest number of votes will be declared elected.
- 8.2.8 Members may only hold one of the following officer positions: Local Chair, Local Vice Chair, Local Secretary or Local Treasurer.
- 8.3 Recall Process as outlined in Article 8.6 of these bylaws.
- 8.4 Should any member of the Table Officers resign or for any reason vacate their position on the Executive, more than ninety (90) days prior to the expiry of their term, the Table Officers shall make the necessary arrangements for an election.

8.5 DUTIES AND RESPONSIBILITIES OF THE TABLE OFFICERS

- 8.5.1 The Local Chair's duties and responsibilities shall be:
 - 8.5.1.1 Preside at all meetings and shall observe due observance of the Constitution, Bylaws and Policies of the Union.
 - 8.5.1.2 Be authorized to sign checks on behalf of the Local.
 - 8.5.1.3 Vote only in the case of a tie.
 - 8.5.1.4 Be an ex-officio member of all Local committees.
 - 8.5.1.5 Be responsible for approving all Union leave for the Local members on business for the Local.
 - 8.5.1.6 Through the Secretary, ensure that all seats for the Local for any Convention/event are filled.
 - 8.5.1.7 Sign and date the attendance register immediately following the last name at the conclusion of the meeting.
- 8.5.2 The Local Vice Chair's duties and responsibilities shall be:
 - 8.5.2.1 In the absence of the Local Chair, assume the duties of the Local Chair.
 - 8.5.2.2 Be authorized to sign checks on behalf of the Local.
- 8.5.3 The Secretary shall:
 - 8.5.3.1 Keep an accurate, signed record of the proceedings of all meetings of the Local and a copy is to be sent to the Sector Secretary.
 - 8.5.3.2 Be responsible for the safekeeping and availability at meetings of the attendance register.
 - 8.5.3.3 Maintain a list of all representatives, delegates and alternates.

- 8.5.3.4 Conduct all correspondence.
- 8.5.3.4 Is entitled to one day per month to do minutes and correspondence and any other necessary duties.
- 8.5.4.1 The Treasurer shall:
- 8.5.4.2 Collect and deposit any funds in a chartered bank or credit union to the credit of the Union.
- 8.5.4.3 Keep a proper record of accounts, subject to the examination by the auditor.
- 8.5.4.4 Submit to the 1st Vice President and Sector Treasurer, an annual financial statement following, the end of the fiscal year which has been approved by the local.
- 8.5.4.5 Chair the Finance Committee.
- 8.5.4.6 Be authorized to sign checks on behalf of the Local
- 8.5.4.7 Shall provide a written financial monthly report to the membership, except in July and August.
- 8.5.4.8 Is entitled to one month per day to prepare the monthly financial report and any other necessary duties.

8.6 Recall of Elected Officials

- 8.6.1 All Local Executive Members in Local 1105 are subject to recall. This shall include all Table Officers, Provincial Council, Chief Stewards and Stewards.
- 8.6.2 Petition Process
 - 8.6.2.1 Recall must be petitioned by 25% of the members who are represented by the Executive member being recalled. The petition must outline the reasons for the recall in clear and concise language.
 - 8.6.2.2 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 meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date and location as well as the reasons for the recall.
 - 8.6.2.3 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.
- 8.6.3 Recall Process
 - 8.6.3.1 The official facing recall shall have the opportunity to present their position or response to the petition prior to the vote occurring.
 - 8.6.3.2 A two-thirds (2/3) majority vote by secret ballot of those members in attendance shall be required to unseat the incumbent. Only those who are members of the delegates to the body that elected the person being recalled can vote on the recall.
 - 8.6.3.3 Vacancies created by a recall will be filled following the election process for the vacant position or the alternate shall move up to take on the responsibility.

9. OTHER ELECTED OFFICIALS

9.1 Chief Steward

- 9.1.1 The Local shall group the Steward Districts into Zones within that workplace. There will be approximately ten (10) districts to a Zone.
- 9.1.2 Each Zone of Steward Districts shall be entitled to elect one (1) Chief Steward.
- 9.1.3 Work units with less than twenty-five (25) members shall be entitled to elect more than one steward in the same district, but for the purposes of establishing the Zone for Chief Steward they shall count as one (1) district.
- 9.1.4 All of the Chief Stewards in the Local shall be part of the Local Executive.
- 9.1.5 Work units with less than twenty-five (25) members shall be entitled to elect more than one steward in the same district, but for the purposes of establishing the Zone for Chief Steward they shall count as one (1) district.
- 9.1.6 It is the expectation that all Chief Stewards will follow SGEU's code of conduct for elected officials.
- 9.1.2 Chief Steward Responsibilities
 - 9.1.2.1 To strengthen the Union and to build supports for its programs and bargaining. To protect worker's rights, act as an advocate on behalf of the union's membership. Chief Stewards shall provide leadership to the members on the zone.
 - 9.1.2.2 Act as the Union's representative for a zone of approximately ten (10) steward districts.
 - 9.1.2.3 Act as a communication link between the Union and the stewards. Specifically, They/them shall chair any regular educational and information-sharing meetings with stewards in their districts; and shall be chief contact for any ~~shop~~-meeting with members.
 - 9.1.2.4 Actively recruit and register stewards when vacancies exist.
 - 9.1.2.5 Deal with members concerns about the Collective Agreement. The Chief Steward shall help stewards with the grievances process.
 - 9.1.2.6 Attend regularly held Local General Membership meetings and executive meetings.
 - 9.1.2.7 Chief Steward nominees must have LD 20 training and must be a member in good standing.
 - 9.1.2.8 Complete the Advanced training courses e.g., LD 30, Chief Steward Training or be willing to be trained within their term.
- 9.1.3 NOMINATIONS AND ELECTIONS
 - 9.1.3.1 The Local 1105 Membership Constitution and Legislation Committee shall be responsible for the election and maintenance of the steward structure.
 - 9.1.3.2 The Chief steward shall be elected to serve a term of two (2) years beginning and ending the last day of June. All Zones will be elected in even numbered years
 - 9.1.3.3 Chief Stewards shall be elected from amongst the stewards registered within the districts of that zone at the first steward council meeting to be held within thirty (30) days of June 30th.
 - 9.1.3.4 Workplaces over twenty-five (25) members at the first steward meeting within thirty (30) days of June 30th, shall elect a Vice Chief that will step up if the Chief moves to a different workplace, change departments and/or resigns.
 - 9.1.3.5 Local 1105 will incur the costs of stipend or for up to four (4) hours union leave for the first meeting of the

steward council to be held within one month of June 30th.

- 9.1.3.6 The Elections for the Office of Chief Steward shall be conducted by secret ballot by the stewards in that zone. There is no proxy voting in any election in the Local.
- 9.1.3.7 Nominees shall have the right to name an agent to act as a scrutinizer for the election.
- 9.1.3.8 Candidates who receive the highest number of votes shall be declared elected. In the event of a tie vote, the winning candidate shall be determined by a lot (flip of a coin or draw a name).
- 9.1.3.9 No elections to be held during the months of July and August unless an emergent circumstance arises.
- 9.1.3.10 The Membership Constitution and Legislation Committee Chair shall duly register the Chief Stewards by numbered Zones with the Sector Secretary.
- 9.1.3.11 Nominees for the office of Chief Steward shall signify in writing their acceptance by signing the Chief Steward Registration form including the 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 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.”

9.1.6 CHIEF STEWARD VACANCIES

- 9.1.6.1 The Office of Chief Steward shall become vacant automatically if the Chief Steward moves to a different location or change departments and/or resigns.
- 9.1.6.2 If such a vacancy occurs prior to the expiry of a term, the Zone shall replace the Chief Steward for the unexpired term involved. Such shall be by secret ballot of the membership of the Zone involved.
- 9.1.6.3 Zones with a Vice Chief, would move up to Chief if the member moved to a different location, change departments and/ or resigns.

9.1.7 JURISDICTION

- 9.1.7.1 Chief Stewards shall be accountable and responsible to the members from the Zone in which the Chief Steward was elected.
- 9.1.7.1 Chief Steward shall respect the jurisdiction of other Chief Stewards and shall not normally operate outside the work area from which they are elected. However, a member or steward may elect to use another Steward, Local Executive Member-At-Large, Provincial Council Member or Chief Steward. The Local Executive or Chief Steward shall be fully apprised of the situation and shall be in direct consultation with the Steward and members involved.
- 9.1.7.2 Quorum for the transaction of business at Zone Meetings shall be thirty (30) percent of the district . stewards.

9.2 Steward

9.2.1 Roles and Responsibilities

- 9.2.1.1 Zones shall be divided into steward districts of 25 or fewer members in a definable work area.
- 9.2.1.2 Enforce the provisions of the Collective Agreement and advocate for the members during disputes with the employer through the problem-solving process.
- 9.2.1.3 Educate the membership about their rights and responsibilities under the Collective Agreement and role of

9.2.1.4 Keep the Union bulletin board updated

9.2.1.5 To participate in Zone meetings and educational.

9.2.1.6 It is the expectation that all Stewards will follow SGEU's code of conduct for elected officials.

9.2.2 NOMINATIONS AND ELECTIONS

9.2.2.1 The Membership Constitution and Legislation Committee shall be responsible for the maintenance of the Local 1105 steward structure.

9.2.2.2 A call for nomination shall be posted in each Zone for ten (10) days. A district is twenty-five (25) or fewer members in a definable work unit.

9.2.2.3 Any member in good standing shall be eligible for nomination for Steward in their district.

9.2.2.4 Members in the Steward District shall elect a Steward every two year and whenever a vacancy occurs and have regularly scheduled membership meetings to discuss workplace and/or union issues as necessary.

9.2.2.5 The Local 1105 Membership Constitution and Legislation Chair or designate shall act as the Elections President.

9.2.2.6 The election of the Steward shall be conducted by secret ballot. Candidates who receive the highest number of votes shall be declared elected. In the event of a tie vote, the winning candidate shall be determined by a lot (flip of a coin or draw a name). Nominees have the right to name a scrutineer for the election. There is no proxy voting for any election in the Local.

9.2.2.7 If there are not enough candidates to fill the vacancies the Chief Steward may fill the vacancies by election or appointment.

9.2.2.8 The Local 1105 Membership, Constitution and Legislation Committee shall register the Stewards by numbered districts with the Sector Secretary by July 15th in the year of the election. The Sector Secretary shall also receive information on duly elected stewards within numbered districts and zones.

9.2.2.9 No Steward elections will be held during the months of July and August unless emergent circumstances arise.

9.2.2.10 Nominees for the office of Steward shall signify in writing their acceptance by signing the Chief Steward Registration form including the 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 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."

9.2.2.11 The office of Steward becomes vacant automatically if the Steward moves to a different location or changes departments and/or resigns.

9.2.2.12 If such vacancies occur prior to the expiry of a term, the district shall replace the Steward for the unexpired term involved.

9.2.3 Recall Process

9.2.3.1 The Steward District wishing to do so may recall their Steward. This action may be taken at a District membership meeting subject to the following stipulations:

9.2.3.2 The meeting shall be petitioned for the specific purpose of recall by at least one-quarter of the members of

the district the Steward represents. The petition must outline the reasons for recall in clear and concise language.

- 9.2.3.3 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The meeting and its purpose shall be advertised for at least fourteen (14) calendar days prior to the date of the meeting. The notice of the meeting shall include the time, date and location of the meeting.
- 9.2.3.4 The Steward shall be notified of the meeting and its purpose. A copy of the petition, reasons for recall and the location of the meeting shall also be forwarded to the Steward being recalled. Such notice shall be at least fourteen (14) days prior to the meeting.
- 9.2.3.5 A two-thirds majority of those members in attendance at the meeting shall be required to unseat the incumbent Steward. Only those members represented by the Steward being recalled can vote on the recall.
- 9.2.3.5 The successor shall be elected by secret ballot in the form similar to the procedures used for regular elections.

9.3 Members – At – Large

9.3.1 Roles and Responsibilities:

- 9.3.1.1 Members-at-Large are considered a member of the Executive of the Local.

9.3.2 Nominations and Elections

- 9.3.2.1 Any member in good standing shall be eligible for election.
- 9.3.2.2 The term of office shall be two years.
- 9.3.2.3 Elections shall be by secret ballot. There is no proxy voting for any election in the Local.
- 9.3.2.4 Nominees have the right to a scrutinizer for the election.
- 9.3.2.5 Voters may vote for one or more candidates up to the maximum number of vacancies.
- 9.3.2.6 The candidate(s) who receives the highest number of votes or 50% plus 1 shall be declared elected.

9.3.3 Recall Process

- 9.3.3.1—The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- 9.3.3.2 A two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are represented by the Officer being recalled can vote on this recall.

9.4 Local Bargaining Representative

- 9.4.1 As per the PS/GE Bargaining Guidelines.
- 9.4.2 The member(s) receiving the highest number of votes will be declared elected.
- 9.4.3 Recall shall be as outlined in the PS/GE Bargaining Guidelines.
- 9.4.4 Duties and responsibilities shall be as outlined in the PS/GE Bargaining Guidelines

10. COMMITTEES

- 10.1 The Standing Committees shall be:
The Membership and Bylaw Committee
The Education and Publicity Committee
The Social Committee
The Recognition Committee
The Finance Committee
The Occupation Health and Safety Committee
- 10.2 Elections for Committee Chairs will take place at the Annual General Meeting in October. The Recognition, OHS, Social committees and Labour Council Rep will be elected in even numbered years. The Education, Membership and Bylaw ~~and Privatization~~ committees will be elected in odd numbered years.
- 10.3 Committee Chairs shall be for a two (2) year term beginning at end of Annual General Meeting.
- 10.4 The duties of all Standing Committees, Sub-Committees and Officers of the Local Executive shall be to promote interest in Local Meetings. Each Committee Chair shall develop and submit a budget for the operation of their committee on a form provided by the Finance Committee. This budget shall be submitted to the Treasurer by November 15 annually.
- 10.5 The Chair of the Membership and Bylaw Committee, Education and Publicity Committee, Social Committee, Recognition Committee, Occupational Health and Safety Committee ~~and the Privatization Committee~~ may appoint members to the committee as necessary to carry out the mandate of the committee.
- 10.6 A meeting planner must be completed and approved by the chair or designate prior to any committee holding a meeting. Meeting minutes from the last meeting must also be attached to the meeting planner.
- 10.7 If a committee holds a meeting without prior approval any expenses for the meeting will not be paid. Union leave will not be issued without prior approval.
- 10.8 Finance Committee: The Finance Committee shall consist of ~~a~~ Chairperson, who shall be the Treasurer, and all members of the executive.
- 10.8.1 Duties of the Finance Committee: Shall prepare and present an annual budget to the Local Executive for approval by December 15th. There are to be three (3) quarterly reports to the General Meetings – January, April and June – on the matters of the proposed budget.
- 10.9 Membership and Bylaw Committee: The Membership and Bylaw Committee shall consist of the elected Chair, and up to two (2) members from different work locations. The chair can appoint up to two (2) members to the committee.
- 10.9.1 Duties of the Membership and Bylaw Committee: shall deal with all questions relating to the Bylaws of the Local, shall study proposed amendments to Local Bylaws or to the Constitution of the Union and report to the General Meeting approval or otherwise. This Committee shall be responsible for the maintenance of the Steward structure including elections of Chief Stewards and Stewards. The Committee Chair shall as the Election President, a responsibility s/he may delegate as the Chair sees fit.
- 10.10 Education and Publicity Committee: The Education ~~and Publicity~~ Committee shall consist of the elected Chair and up to two (2) members from different work locations. The Chair can appoint up to two (2) members to the committee.
- 10.10.1 Duties of the Education and Publicity Committee: Shall project, plan and carryout educational activities as in the best interests of the Local and approved by the Local Executive.

- 10.10.2 Shall forward all updates and any event information to the SGEU staff that maintains the website.
- 10.11 Social Committee: The Social Committee shall consist of the elected Chair, and up to two (2) members selected from different work areas. The Chair can appoint up to two (2) members to the committee.
- 10.11.1 Duties of the Social Committee: Shall plan, project and carry out all social activities as approved by the Local Executive.
- 10.12 Recognition Committee: Recognition Committee shall consist of the elected Chair, and up to two (2) members from different work locations. The Chair can appoint up to two (2) members to the committee.
- 10.12.1 Duties of the Recognition Committee: Shall arrange for retirement gift with engraved plaque, up to \$100.00 in amount to be given to the member retiring.
- 10.12.2 The Chief Steward or designate will be responsible for emailing the Retirement Gift Form, found on the SGEU Website under Local 1105 and emailed to Local1105@sgeu.org
- 10.12.3 The Recognition Committee will contact the Chief Steward or designate to make arrangements to pick up or mail the gift.
- 10.14 Occupational Health and Safety Committee: The Occupational Health and Safety Committee shall consist of the elected Chair and at least two (2) members from different work locations. The Chair can appoint up to two (2) members to the committee.
- 10.14.1 Duties of the Occupational Health and Safety Committee: To promote and further the aims of the Occupational Health and Safety Committee as outlined as Article 5.7 of the Union's Constitution.
- 10.14.2 Contact the Union Co-Chairs of the Local's OH&S Committees and have copies of their OH&S Committee meeting minutes sent to the Local's OH&S Chair.

11. MEETINGS

11.1 Annual General Meetings

- 11.1.1 The Annual Meeting shall be held on the third Monday in October. The Local 1105 Table Officers may change the date of the Annual Meeting at a Meeting with reasonable grounds. All members in good standing are welcome to attend the Annual Meeting.
- 11.1.2 Notice of the date, hour and place of the Annual Meeting shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Executive shall set the agenda for Annual Meeting. Local Executive members may refer business to the Table Officers for inclusion on the agenda.
- 11.1.3 Meetings shall commence prior to 7:30 p.m. and shall continue until the business of the meeting is completed or a motion to adjourn has been properly made, seconded and carried.
- 11.1.4 As per Constitution Article 5.8, any meetings may be held virtually when deemed necessary with appropriate rationale. Meetings and electronic voting may only be held virtually when the principles of the constitution, policy and bylaws are upheld
- 11.1.5 For Annual Meeting all Local 1105 members present shall constitute a quorum.
- 11.1.6 There shall be an official attendance Register in book form at all meetings.
- 11.1.7 The Register shall be in the possession of the Secretary between meetings, but shall be available for scrutiny by any members upon request.

- 11.1.8 It shall be the responsibility of the Secretary to arrange for the Register's availability at the General Meeting whether the Secretary attends in person.
- 11.1.9 Each bona fide member present is required to sign the Register.
- 11.1.10 As per Article 7.2.2 of the SGEU Policy, Local 1105 will work towards having trained ombudsman on duty at Annual General Meetings to promote respectful behavior and full participation.
- 11.1.11 The Order of Business to govern each Annual General Meeting shall be:

Call to Order

Roll call of the Executive Officers by the Secretary.

Chair: "Have all present signed the Register?"

Reading of the SGEU Statement of Equality.

Appointment of the ombudsman.

Adoption of the Agenda

Minutes of the last Annual General Meeting.

Local Chair's Report.

Treasurer's Report.

Auditor's Report.

Committee Reports. (Summaries of the year's business and Labor Council)

New Business, Correspondence, etc.

Business referred to the Annual General Meeting by the Executive

Election of Local Executive. (Members at large; (2) members even number year, (1) members odd numbered years)

Election of Local Officers. (Chair (odd numbered year), Vice Chair (even numbered year, Provincial Council)

Election of Local Secretary (odd numbered years)

Election of Treasurer (even numbered years)

Election of Labor Council Representative

Good and Welfare.

Adjournment.

11.2 General Meetings

- 11.2.1 Notice of the date, hour and place of the General Meeting shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Executive shall set the agenda for Annual and General Meetings. Local Executive members may refer business to the Table Officers for inclusion on the agenda.
- 11.2.2 General Meetings shall be held on the third Monday of every second month at a time and place designated by the Local Table Officers, except the months of July and August. The Local Table Officer may change the date for a valid reason. All members in good standing are welcome to attend the General Meetings.
- 11.2.3 If a general meeting is required in between regular scheduled meetings, the Local Chair would call a meeting and notification sent out to members.
- 11.2.4 Meetings shall commence prior to 7:30 p.m. and shall continue until the business of the meeting is completed or a motion to adjourn has been properly made, seconded and carried.
- 11.2.5 For Regular Meeting all Local 1105 members present shall constitute a quorum.
- 11.2.6 There shall be an official attendance Register in book form at all meetings.
- 11.2.7 The Register shall be in the possession of the Secretary between meetings, but shall be available for scrutiny by any members upon request.
- 11.2.8 It shall be the responsibility of the Secretary to arrange for the Register's availability at the General Meeting whether the Secretary attends in person or not.

- 11.2.9 Each bona fide member and guests present are required to sign the Register.
- 11.2.10 As per Article 7.2.2 of the SGEU Policy, Local 1105 will work towards having trained ombudsman on duty at General Meetings to promote respectful behavior and full participation.
- 11.2.11 The Order of Business of each General Meetings shall be:

Call to Order
Roll call of Executive Officers by the Secretary.
Chair: "Have all present signed the Register?"
Reading of the SGEU Statement of Equality.
Appointment of the Ombudsman.
Adoption of the Agenda.
Minutes of the last General Meeting.
Bills and Communications.
Reports of Local-Chair and Executive Committees.
Reports of Special Committees.
Treasurer's Reports.
Unfinished Business.
New Business.
Good and Welfare.
Adjournment.

11.3 Special Meetings

- 11.3.1 Special Meetings may be petitioned by three members of the Executive, 10 members of the Local or at the discretion of the Local Chair.
- 11.3.2 For Special Meetings ten (10) members shall constitute a quorum.
- 11.3.3 Notice of the date, hour and place of the Special Meetings shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Executive shall set the agenda for Annual and General Meetings. Local Executive members may refer business to the Table Officers for inclusion on the agenda.
- 11.3.4 The Order of Business in a Special Meeting shall be at the discretion of the Local Chair and Executive except that no business shall be dealt with which is not indicated in the notice of the meeting.

11.4 Executive Meetings and Table Officers Meetings

- 11.4.1 For all Table Officer Meetings, four (4) elected Table Officers shall constitute a quorum.
- 11.4.2 An Executive Meeting shall be called if requested by three (3) or more Executive members.
- 11.4.3 The Table Officers shall meet monthly at a time and place as suggested by the Local Chair and agreed to by the majority of the Local Table Officers. A Table Officers Meeting shall be called if requested by three (3) or more Table Officers members
- 11.4.4 A Table Officer who fails to attend three (3) meetings of the Executive during their term without prior notification, due to illness, recreation leave, or requirement of duty, permission of the Local Chair to absent they/ themselves shall be replaced under the provisions of Article 8.6. Executive members absent with prior notification shall be considered present for the purpose of selection as delegates for the Local.

12. CONVENTION DELEGATES

- 12.1 Eligibility
- 12.1.1 Delegates representing the Local shall be a member in good standing.

12.2 Annual SGEU Convention

12.2.1 The Local's automatic delegates to convention are the Local's Provincial Council members. They are not counted as part of the Local's delegate count.

12.2.2 The Executive shall, when required, choose delegates, alternates and observers to Convention/ Events from amongst the eligible members, using the point system as follows:

| | Points |
|--|--|
| Local Chair | 3 |
| Local Vice Chair | 2 |
| Secretary or Treasurer | 2 |
| Provincial Council Member | 3 |
| Local Committee Chairperson | 3 |
| Chief Steward/ Local Executive Member | 3 |
| Steward | 2 |
| Local Committee Member | 2 (per committee, 6 maximum must attend 50% of Committee Meetings) |
| Attendance at General Meetings | 1 point per meeting 10 maximum |
| Provincial Committee Member | 2 points per Committee, 4 maximum – must attend 50% of Union sanctioned Committee Meetings |
| Member of Local Union sanctioned workplace Committee (i.e. OH&S) | 1 |
| Panel Representative | 1 |
| Bargaining Council Member | 1 |
| Bargaining Council Rep | 1 |

12.2.6 A maximum of two (2) spots for members that have not attended Convention. Such delegate seats shall be filled according to the points system provided for in Article 12. In the event that the Executive is unable to fill delegate seats those seats shall be filled according to Article 12.

12.2.6 Delegates, Alternates and observers shall be submitted to the chair or designate by the appropriate deadline. The registration forms will then be submitted to the Sector Secretary as per the convention call.

12.2.7 A honorarium of \$100.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

12.3 Saskatchewan Federation of Labor Convention (SFL)

12.3.1 The Local shall be represented at the SFL Convention by automatic delegates (e.g. Sector Vice-President who originate from the Local – but shall not come from the Local's delegate compliment) as well as other delegates to meet the requirements of the Convention Call using the points system in Article 12.2.5.

12.3.2 SFL delegates and Alternates shall be submitted to the Local Chair or designate by the appropriate deadline.

12.3.3 A honorarium of \$100.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

12.4 Labor Council Convention

12.4.1 Delegates to meet the requirements of notice of the Annual Meeting shall be selected at the February General Meeting.

- 12.4.2 Local delegates holding Executive Officer positions on the Prince Albert and District Labor Council shall report to the Local General Meetings as required and shall be governed by such direction the Executive shall from time to time provide.

12.5 Canadian Labor Congress Convention (CLC)

- 12.5.1 The Local shall be represented at the Canadian Labor Congress Convention by automatic delegates (e.g. President, Sector Vice-President, who originate from the Local but shall not come from the Local's delegate compliment) as well as other delegates to meet the requirements of the Convention Call based on the points system in Article 12.2.5.
- 12.5.2 Delegates, Alternates and Observers shall be submitted to the chair or designate by the appropriate deadline.
- 12.5.3 Delegate and Alternate registrations will be forwarded to the Sector Secretary by the deadline as per convention call.
- 12.5.4 A honorarium of \$100.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

12.6 National Union of Public and General Employees' Union Convention (NUPGE)

- 12.6.1 The Local shall be represented at the NUPGE Convention by automatic delegates (e.g., President, Sector Vice-President, who originate from the Local - but shall not come from the Local's delegates points system in Article 12.2.5.
- 12.6.2 Delegates, Alternates and Observers shall be submitted to the chair or designate by the appropriate deadline.
- 12.6.3 Delegate and Alternate registrations will be forwarded to the Sector Secretary by the deadline as per convention call.
- 12.6.4 A honorarium of \$100.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

12.7 Other Meetings

- 12.7.1 When the presence of a representative of this Local is required or requested, the Local Chair or their designate shall attend.

13. RULES OF ORDER

- 13.1 The Local shall function in accordance with the Rules of Order as outlined in the SGEU Constitution. Where the Constitution lies silent, Bourinot's Rules of Order shall be applied.
- 13.1.2 Bylaws must include reference to the Statement of Equality, appointment of Ombudsman, adopting the Agenda and adoption of previous minutes when order of business is listed,
- 13.1.3 An accurate record of all meetings and a register of attendees will be kept. After adoption, the minutes will be signed by the Chair and the Sectary. Bylaws will reflect where the minutes of the register will be kept. They will be the official records of all business done by the meeting.

14. Financial-Information

- 14.1 All financial information (i.e. audits, bills, completed expenses forms) and cheque book is the sole property of SGEU Local 1105. They shall be stored in the Local office in the safe located at the SGEU Office – 33-11th Street West. Prince Albert.

14.2 FISCAL YEAR

- 14.2 The financial year of the Local shall be from January 1st to December 31st.

14.3 Auditor

- 14.2 The Local's finances shall be subject to an annual audit to be presented to the membership at the Annual General Meeting.

14.4 Financial Statements

- 14.4.1 As outlined in the SGEU Constitution Article 5.1.13, Submit to the 1st Vice President, an annual financial statement following the end of the fiscal year which has been approved by the local.

14.5 Viewing Audits/ Member Expenses

- 14.5.1 Any member of the Local requesting to view an annual audit or members expenses other than their own must be done in writing to the Chair via the Local's email – local1105@sgeu.org.

- 14.5.2 The request must include the reason(s) for the request.

- 14.5.3 The Chair will determine if the request will be granted. If the request is denied it can be appealed to the 1st Vice President in writing.

14.6 Signing Authority

- 14.6.1 The chair, in their absence Vice Chair and Treasurer shall have signing authority on all the Local 1105 banks account and term deposits.

17. COMMUNICATION

- 17.1 The Local shall communicate by such means and on such issues as is deemed appropriate by the Executive.

- 17.2 Any public statements will be guided by the process outlined in the Constitution under Duties of the President for making statements to the public including written permission from the SGEU President.

18. AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND PRINCE ALBERT AND DISTRICT LABOUR COUNCIL

- 18.1 Local 1105 shall be affiliated to the Saskatchewan Federation of Labor as a Local.

- 18.2 Local 1105 shall be affiliated to the Prince Albert and District Labor Council (PADLC) The Local shall be represented by at the PADLC by a duly elected member of the Local. This member shall be elected at the Annual General Meeting annually. Union leave will be provided for the Local's representative to attend the Labor Council meeting, held on the first Wednesday of each month.

19. AMENDMENTS TO BYLAWS

- 19.1 Amendments to these bylaws shall be made at an Annual or General Meetings of the Local.

- 19.2 Amendments to these bylaws shall require a two-thirds (2/3) majority vote of the members in attendance at the meeting.

- 19.3 Notice of intent to amend the bylaws will be given at the Local Meeting before the meeting where the amendments will be discussed and voted on.
- 19.4 Amendments to the Local Bylaws will come into effect at the close of the meeting at which the Bylaws are Amended.
- 19.5 A copy of these Bylaws shall be available at each Local General and Local Table Officers Meeting.
- 19.6 Members, upon request, may receive a copy of these Bylaws.

20. Virtual Meetings

- 20.1 As per Article 5.8 of the Constitution, any meetings may be held virtually when deemed necessary with appropriate rationale. Meetings and electronic voting may only be held virtually when the principles of the constitution, policy and bylaws are upheld.

Appendix A – Statement of Equality and Treaty Acknowledgement

All SGEU meetings and events will be held in an environment free of harassment and/or discrimination. SGEU has a zero tolerance for any harassing and/or discriminatory actions, behaviours and comments. Harassment is any behaviour that undermines the dignity, self-esteem or security of an individual, or creates an intimidating, threatening, hostile or offensive environment.

Our Union will not tolerate any forms of harassment and/or discrimination which violate any person's or class of person's right to be treated with dignity and respect. Such action by a member may result in immediate expulsion from the meeting or event by the Chair or Ombudsman.

This SGEU event/meeting will occur on treaty 6 territory, and in the Homeland of the Métis Nation

Appendix B – Local Points Form

SGEU Public Service Sector Local 1105 Points Form

Name: _____

Convention/Event _____

Points will be calculated on an annual basis, January 1st to December 31st. It is the responsibility of the member to be as accurate as they can when calculating points. What is reported is what will be recorded.

How many Meetings of Local 1105 have you attended in the last 10 months beginning in January? (1) point per meeting _____ Max (10)

* July and August have no meetings.

Check any of the following Local 1105 positions which you presently hold:

Local Chair (3) _____ Local Vice Chair (2) _____ Local Secretary (2) _____

Treasurer (2) _____ Provincial Council (3) _____

Local Bargaining Representative (1) _____

Chief Steward/ Executive Member (3) _____ Steward (2) _____

Local Committee Chair (3) _____ Committee Name _____

Local Committee member (2) points per committee _____

Maximum 6 points – must attend 50% of committee meetings

Committee name(s) _____

Local sanctioned workplace committee (1) per committee _____

(UMC, OH&S, CISM)

Committee name(s) _____

Local sanctioned Provincial committee (2) points per committee

Maximum 4 points – must attend 50% of committee meetings

Committee names (2) _____

Panel Rep (1) _____ Bargaining Council (1) _____

Date: _____

Signature: _____

CC: Chair and Secretary

Appendix C – Local Motion Form

SGEU Public Service Local 1105 Motion Form

Motion # _____

Motion:

Motion made by:

Seconded:

Carried: _____

Defeated: _____

Tabled: _____

Appendix D – Local 1105 Scholarship Application

Public Service Local 1105 Scholarship

SGEU Local 1105 has two scholarships of \$750 each that will be given to the successful applicants who obtain the highest points as follows:

- Five (5) points will be awarded for an essay of approximately 1,000 words which best describes the reason for the start of unions and some notable accomplishments of unions. The student must express his/her views of where labour can best aid its members as well as society.
- Two (2) points will be awarded for an essay of 300 words which describes what their spouse, parent, or guardian does in their occupation as a unionized member of SGEU.
- Five (5) points will be awarded for an essay on the student's future goals.
- Three (3) points will be awarded to the student attaining the highest marks.

To Apply: To qualify for one of these scholarships, the following must be submitted with the application form:

- Three essays (reason for the start of unions, spouse/parent/guardian as a union member, and future goals)
- Confirmation of enrolment at an educational institution
- Transcripts
- Completed application form

The Local 1105 Scholarships are open to all SGEU Local 1105 members, their spouses, dependants, or the dependant's legal guardian(s), enrolled in full or part time studies in a recognized educational institution.

Please check the SGEU Website for the application.

Application Deadline: Received at the Prince Albert SGEU office before August 15th or post-marked before August 15th

Applications may be mailed or delivered to: Local 1105 Education Committee Chair, 33 – 11th Street West, Prince Albert, SK S6V 3A8

Public Service Local 1105 Scholarship Application

Deadline for applications is August 15th.

Late or incomplete applications will not be accepted.

Name: _____

Address: _____

City: _____ SK Postal Code: _____

Phone: (306) _____ Email: _____

Member: yes ____ Ministry and position: _____

Years of service: ____

If you are not a member are you one of the following of a Local 1105 member:

spouse of a member ____ dependent of a member ____

or the dependents legal guardian ____

Ministry and position of parent/ guardian: _____

Years of service of parent/ guardian: _____

Institution student attending: _____

Degree/ Certificate sought: _____

Full time student ____ Part Time Student: _____

Please include the following with the application form:

- Complete application form

- Transcripts
- Required essays (3)
- Confirmation of enrollment

If you are the successful applicant, you will be contacted from Local 1105 Education Committee.

Please mail applications to:

SGEU, ATTN Local 1105 Education Committee Chair

33-11th Street West, Price Albert, Sask, S6V 3A8

Signature: _____

Date: _____

Appendix D

CODE OF ETHICS FOR ELECTED OFFICIALS OF SGEU PREAMBLE Unions today play a vital role in the improvement of living and working conditions of all Canadians. Much of our present standard of living and many of the social benefits we all enjoy have come about from organizing and educational work done by our predecessors in the union movement. Trade unions are the legitimate voice of Canadian workers. In this context, trade unions have had an extremely difficult and controversial role in today's society. As such, unions are subject to more scrutiny on actions taken by our elected officials than any other democratic organization. Officers of this Union have a responsibility to protect the members' rights and promote solidarity by keeping the membership informed and united. SGEU expects a high standard of conduct of its elected officials and in return will, at all times, support and protect them in the performance of the duties of their office. SGEU commits to elected officials (including stewards) to take swift action when they face retaliation or harassment. In order to ensure that these standards are upheld, SGEU has adopted the following standards that are expected of all its elected officials. **POLICY** Officials shall be elected or appointed as provided for in the bargaining guidelines, Sector/Local Bylaws, the Constitution and the Policies of The Saskatchewan Government and General Employees' Union and accept the Oath of Office as provided for in the SGEU Constitution. All Elected Officials shall:

1. In all aspects of Union activity, conduct themselves in accordance with Union Policy and in a manner which reflects well on SGEU and its membership.
2. Become knowledgeable in the internal structure of the Union and the applicable collective agreement.
3. Enforce the collective agreements of the various bargaining units in SGEU and shall not accept less than the negotiated provisions for the members.
4. At all times represent the members without personal bias or discrimination and observe confidentiality when dealing with sensitive matters regarding membership servicing.
5. Attend all functions, meetings and educationals when called upon by the Union, as directed by the bylaws, bargaining guidelines, policies and Constitution.
6. Reflect the official Union policy at all times when dealing with management. Co-chairpersons of Occupational Health and Safety Committees, and the membership of any other committees sanctioned by the Union shall be elected.
7. Not participate in management committees other than those sanctioned by the Union, irrespective of the name or intention of said committees.
8. Discharge their duties in the best interests of the membership, without consideration for personal gain, and shall refuse all gifts, gratuities, favours or other considerations, which might be perceived to influence decisions on union policy.
9. Shall administer the records and assets of the Union in a responsible manner, consistent with the Union's policy as developed from time to time.
10. Shall work at all times within the Union structure when expressing disagreements or criticisms about the internal workings or policy of the Union, other Union members or the paid staff of the Union.
11. Take swift action when they become aware of incidents of retaliation and harassment experienced by other elected officials and, if they themselves face harassment, report to designated union representative.

Failure to comply with these rules of conduct will be grounds for disciplinary action as provided for in the SGEU Constitution. Approved by the SGEU Convention, May 1983 Amended by the SGEU Convention, June 1998 Amended by the SGEU Convention, April 2009