



RETAIL REGULATORY BYLAWS

BYLAWS 2021

Approved by the Retail Regulatory Sector
on October 24, 2021

Approved by the Membership, Constitution and Legislation Committee
on December 14, 2021

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SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION

RETAIL REGULATORY SECTOR

BYLAWS

1.0 NAME

This sector shall be known as the Retail Regulatory Sector of the Saskatchewan Government and General Employees' Union (SGEU).

2.0 OBJECTIVES

The objectives of this Sector shall be to unite the members of the Retail/Regulatory Sector for the purposes of collective bargaining and to advance their mutual interests, in accordance with the Constitution and the policies of SGEU.

3.0 MEMBERSHIP

All members of SGEU who work at the Saskatchewan Liquor and Gaming Authority plus newly assigned bargaining units as per SGEU Constitution.

Sector Life membership shall be as per SGEU Constitution

4.0 FISCAL YEAR

The fiscal year of the sector shall end on December 31st of each year.

5.0 STRUCTURE AND DUTIES OF THE SECTOR

5.1 The Retail Regulatory Sector shall be divided into locals defined by bargaining units Local 6080 Saskatchewan Liquor and Gaming Authority plus, newly assigned Bargaining Units as per SGEU Constitution.

5.2 The Sector Executive shall consist of the Sector Chairperson, Sector Vice-Chairperson, Secretary, Treasurer, Sector Vice-President, Provincial Council members, the chairperson of each Local, one additional member from each Local's Bargaining Committee, one additional Member-at-Large for every 100 dues paying members or major portion thereof, based on the total membership of the Sector, one Youth (30 & under) and one Equity member to be elected at the Annual General Meeting.

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- 5.3 The Sector Executive shall meet at least four (4) times per year.
- 5.4 The duties of the Sector Executive shall be to:
 - 5.4.1 manage the operations of the Sector as required.
 - 5.4.2 review the Sector fiscal operations as required.
 - 5.4.3 provide assistance to their Provincial Council Members.
 - 5.4.4 determine the size of all sub-committees.
 - 5.4.5 make the final decision on all sub-committee recommendations.
 - 5.4.6 In the event of a vacancy the position will be filled by the alternates, if there is no alternate the Sector Executive will appoint within 30 days or before the next meeting of committee that the vacant position is responsible for and will hold the position until the next AGM.
 - 5.4.7 approve requests for ratification.
 - 5.4.8 establish policies for the Sector, members can bring forth motions or amendments to policies at the AGM.

6.0 STRUCTURE AND DUTIES OF THE TABLE OFFICERS

The Sector Table Officers shall consist of Sector Chairperson, Sector Vice-Chairperson, Secretary, Treasurer, Sector Vice-President to Provincial Council, Provincial Council members, Bargaining Unit Chairs and one additional member from each Bargaining Unit.

6.1 Chairperson shall:

- 6.1.1 chair all Sector and Sector Executive meetings and enforce observance of the SGEU Constitution, policies, and bylaws.
- 6.1.2 be an ex-officio member of all Sector sub-committees.
- 6.1.3 be authorized to countersign all cheques drawn on Sector funds.
- 6.1.4 be responsible for approving union leave for all Sector members on Sector business.
- 6.1.5 shall only vote in the case of a tie.
- 6.1.6 shall sign and date the attendance sheet below the last name immediately after the meeting is adjourned.

6.2 Vice-Chairperson shall

- 6.2.1 in the absence of the Chairperson, assume all the duties and powers of the Chairperson.
- 6.2.2 be authorized to countersign all cheques drawn on Sector funds.
- 6.2.3 be the automatic chairperson of the Bylaws, Election and Membership Committee and shall ensure the Sector Secretary and the Director of Membership Services are informed at all times of Sector's Chief Stewards and Stewards.
- 6.2.4 through the Secretary, will make emergency decisions in contacting alternate delegates from the Sector for any union convention or meeting where there are vacancies for Retail Regulatory Sector representatives.

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6.3 Secretary shall

- 6.3.1 keep an accurate record of the proceedings of all meetings of the Sector and Sector Executive and ensure the Director of Membership Services receives updates
- 6.3.2 conduct all correspondence of the Sector.
- 6.3.3 Six weeks prior to the Annual General Meeting, send out, to the Retail Regulatory Sector members, meetings notification of the Annual General Meeting, including location, date and time, a call for resolutions for the SGEU convention and amendments to the Sector Bylaws. A call will also be sent out for nominations to the Sector Executive, Provincial Council, Provincial Council Standing Committees, Sector Sub-Committees and Conventions subject to Sector Bylaws and the SGEU Constitution.
- 6.3.4 Make booking arrangements for annual, general, and special meetings. **Meetings may be in person or providing virtual will be offered if necessary.**

6.4 Treasurer shall

- 6.4.1 collect and deposit any funds in a chartered bank or credit union, to the credit of the sector.
- 6.4.2 be authorized to countersign all cheques drawn on Sector Funds
- 6.4.3 keep a proper record of accounts, subject to examination by the auditor(s).
- 6.4.4 Make presentation of financial statement at the Annual General Meeting and to the Saskatchewan Government & General Employees' Union 1st **Vice President/Financial Officer** as per SGEU constitution and present interim financial reports at general and executive meetings.
- 6.4.5 provide to the Sector Executive financial statements at their meetings.

6.5 Sector Vice-President and Provincial Council Members shall

- 6.5.1 at all times represent the interests of the Retail Regulatory Sector to the Provincial Council, subject to the SGEU Constitution
- 6.5.2 be a member of the Sector Table Officers, attend and report to each Retail Regulatory Sector Executive meeting, and shall attend and submit a written report to the Annual General Meeting.

7.0 ELECTIONS

- 7.1 In the event of a tie another vote will be held between the tied nominees and decision will be decided by 50% plus one or highest number of votes. Alternates are offered by the next highest number of votes
- 7.2 At the Annual General meeting, the Chairperson, Secretary and Treasurer shall be elected in even numbered years. The Vice-Chair, Provincial Council members and Sector Vice-President shall be elected in odd numbered years from the Sector Executive.

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7.3 To be eligible for election in the Retail Regulatory Sector, a candidate must be a member in good standing as defined in SGEU Constitution and the Sector shall strive for gender equity where reasonable as per SGEU Constitution.

7.4 Election of Sector Vice-President

7.4.1 SGEU Retail Regulatory Sector Vice-President shall be elected at the Annual General Meeting by secret ballot and as described by the Constitution of SGEU.

7.4.2 To be eligible for election the candidate must be a member of the Sector Table Officers.

7.4.3 Nominations can be sent in prior to the Annual General Meeting or be made from the floor of the AGM. Nominees will be given the opportunity to speak to their nomination and offered scrutineers.

7.5 Election of Provincial Council Members

7.5.1 Provincial Council member(s) and alternate(s) shall be elected at the Annual General Meeting by secret ballot, and as described in the SGEU Constitution. The alternate to Sector Vice-President shall be elected in a second ballot of Provincial Council elects.

7.5.2 To be eligible for election, the candidate must be a member of the Sector Executive. Representation of Provincial Council members shall promote gender equality. When a Provincial Council member seat is not filled from the Sector Executive, the election shall be from the floor of the Annual General Meeting.

7.6 Election of Sector Table Officers

7.6.1 The positions of Chairperson, Vice-Chairperson, Secretary and Treasurer will be elected at the Annual General Meeting by secret ballot and in accordance with the SGEU Constitution.

7.6.2 To be eligible for these positions an individual must be a member of the Sector Executive.

7.7 Local Representatives to Sector Executive

7.7.1 The Chairperson of each Local and one additional member elected from and by the Local's Bargaining Committee shall be automatic representative to the Sector Executive.

7.8 Members at Large on Sector Executive

7.8.1 One Sector Executive Member at Large position shall be elected for each 100 dues paying members or major portion thereof, from the floor at the Annual General Meeting. Half elected in even years and half in odd years.

7.9 Youth and Equity Members on Sector Executive

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7.9.1 One Youth member (30 & under) and one Equity member shall be elected in even numbered years at the Annual General Meeting. as per SGEU Constitution

8.0 RECALL OF ELECTED OFFICIALS

A Sector/Local wishing to replace one (1) or more of its elected officials may do so subject to the following stipulations:

8.1 Petition Process

8.1.1 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.

8.1.2 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, location, and purpose.

8.1.3 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.

8.2 Recall Process

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

8.2.2 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/councils or delegates to the body that elected the person being recalled can vote on the recall.

8.2.3 Voting shall be done by secret ballot.

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

9.0 VACANCIES

9.1 Vacancies shall be filled as per Retail Regulatory Sector Bylaws.

10.0 OATH OF OFFICE

10.1 All elected officials will take the oath of office as follows:

As per SGEU Constitution.

11.0 SECTOR EXECUTIVE SUB-COMMITTEES

11.1 The Table Officers Committee shall:

11.1.1 be composed of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Sector Vice-President, the Bargaining Unit Chair plus one from each local within the Sector and the Provincial Council members of the Sector.

11.1.2 manage the day-to-day operations of the Sector.

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- 11.1.3 meet as required at the call of the Chairperson to deal with emergent matters. Decisions made at these meetings will be reported to and subject to review at the subsequent Sector Executive meeting.
- 11.2 The Bylaw, Elections and Membership and Education Committee shall:
- 11.2.1 be composed of two members who shall be elected in even years from names submitted to the Annual General Meeting. The Sector Vice-Chair shall be the automatic Chair of the Sector Sub-Committee and the Education and Publicity member is an automatic to this committee.
- 11.2.2 examine the Constitution of the Union and Bylaws of the Sector each year and recommend any necessary changes.
- 11.2.3 provide for an election process for delegates and alternates to SGEU, SFL, CLC and NUPGE conventions, and/or Union Committees as may be required.
- 11.2.4 may be responsible for dealing with such matters involving internal disputes.
- 11.2.5 be responsible for all elections in the Sector
- 11.2.6 The elected Provincial Education and Publicity member shall be the automatic of the Bylaw, Elections, Membership and Education Committee-
- 11.2.7 arrange Leadership Development 10 training courses through the Education Officer of the Union for elected members.
- 11.2.8 arrange for publicity of Sector affairs and programs.
- 11.2.9 perform such other duties as the Sector Executive may direct.
- 11.2.10 ensure Scholarships are available.

12.0 PROVINCIAL COMMITTEES

- 12.1 Representatives shall be elected in odd years from names submitted to the Annual General Meeting for the following Provincial Council Standing Committees as per SGEU Constitution. Standing Committees shall run in accordance with the SGEU Constitution, Standing Committee representatives shall report back to the Sector by submitting a written or verbal report at the AGM. The term of Office for Provincial Council committees shall be at the adjournment of SGEU Convention.

Administration
 Education and Publicity
 FAIR (Fostering Acceptance of Indigenous Rights)
 Health and Welfare Trust
 Human Rights/Equity
 Long Term Disability Plan –
 two (2) members (elected by members who belong to the plan in accordance to SGEU Constitution) to have one of the two

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representatives elected in even numbered years and the other to be elected in odd numbered years.- (2 year term)
MAC (Membership Action Committee)
Membership/Constitution and Legislation – (4 year term)
Occupational Health and Safety
Provincial Grievance Appeals – (4 year term)
Provincial Council Appeal
Women's

12.2 Alternates shall be elected at the same meeting for each Provincial Council Standing Committee and shall attend their respective committee meetings in the absence of the elected representative and will have voice and vote as per SGEU Constitution

13.0 MEETINGS

13.1 Annual General Meeting

13.1.1 The Annual General Meeting of the Sector shall be held at least 30 days prior to the SGEU Resolution Deadline, at a date and location determined by the Sector Executive.

13.1.2 All members of the Sector are eligible to attend the Annual General Meeting and shall have voice and vote.

13.1.3 Notice of the Annual General Meeting shall be posted at least six (6) weeks prior to the meeting. This notice shall include a call for resolutions, bylaw amendments, elections, date, time and location. Proposed agenda, proposed amendments to the bylaws and financial statements shall be included with the notice of the Annual General Meeting, subject to Sector Bylaws. Notice of AGM is emailed to all work locations and posted on the union bulletin boards.

13.1.4 The order of business to govern each Annual General Meeting shall be as follows:

- Call to Order
- Statement of Equality
- Appointment of Ombudsman
- Adoption of Agenda
- Adoption of the minutes of last Annual General Meeting
- Greetings from SGEU President
- Sector Chairperson's Report
- Treasurer's Report
- Auditor's Report
- Sector Vice-President's Report
- Provincial Council Committee Representatives' Reports
- Sub-Committees' Reports
- Amendments to Sector bylaws
- Changes to policies from other meetings

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- Convention Resolutions
- Sector Executive elections
- Table Officer elections
- Committee elections (Sector and Provincial Council)
- SGEU Convention delegate elections
- Other Conventions delegate elections
- Old Business
- New business
- Good and welfare
- Adjournment

13.1.5 The term of Office for Provincial Council committees shall be at the adjournment of SGEU Convention.

13.2 Sector Executive Meetings

13.2.1 The Sector Executive shall hold meetings quarterly unless emergent circumstances require additional meetings. Sector Executive members are required to attend quarterly Sector Executive meetings. Where such Executive member is absent from two regular meetings of the Sector Executive in a fiscal year without a leave of absence from the Sector Chairperson, that Executive seat shall automatically become vacant.

13.2.2 Secretary to send AGM minutes out to Sector Executive for review at the first Sector meeting following AGM.

13.3 Special Meetings

13.3.1 A special meeting of the general membership may be called at any time upon the direction of the Sector Chairperson or by one third (1/3) of the membership of the Sector Executive or upon the written request of ten (10) percent of the members of the Sector.

13.3.2 Notice for such special meetings shall be twenty-one (21) days. The notification will include the order of business., including business identified by the request, date, time and location.

13.3.3 The order of business shall be at the discretion of the Chairperson and the Executive except that no business shall be dealt with which was not indicated in the notice of the meeting.

13.4 Quorum

13.4.1 For Executive meetings, fifty percent (50%) plus one of the Sector Executive members shall constitute a quorum.

13.4.2 For the Annual General meeting the members in attendance and in good standing shall constitute quorum.

13.4.3 For Special Meetings, which are to deal with business specific to the Sector, quorum shall be established as for annual meetings.

14.0 CONVENTION DELEGATES

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- 14.1 The delegates to the SGEU Annual Convention shall be elected at the Annual General Meeting in accordance with SGEU Constitution and Sector Bylaws.
- 14.2 The Retail Regulatory Sector Chair shall be an automatic delegate.
- 14.3 Bargaining Unit Chairpersons shall be automatic delegates. Provincial Council elects shall be automatic delegates and the Membership, Constitution & Legislation representative shall be an automatic delegate and shall be the Resolutions representative from this Sector.
- 14.4 The remaining delegates shall be elected from names submitted to Annual General Meeting.
- 14.5 A call may be put out for observers. Preference will be given to first time observers
- 14.6 In addition to the above representatives, one equity seeking delegate as per SGEU Constitution
- 14.7 Delegates to the SFL, NUPGE, and CLC Conventions are elected from names submitted to the Annual General Meeting. SFL, NUPGE and CLC delegates to these conventions are required to be elected officials, within SGEU for at least 6 months prior. (E.g. Standing committees, sector executive, stewards)
- 14.8 The Sector Vice-President and Sector Chair shall be automatic delegates from the Sector entitlement to the SFL.
- 14.9 Automatic delegates as specified by the Constitution, shall be taken from the Sector entitlement, for the SGEU, SFL and CLC conventions.
- 15.0 BYLAWS**
- 15.1 At the Annual General Meetings of the Sector, all amendments of the Retail Regulatory Sector bylaws shall require two-thirds majority vote.

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16.0 TERMS OF ELECTED REPRESENTATIVES

- 16.1 The Sector Vice-President, Provincial Council Members, and representatives on Provincial Council Standing committees will hold terms as specified by the SGEU Constitution.
- 16.2 The Sector Table Officers, Members at Large, Youth Member, Equity Member and Sector Sub Committees will commence their terms upon adjournment of the Annual General Meeting.

17.0 RULES OF ORDER

- 17.1 As per SGEU Constitution.

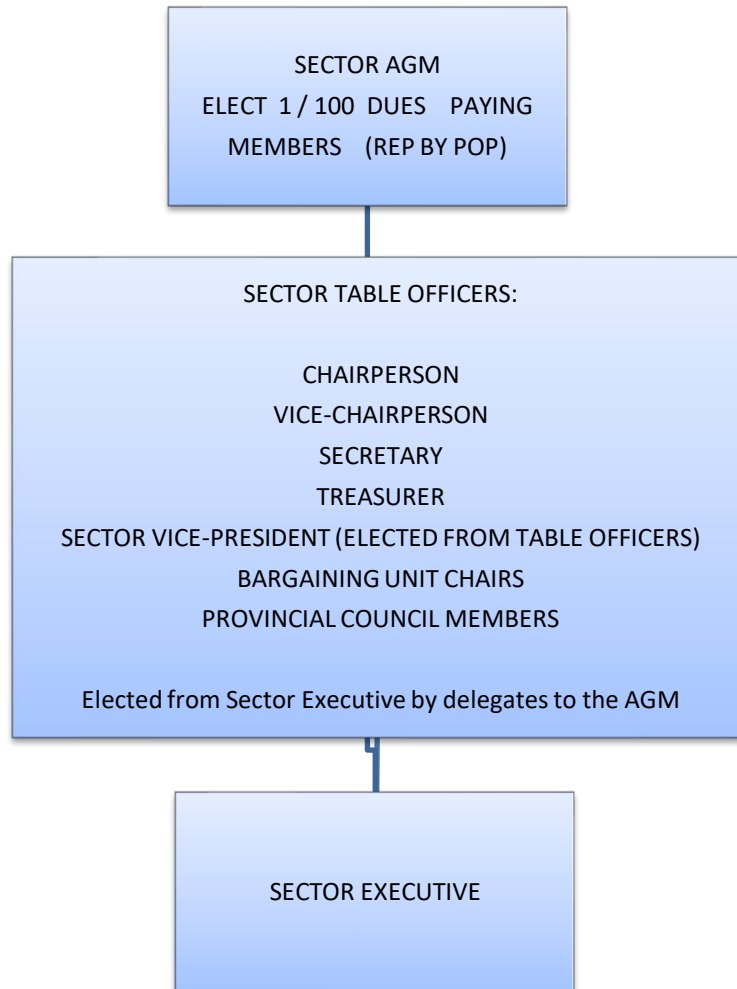
18.0 AUDIT

- 18.1 The Sector Executive prior to the Annual General Meeting shall appoint an accountant/auditor on an annual basis.
- 18.2 The accountant's/auditor's report on the previous fiscal year will be reviewed at the Annual General Meeting.

19.0 STEWARD/CHIEF STEWARD ORGANIZATION.

- 19.1 Steward and Chief Steward elections shall be the responsibility of the locals within the Sector.
- 19.2 Stewards and Chief Stewards shall be elected in accordance with the SGEU Constitution and **Local Bargaining Guidelines**.
- 19.3 Steward elections will occur previous to February 28th, or whenever a vacancy occurs.
- 19.4 Chief Steward elections will occur previous to March 31st. Chief Stewards shall be elected from amongst and by the Stewards of each zone.
Stewards/Chief Stewards will be elected in odd years.

Appendix A: Retail and Regulatory Sector Structure



Appendix B: Policies of the Retail Regulatory Sector

Amended: October 6, 2019

1. The Sector will reimburse Table Officers for actual costs for stationery supplies. All expenses will require an original receipt. Expenditures of more than \$ 200.00 will require Chair approval

The Sector will provide monthly Sector honorariums, which will be paid annually,

Sector Chair	\$100
Sector Vice Chair	\$100
Provincial Council VP	\$100
Sector Treasurer	\$100
Sector Secretary	\$100

The Sector will provide all delegates an amount of \$75 when they attend the SGEU, SFL, NUPGE or CLC Conventions.

2. All normal business expenditures of the Sector will be paid in a timely manner.
3. Local 6080 Laptop computer will be available for all Retail Regulatory Sector business.
6. The Sector will strive to hold an appreciation for all Elected Representatives on an annual basis at the sector AGM or a date close to the Sector AGM.
7. Attendance at the annual AGM will receive union leave or stipend as required.
8. The Sector will not make donations that are of a personal nature such as special interests or projects. Any requests must be approved by the Executive
9. All promotional item expenditures must be approved by the Executive before purchase.
10. The Sector shall award a yearly scholarship of \$ 750.00 and a bursary of \$ 750.00 to eligible members, either full or part-time, or their dependants in accordance with Retail Regulatory Bylaws.
11. Monetary donations made at Conventions must first be discussed with the Sector delegates present, voted on and cannot exceed \$200.00

Amended By:
Retail Regulatory Sector Executive
September 2019

Approved at the Annual General Meeting
October 6, 2019

October 24, 2021

Retail Regulatory Sector Guiding Principles

This Sector is comprised of the following bargaining units of Saskatchewan Government and General Employees' Union:

Saskatchewan Liquor and Gaming Authority

plus newly assigned bargaining units as per SGEU Constitution.

The Retail Regulatory Sector shall hold an Annual General meeting at least thirty (30) days prior to the SGEU Resolution Deadline to ratify/adopt Sector business:

- Budgets – Bargaining units & Sector
- Resolutions to Convention
- Bylaws amendments

and to elect the following:

- Sector Vice-President
- Sector Executive Officers
- Provincial Council Member(s)
- Provincial Standing Committee Members
- Sector Sub-Committees Members
- Delegates to conventions (SGEU and other) which the Sector is entitled to attend

The Retail Regulatory Sector shall be divided into Bargaining Units. These units shall be responsible for:

- Bargaining policies and procedures
- Election of bargaining committees
- Election of Stewards and Chief Stewards

The Sector shall accommodate representation from the Equity groups.

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