

**SASKATCHEWAN GOVERNMENT
AND GENERAL EMPLOYEES' UNION
SASKATOON PS/GE LOCAL 1102
BYLAWS**

November 2018

(as revised at the Local 1102 Annual General Meeting held November 21, 2018)

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Article 1 **NAME**

- 1.1 This organization shall be known as the Saskatoon Local 1102 (hereinafter referred to as “the Local”) of the Saskatchewan Government and General Employees’ Union (hereinafter referred to as “the Union”).

Article 2 **LOCATION**

- 2.1 The Local shall consist of all territory indicated within the heavy boundary shown upon the map in Appendix A and A(1) of these bylaws.

Article 3 **OBJECTIVES**

- 3.1 The objectives of this Local shall be: To further the objectives of the Union as set forth in the Constitution.
- 3.2 To represent the interests of Local members at the community and municipal level.

Article 4 **MEMBERSHIP** (General)

- 4.1 The members shall be comprised of all members, and life members of the Public Service Government Employees bargaining group (hereinafter referred to as “PS/GE”) of the Union residing or working within the boundaries of the Local and in accordance with the Constitution and the PS/GE Bargaining Sector Bylaws.

Article 5 **BYLAWS**

- 5.1 The following shall include the Bylaws of the Local. These constitute the only Bylaws until amended by future ANNUAL GENERAL MEETINGS by a two-thirds majority of those members voting at the ANNUAL GENERAL MEETING.
- 5.2 All proposed new Bylaws and proposed amendments to the Bylaws

of the Local shall be e-mailed to the Secretary-Treasurer of the Local on or before September 15th, who will then forward them to the Chairperson of the Bylaws Committee.

- 5.3 Bylaws changes are voted on at the Annual General Meeting and require a 2/3 vote in favor to pass. They are effective following the conclusion of the Annual General Meeting. The Bylaws shall be forwarded to the MC&L Committee for approval annually if there are changes. If there are no changes, they will be submitted, at a minimum of, once every three years.

Article 6

LOCAL EXECUTIVE

- 6.1 Each separate work location may have as many stewards as they wish but for the purposes of the Local Executive the provisions of Article 6.2.1 shall apply.
- 6.2 The members of the Local Executive shall be elected in the following manner:
- 6.2.1 Representation on the Local Executive is allocated on the basis of one Local Executive seat for every 25 members, or portion thereof, for each separate work location. Representatives to the Local Executive shall consist only of stewards who are elected every two years in even numbered years on a date between May 1st and June 30th of that year from the various separate work locations within the geographic boundaries of the local as defined in Article 2 who meet the membership criteria as established in Article 4. Life members are entitled to attend local executive meetings with voice but no vote.
- 6.2.2 Nominees for STEWARD shall be nominated using the form prescribed by the Local Executive for this purpose, where possible.
- 6.2.3 Each separate work location is entitled to designate one alternate for each Local Executive representative that they are eligible for. In the absence of the Local Executive representative, the alternate shall have the same privilege in voice and vote. Alternates to the Local Executive shall consist of Stewards who are elected every two years in even numbered years on a date between May 1st and June 30th of that year from the various separate work locations within the geographical boundaries of the local as defined in Article 2 who meet the membership criteria as established in Article 4. For the purpose of Article 6.2.4 it is necessary for each separate work location to designate their alternates as 1st Alternate, 2nd Alternate, and so on, if they have more than one alternate.
- 6.2.4 In the event that the position of a Local Executive representative becomes vacant, the 1st Alternate from the same separate work location steps up as the new representative to the Local Executive for the remainder of the term. An election at the separate work

location involved shall occur to replace the Steward position vacated in the separate work location and to designate an additional alternate to the Local Executive. This alternate would be added to the bottom of the list of the alternates from that separate work location.

- 6.3 The Local Executive shall be empowered to utilize Monies to the limit of the ANNUAL BUDGET.
- 6.3.1 The Local Executive shall further be permitted to authorize an annual maximum expenditure of \$1,000.00 over the Budget limit(s) except in the case of Job Action where the limit will be at the discretion of the Finance Committee.
- 6.3.2 The purpose and intended use of the budget for each Zone and Committee is: to further the training and mentoring of our Stewards, to represent our members, to facilitate meetings with our members, to further aid the work and objectives of the Union as set forth in the SGEU Constitution.
- 6.3.3 Items purchased become the property of the specific Zone/Committee and ultimately SGEU Local 1102 proper, not the personal property of the individual or workplace.
- 6.3.4 Only the Chief Steward of a Zone or the Chair of a Committee are permitted to authorize an expenditure from their respective budget.

Article 7

STEWARDS ZONES

- 7.1 The Local Executive shall be responsible for organizing STEWARDS into appropriate steward zones.
- 7.1.1 The Local Executive shall be responsible for conducting biennial elections for CHIEF STEWARDS. Chief Stewards shall be elected from amongst and by the Stewards of each zone.
- 7.1.2 Vacancies occurring in the office of Chief Steward shall be filled by elections in accordance with Bylaw Article 7.1.1 (above).
- 7.1.3 The Chief Steward of each zone shall be responsible for providing a list of Stewards and Alternates for their respective zones to the Secretary-Treasurer by July 31st of each even numbered year and shall be responsible to update the list as required. Separate work locations not currently assigned to a Steward Zone shall, upon identification, be assigned a Zone.
- 7.2 A meeting to fix the date, hour and place for election of stewards shall be called by the Chief Steward or designate biennially in even numbered years, on or before April 30th, or as necessary to fill any vacant steward positions. A notice of this meeting and its purpose shall be advertised for at least 14 days prior to the meeting. The Chief

Steward or designate shall act as Returning Officer and appoint an Elections Committee and Balloting Committee.

- 7.2.1 All Steward elections shall be conducted no later than June 30th of each even numbered year. The Returning Officer(s) shall deliver the election results to the Local Secretary-Treasurer no later than July 31st. The Local Secretary-Treasurer shall forward the election results to the Membership and Organization Committee of the Local, as well as SGEU Central Office.
- 7.2.2 Nomination forms shall be made available to each eligible member by the Chief Steward or designate.
- 7.2.3 In accepting nominations, 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, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets at the close of my term of office.
- 7.2.4 All nomination forms shall be given to the Chief Steward who shall post in the separate work location beginning the Monday of the week prior to the date fixed for election and ending at 5:00 p.m. on the Friday which concludes that week, providing that Friday is a working day; otherwise, the first working day preceding that Friday.
- 7.2.5 If an election of Stewards is necessary it shall be conducted in accordance with Article 10.2: "Voting Procedure" with the substitution of Chief Steward for Local Chair mentioned in Article 10.2.6.

7.2.6 **SGEU Steward Job Description**

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your Chief Steward, you work collectively with other Stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

Duties:

Advocate

Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances

Deal with harassment and other conflicts in the workplace

Identify future collective agreement proposals

Be a Sounding Board

Listen to members' concerns while maintaining confidentiality

Empower members to help themselves by providing them with information and support

Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans

Educate

Answer questions about your collective agreement

Inform members (both face to face and in meetings) of workplace issues and what SGEU is doing to address them

Inform members (both face to face and in meetings) of issues and actions affecting them in the union and community

Organize

Be familiar with your workplace and your members

Welcome and orient new employees

Advise other elected SGEU leaders of issues and developments in your workplace

Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns

Support the membership in providing relevant changes in work and personal data to SGEU Membership Records

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

Roles and Responsibilities:

You bring these qualities to the role of steward:

Take initiative to learn and understand relevant grievance procedures

Follow through on tasks and commitments to members

Keep members' information confidential (except in discussions with the chief steward or as required in the grievance process)

Willing to complete Union Leadership Development training (LD 10, 20, 30)

Listen effectively

Care about the well-being of others

SGEU will provide education and support so you can:

Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it

Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people

Speak out when members' rights are harmed

Research complaints, questions, and workplace issues, and weigh conflicting information

Present an argument clearly, assertively, and respectfully

Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality

Listen effectively

Take and maintain clear records

Believe in the trade union movement

Working Environment:

Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.

Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your Labour Relations Officer (LRO), and the larger union are there for advice and support. It's a rewarding experience to help others and be part of a larger union family.

Article 7.2.7 Chief Steward Job Description

You are a workplace leader representing SGEU, co-ordinating stewards, and enforcing the collective bargaining agreement. You work collectively with stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

As chief steward, you fulfill the duties of a steward, but also work with other stewards in your zone to do the following:

Communication

Encourage stewards to approach you first with questions about processes and contract interpretation and with reports of workplace conflicts and issues (rather than going directly to the LRO)

Advise stewards and members about union activities and advise bargaining unit and sector leaders about workplace developments

Ensure new-member orientations are occurring as needed

Inform stewards and members of changes in the collective agreement or interpretation, and of relevant arbitration decisions

Be accessible to your stewards by telephone or in person

Grievance Co-ordination

Assign complaints and grievances to stewards in your zone, taking into account:

Stewards' specialized knowledge

The chance for new stewards to gain experience

The need to prevent steward burn-out

Members' right to the steward of their choice shall be adhered to

Assist stewards, as needed, in writing and investigating grievances properly and in judging whether a complaint is a grievance

In communications with LRO, keep track of filed grievances, to ensure that they are moving through the process in a timely fashion and that necessary tasks are completed

Educate stewards about the grievance and appeal processes, including about the need to discuss potential grievances with you first before filing

Ensure contract enforcement by:

Not agreeing to any deals that violates the collective agreement or other rights in statute

Challenging violations of collective-agreement and other rights in statute

Leadership

Promote maximum involvement by members in union activities, especially including collective bargaining

Delegate duties to stewards (and panel reps where relevant)

Call and chair regular steward meetings to strategize, share information, identify best practices, and review grievance and other workplace issues

Chair other meetings when necessary, such as membership or union-management committee

Conflict Resolution

Assist in resolving conflicts between members or between members and the employer

Be knowledgeable about both workplace and union harassment policies and procedures

Encourage stewards to talk to you when they encounter harassment in the union or in the workplace and work with stewards to resolve the problem

Hold regular meetings of all stewards. Topics should include current workplace issues, barriers facing equity-group stewards, discrimination/harassment of stewards and in the workplace, and strategies to address issues.

Work to dispel, not encourage, rumours

Recruitment

Actively recruit new stewards with the goal of achieving a representative steward body in SGEU

Mentoring & Training

Ensure you are familiar with your collective agreement, related legislation, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people

Complete training as set out in SGEU policy

Orient new stewards and support them to meet the expectations set out in the steward job description

Provide or arrange mentoring for new stewards

Encourage stewards to take appropriate training, such as LD 10, LD 11, LD 20, LD 30, and conflict-resolution

Update stewards about education opportunities

Encourage stewards to set appropriate limits to prevent stress and burn-out

Administrative Duties

Ensure elections are held for stewards and OH & S committee

Ensure that stewards are being registered with the Local Secretary/Treasurer and the SGEU Membership Records after each election

Ensure distribution and posting of union information within your zone

7.2.7 Life Members

In these bylaws, the term Life Member shall include Provincial Life Members, Sector Life Members and Local 1102 Life Members. All of these three (3) types of Life Members must reside within the boundaries of Local 1102 as per article 4 of these bylaws in order to be included under these bylaws.

Life Members included in these bylaws are entitled to attend Local Executive meetings and functions with voice but no vote and to receive minutes of the executive meetings. They will be invited to attend the Local AGM with no charge for the supper. They shall be entitled to receive the honorarium for attendance at the SGEU Convention should they attend.

7.2.7.1 Local 1102 may designate Local Life Members. Up to two (2) names each year can be nominated to the local 1102 AGM for Local 1102 Life Membership. A vote of 2/3 of the members attending the AGM is required. Criteria for nomination is significant contribution both within the workplace and the Local 1102 Executive.

Article 8

TABLE OFFICERS

THE FOLLOWING TABLE OFFICERS SHALL BE ELECTED BY MAJORITY VOTE AT THE ANNUAL GENERAL MEETING:

8.1 **A CHAIR shall:**

8.1.1 Have been a member of the Local Executive for at least one year,

and, be elected in even numbered years to a two year term as CHAIR.

8.2 **A VICE-CHAIR shall:**

8.2.1 Have been a member of the Local Executive for at least one year, and, be elected in odd numbered years to a two year term as VICE-CHAIR.

8.3 **A SECRETARY and a TREASURER shall:**

8.3.1 Be a member in good standing of the Local, and, be elected in odd numbered years to a two year term as Secretary-Treasurer.

8.4 **DUTIES OF OFFICE**

8.4.1 **CHAIR**

The CHAIR shall:

8.4.1.1 Preside at all Local Executive meetings and enforce a due observance of the Constitution of the Union and the Bylaws of the Local.

8.4.1.2 Be a member of all committees.

8.4.1.3 Act as a signatory on documents and cheques drawn on Local funds, as required in the conduct of Local affairs.

8.4.1.4 Designate the Vice-Chair to assume all duties and powers in the Chair's absence.

8.4.1.5 Report to the ANNUAL GENERAL MEETING.

8.4.1.6 Act as chief spokesperson for the Local on policy matters and major issues, and/or delegate those duties.

8.4.1.7 Have voting powers at Local Executive Meeting limited to the deciding vote on any question on which there is an equality of votes.

8.4.1.8 Have the power to veto a motion which involves an extraordinary expenditure of funds not covered by the Local Budget, subject to consultation with the Finance Committee and the Secretary-Treasurer.

8.4.2 **VICE-CHAIR**

The Vice-CHAIR shall assume the duties of CHAIR as required or designated.

8.4.2.1 Act as a signatory on documents and cheques drawn on Local funds, as required in the conduct of Local affairs.

8.4.2.2 Be a member of all Local committees

8.4.3 **SECRETARY**

The Secretary:

8.4.3.1 Shall keep an accurate record of the proceedings at all meetings of this Local and its Executive Council.

8.4.3.2 Shall conduct all correspondence on behalf of the Local.

8.4.3.3 Shall perform such other duties as shall pertain to the office of the Secretary and as may be required by the Local Executive.

8.4.3.4 Shall be a standing member of the Finance Committee with voice and vote.

8.4.4 **TREASURER**

The Treasurer:

8.4.4.1 Shall deposit all funds received in a chartered bank or credit union to the credit of this Local.

8.4.4.2 Shall keep the books and records accounting for such funds which shall be posted promptly and be subject to examination by the Officers and auditors at any time.

8.4.4.3 Shall make all payments by cheque, signed by him/herself and one other of the Table Officers.

8.4.4.4 Shall present a complete financial report of this Local at the Annual General Meeting.

8.4.4.5 Shall perform such other duties as shall pertain to the office of the Treasurer and as may be required by the Local Executive.

8.4.4.6 Shall be a standing member of the Finance Committee with voice and vote.

8.4.4.7 Shall be required to provide at each monthly Local Executive Meeting monthly financial report(s) that include the previous months expenditures for each Budget, including Union Leave issued and Union Leave Outstanding within the current budget year. The reports, once adopted, will be part of the written minutes.

Article 9**STANDING COMMITTEES**

The Local Executive may elect for a two year term, from its membership any standing Committee listed below.

DUTIES OF COMMITTEES

- 9.1 The Local Executive shall elect for a two year term each September in even numbered years, from its Local Executive membership, a chairperson for each standing committee. A Committee Chairperson who fails to attend three (3) consecutive Local Executive meetings without just cause or provide a written report in absence of said attendance shall be replaced by the Local Executive at the next meeting and be subsequently notified of this by the Chair of the Local.
- 9.1.1 The Local Executive shall appoint from its Local Executive membership for a two year term each September in even numbered years, members for each standing committee of the Local.
- 9.1.2 Members at large may participate in any standing committee on a voluntary basis with voice but not vote.
- 9.1.3 **All standing committees shall:**
- 9.1.3.1 Be responsible and accountable to the Local Executive.
- 9.1.3.2 Be required to submit written reports monthly to the Local Executive.
- 9.1.3.3 Submit the annual committee budget via e-mail to the Secretary-Treasurer no later than September 15th of each year.
- 9.1.4 **The Finance Committee Shall:**
- 9.1.4.1 Make recommendation to the Local Executive and Signing Officers.
- 9.1.4.2 Cause to review and recommend fiscal policy and operations as required.
- 9.1.4.3 Be responsible for the presentation of a budget to the Local Executive for transmission to the Annual General Meeting.
- 9.1.4.4 Present to the Local Executive a complete report and duly authorized statement of the financial affairs of the Local for transmission to the Annual Meeting.
- 9.1.4.5 Recommend the appointment of auditors.
- 9.1.4.6 Ensure the prudent investment of the monies of the Local.
- 9.1.4.7 Perform such other duties as the Local Executive may direct.

9.1.5 **The Bylaws Committee Shall:**

- 9.1.5.1 Deal with all questions relating to these Local Bylaws and policies.
- 9.1.5.2 Ensure the Local Bylaws or proposed amendments do not contravene the Constitution of the Union.
- 9.1.5.3 Consider such matters of legislation as referred.

9.1.6 **The Membership and Organization Committee Shall:**

- 9.1.6.1 Deal with matters related to the Local, its organization and function.
- 9.1.6.2 Ensure that a proper Steward System is maintained within the Local.
- 9.1.6.3 Deal with such matters involving internal disputes, complaints about elected officials, and situations under the Code of Ethics, as may be referred to it by the Executive Council.
- 9.1.6.4 Deal with the orientation of new groups into the Local.
- 9.1.6.5 Perform such other duties as the Local Executive may direct.

9.1.7 **The Education and Publicity Committee Shall:**

- 9.1.7.1 Be responsible for the education of the members in the principles, policies and practices of the Union and shall arrange Union Leadership 10 training courses through the Education Officer of the Union for elected members.
- 9.1.7.2 Arrange for publicity of the Local affairs and programs.
- 9.1.7.3 Communicate on a monthly basis with the magazine editor regarding Local news for the Union publications.
- 9.1.7.4 Arrange and provide local educational programs.
- 9.1.7.5 Perform such other duties as the Local Executive may direct.

9.1.8 **The Social and Recreation Committee Shall:**

- 9.1.8.1 Be responsible for the co-ordination of all social and sports activities on a Local basis as directed from time to time by the Local Executive.

- 9.1.8.2 Be responsible for the Children's Christmas Party to be held annually, and ensure that the children of members are accompanied by their primary care giver.
- 9.1.9 **The Equity Committee Shall:**
- 9.1.9.1 Examine all issues affecting all equity members in their union, work, home and community lives.
- 9.1.9.2 Evaluate the constitution and policies of the Union, including those of the Local, and make recommendations on an Affirmative Action Program within the Union to enable equity members to more fully participate therein.
- 9.1.9.3 Develop educational material and presentations on equity issues to be included as part of the other Union educational.
- 9.1.9.4 Develop model contract clauses on equity issues.
- 9.1.9.5 Liaise with organizations at the local level both to offer necessary assistance to them and to promote equity issues in those organizations.
- 9.1.9.6 Any Local member in good standing shall be eligible to actively participate as a member of this committee.
- 9.1.10 **The Occupational Health and Safety Committee Shall:**
- 9.1.10.1 Examine all issues that may affect the Occupational Health or Safety of Union members at their place of work.
- 9.1.10.2 Co-operate with, and co-ordinate the work of Occupational Health and Safety Committees in the Local to ensure that workplace hazards are identified and eliminated.
- 9.1.10.3 Monitor Union policies and programs and make any recommendations necessary to improve the Occupational Health and Safety of Union members.
- 9.1.10.4 Submit regular reports to the Local Occupational Health Committees and the Common Front Occupational Health Committee, regarding the progress of the committee's work.
- 9.1.11 **The Balloting Committee Shall:**
- 9.1.11.1 Be any Local member in good standing shall be eligible to the Balloting Committee. The Chair must be a member of the Local Executive.
- 9.1.11.2 Be responsible for balloting as required by the Local.

- 9.1.12 **The Agreements Committee Shall:**
- 9.1.12.1 Be comprised of the Local Rep and the Chair of each of the PS/GE Component Groups elected at the Local Proposals Gathering Meeting.
- 9.1.12.2 Meet following each PS/GE Bargaining Council meeting to share information from the Local Rep, who attends the PS/GE Bargaining Council, in order that each Component Chair is able to report back to their members any news significant to their Component or any news of bargaining in general. The Local Rep shall be the automatic Chair of this committee and is therefore also responsible for keeping the Local Executive informed on bargaining issues through regular reports to the Local Executive.
- 9.1.12.3 Perform those duties within the Local as the PS/GE Bargaining Council, PS/GE Negotiating Committee, and/or Local Executive may require.
- 9.1.12.4 At the call of the PS/GE Negotiating Committee, assist the Local Component Chairs in setting up component meetings in the Local, and setting agendas, as indicated in the PS/GE Bargaining Sector Bylaws. Develop a process to encourage as many proposals to be submitted to the Local Component Chairs in advance of the proposals Gathering Meeting as possible.
- 9.1.13 **SASKATOON DISTRICT LABOUR COUNCIL (SDLC) LOCAL 1102 REPRESENTATIVE**
- The SDLC Local 1102 Representative shall:
- 9.1.13.1 Be elected by the Local 1102 delegates attending the SDLC Annual meeting each year from among those delegates;
- 9.1.13.2 Run for election to the SDLC Executive at the SDLC Annual meeting.
- 9.1.13.3 Attend the monthly SDLC Executive meetings and represent SGEU and Local 1102 at these meetings.
- 9.1.13.4 Be responsible and accountable to Local 1102 Executive.
- 9.1.13.5 Be required to submit written reports monthly to Local 1102 Executive.
- 9.1.13.6 Be considered an automatic to SGEU Annual Convention the same way as a Local Committee Chair is as indicated in Article 17.1.2 of these bylaws.
- 9.1.13.7 Be considered as an automatic to SFL Convention as indicated in Article 17.2.1 of these bylaws.
- 9.1.13.8 Be considered as an automatic to the Saskatoon District Labour Council Annual Meeting as indicated in Article 18.2.1 of these bylaws.
- 9.1.13.9 Only one person can be elected to the SDLC Local 1102 Representative position, however, other Local 1102 delegates may run for election to the SDLC Executive into

additional spots. In such circumstances, the additional person(s) seeking election must be endorsed by the Local 1102 delegates at the SDLC Annual Meeting and must agree to be responsible and accountable to Local 1102 Local Executive.

9.2 **Oath of Office**

9.2.1 Nominees for Local Executive shall signify either orally or in writing, his/her acceptance of the following:

9.2.2 In accepting nominations, 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, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets at the close of my term of office.

9.2.3 And further, during the year, only newly elected members to the Local Executive shall subscribe to this oath of office before members of the Local Executive prior to assuming the duties of office, and further the Secretary-Treasurer shall duly record in the minutes the names of those subscribing to the Oath of Office.

Article 10 **ELECTIONS**

10.1 Elections at the October Annual General Meeting for positions of Chair, Vice-Chair and Secretary-Treasurer, and elections at the December General Meeting for the position(s) of Provincial Council member(s) shall be conducted in accordance with the voting procedure as established in these Bylaws. These voting procedures may also be required in respect of such other elected positions in the Local Executive as the Local Executive may direct from time to time.

10.2 **VOTING PROCEDURE**

10.2.1 The Balloting Committee, or sufficient numbers thereof, shall supervise the voting procedure at the polling station.

10.2.2 The ballot box must be empty and locked when voting commences.

10.2.3 Voters must sign the ballot stub before receiving their ballot.

10.2.3.1 To be eligible to vote in an election of the Local Executive, the voter must either reside or work within the geographic boundaries of the Local as defined in Article 2 of these bylaws and must meet the definition of member as established in Article 4 of these bylaws. In the event that a voter does not appear on the list of eligible members

being used by the Balloting Committee for the purposes of that election, the voter must provide the Balloting Committee with the following information: name, home address, how long they have lived at that address, workplace location and address, how long they have worked at that address and whether they have voted or participated at another Local within the past 30 days. If the voter says they either live or work within our geographic boundaries and are a PS/GE member and they have not voted or participated in another Local within the last 30 days, they must fill out an address change card or a transfer of Local form, provided by the Balloting Committee, before being allowed to vote. If the voter does not meet all the above criteria the voter is not allowed to vote in this election.

- 10.2.4 The counting and tabulating of the ballots shall be performed by the the Balloting Committee upon completion of the balloting at a time and place designated by the Local Executive.
- 10.2.5 Nominees shall be allowed to have a scrutineer present to observe balloting tabulation.
- 10.2.5.1 Scrutineers must not communicate or indicate in any manner what the election results are prior to the official announcement of the election results.
- 10.2.6 A chairperson elected from amongst the members of the Balloting Committee members shall be responsible for presenting the final tabulation and vote breakdown to the Chair of the Local.
- 10.2.7 Any member of the Balloting Committee who is in running for a balloted position must withdraw from the committee for that portion of the balloting affecting them.
- 10.2.8 All elections in the Local, including the Local Proposals Gathering, shall be by plurality as opposed to simple majority. This means that elections will not be 50% plus one but that the candidate(s) receiving the highest total votes shall be elected.

10.3 **APPEALS OF ELECTION**

Appeals of Local elections shall be conducted in the following manner:

- 10.3.1 An appeal of a Local election shall be made in the first instance, to the Local Executive, and in the second instance, to the Provincial Executive, whose decisions shall be final.
- 10.3.2 All materials supporting an appeal must be submitted to the appeal body within ten (10) days of the certification of election. Any evidence of fraud or violations of rules must be submitted in writing.

10.4 **RECALL OF ELECTED OFFICIALS**

If the Local or a Zone wishes to replace one (1) or more of its elected officials it may do so subject to the following stipulations:

10.4.1 **Petition Process**

10.4.1.1 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.

10.4.1.2 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.

10.4.1.3 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.

10.4.2 **Recall Process**

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

10.4.2.2 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/Council or Delegates to the body that elected the person being recalled can vote on the recall.

10.4.2.3 Voting shall be done by secret ballot.

10.4.2.4 Vacancies created by a recall will be filled following the election process for other Vacant positions.

Article 11 MEETINGS

11.1 The Local Executive shall have meetings once every month with the exception of July, August and possibly December.

11.2 The Chair may call a special meeting of the Local Executive at any time he/she deems it necessary.

11.3 Local Executive meetings shall be held on the second Monday of each month unless otherwise designated by the Local Executive.

- 11.4 Any member in good standing of the Union may attend Local Executive meetings, but shall exercise such privilege without voice and vote in the official Minutes of such Local Executive meetings. Provided however, that the privilege of speaking to all items of business before such meetings may be extended to said member at the courtesy of the Chair.

Article 12 **ANNUAL GENERAL MEETING**

- 12.1 The Annual General Meeting shall be a dinner meeting at the discretion of the Local Executive.
- 12.2 The Annual General Meeting shall be the main business meeting of the Local which shall be held on a date and in a place as set by the Local Executive, which date shall not be later than the 15th day of November of each and every year.
- 12.3 Due notice shall be given to all members at least ten (10) days prior to the date set.
- 12.4 The order of business to govern each Annual General Meeting shall be as follows:
- 12.4.1
- READING OF THE MINUTES OF LAST ANNUAL GENERAL MEETING
 - CHAIR'S REPORT
 - SECRETARY-TREASURER'S REPORT
 - AUDITOR'S REPORT
 - PROPOSED BUDGET
 - CORRESPONDENCE
 - DEFERRED BUSINESS FROM LAST ANNUAL MEETING
 - AMENDMENTS TO BYLAWS
 - CHANGES TO POLICIES
 - COMMITTEE REPORTS
 - TABLE OFFICER ELECTIONS
 - NEW BUSINESS
 - GOOD AND WELFARE
 - ADJOURNMENT
- 12.4.2 If quorum is not established at the Annual General Meeting, the Chair may conduct the business of the Local except for changes to the BYLAWS, but all such business must be submitted to the next Local Executive meeting for approval before becoming effective.

Article 13 **GENERAL MEETING**

- 13.1 There shall be a minimum of one (1) General Meeting called per year.

This meeting shall be on the second Monday of December at 7:30 p.m. for the purpose of debating and voting on resolutions to be submitted to the S.G.E.U. Annual Convention from our Local. The General Meeting in December will be followed by the December Local Executive Meeting. This General Meeting shall be a business meeting and could also be a dinner meeting or a social at the discretion of the Local Executive. The December Local Executive meeting can be cancelled, as per Article 11.1, on the decision of the Local Executive.

- 13.2 The notice of General Meeting shall be posted in all work places where practicable at least ten (10) days prior to the meeting date. Such notice shall indicate a tentative agenda of the business of the meeting.

Article 14 **SPECIAL MEETINGS**

- 14.1 A Special Meeting of the general membership or the different contract groups within the Local may be called at any time at the direction of the Chair or the Local Executive or upon the written request of twenty (20) or 10% (whichever is the lesser) members of the Local or contract group.
- 14.2 The order of business shall be at the discretion of the Chair and Local Executive except that no business shall be dealt with which was not indicated in the notice of the meeting.

Article 15 **QUORUM**

- 15.1 For Local Executive meetings, ten (10) Local Executive members shall constitute a quorum.
- 15.2 For the General Meetings, twenty (20) members in good standing of the Local, inclusive of the Chair or his/her designate, inclusive of the Secretary-Treasurer or his/her designate, shall constitute a quorum.
- 15.3 For Special Meetings which are to deal with business specific to the Local, quorum shall be as the established in Article 14.1 above.
- 15.4 For Special Meetings which are to deal with business specific to a Bargaining Unit within the Local, quorum shall be established pursuant to the Bargaining Guidelines in the policy manual of the Union. The Chair or his/her designate shall chair the meeting.

Article 16**PROVINCIAL COUNCIL MEMBERS**

- 16.1 Each Provincial Council member shall be elected every second year to a (2) two year term on or before December 31st from among the members of the local. These positions shall be Provincial Council Elect until they take office of Provincial Council Members at the conclusion of the next SGEU Convention.
- 16.2 Provincial Council member (s) shall have a designated alternate(s), to be elected at the same time as the Provincial Council member(s) is elected, who will have voice and vote at Provincial Council meetings. (If the Alternate is for a Provincial Council position of a designated gender, that Alternate shall be the same gender.)
- 16.2.1 In the event that the Provincial Council member is unavailable to attend the Provincial Council meeting and their alternate is also unavailable, then the alternate for the other Provincial Council member shall be utilized (on a rotational basis).
- 16.3 Only members who are STEWARDS and have held office for at least one year are eligible for nomination.
- 16.4 The election shall be conducted by secret ballot. Voting shall take place during an all day vote from 11:00 a.m. – 7:30 p.m. at the SGEU Office prior to the General Meeting held in December.
- 16.5 Not later than November 7th of each year, a notice calling for nominations under this Article shall be sent to all Stewards for posting throughout the Local.
- 16.6 Nomination forms must be received by the Secretary-Treasurer not later than the last day of November in each year.

Article 17**CONVENTIONS**

- 17.1 **S.G.E.U. Annual Convention**
- 17.1.1 **Delegates**
- 17.1.2 The following shall be automatic delegates to the Convention:
- 1) Chair of the Local
 - 2) Vice-Chair of the Local
 - 3) Secretary-Treasurer of the Local
 - 4) SDLC Local 1102 Representative
 - 5) Local Executive Committee Chairpersons or designates
(Note: P.C. Member delegates to convention do not come out of the Local credentials. They are delegates out of P.C. credentials.)
- 17.1.3 The remaining delegates shall be selected by the Local Executive in the following order: In event of equal qualifications of those qualified there shall be an election of those qualified.

- 17.1.3.1 Local Executive Members and Alternates who have attended the most Local Executive meetings held in the previous twelve (12) month period of December to November.
- 17.1.3.2 Remaining Local Executive members and alternates.
- 17.1.3.3 Member in good standing of the Local.
- 17.1.3.4 For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same evening as the Local Executive Meetings or absent with cause (at work) shall be counted as being present at the said meeting, subject to making the Secretary-Treasurer aware of their circumstances within seven days after the meeting.
- 17.1.4 **RESOLUTIONS TO S.G.E.U. ANNUAL CONVENTION**
- 17.1.4.1 A notice shall be sent, where practicable, to all Stewards for posting in their separate work locations advising members that resolutions going to the Annual Convention are to be e-mailed to the Secretary-Treasurer of the Local no less than thirty (30) days prior to the General Meeting in December so that they can be posted to the membership at least ten (10) days prior to said General Meeting, at which time the resolutions will be voted upon to decide their inclusion in the Convention agenda on behalf of the Local.
- 17.1.4.2 Late resolutions may be introduced at the General Meeting but to be received must achieve a two-thirds majority vote of the voting delegates at the meeting in order to be accepted.
- 17.2 **S.F.L. CONVENTION**
- 17.2.1 **Delegates**
- 17.2.2 The following shall be automatic delegates to the Convention:
- 1). Chair of the Local
 - 2). Vice-Chair of the Local
 - 3). Provincial Council Member(s)
 - 4). Secretary-Treasurer of the Local.
 - 5). SDLC Local 1102 Representative
- 17.2.3 The remaining delegates shall be elected by the Local Executive Council in the following order:
- 17.2.3.1 Local Executive Members and Alternates who have attended 50% or more of the General and Local Executive meetings in the previous twelve month period of September 1st to August 31st.
- 17.2.3.2 Remaining Local Executive Members and Alternates.
- 17.2.3.3 Members in Good Standing of the Local.

- 17.2.3.4 Members of the Union from other Locals.
- 17.2.3.5 For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same day as the General or Local Executive Meetings or absent with cause (at work) shall be counted as being present at said meeting, subject to making the Secretary-Treasurer aware of their circumstances within seven days after the meeting.

17.2.4 **RESOLUTIONS TO THE S.F.L. CONVENTION**

- 17.2.4.1 Resolutions to the S.F.L. Convention from Saskatoon Local must be submitted to the Local Executive, debated and ratified by a simple majority of the Local Executive attending the meeting.

Article 18 SASKATOON AND DISTRICT LABOUR COUNCIL

18.1 **Saskatoon and District Labour Council Annual Meeting**

18.1.1 **Delegates**

The following shall be automatic delegates:

- 1). Chair of the Local
- 2). Vice-Chair of the Local
- 3). Provincial Council Member(s)
- 4). Secretary-Treasurer of the Local
- 5) SDLC Local 1102 Representative

- 18.1.2 The remaining delegates shall be elected by the Local Executive in the following order:

- 18.1.2.1 Members of the Labour Council provided that they have attended at least one (1) meeting.

- 18.1.2.2 Local Executive Members and Alternates who have attended 50% or more of the General and Local Executive meetings since the previous Annual Meeting.

- 18.1.2.3 Remaining Local Executive members.

- 18.1.2.4 Members in Good Standing of the Local.

- 18.1.2.5 For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same day as the General or Local Executive Meetings or absent with cause (at work) shall be counted as being present at said meeting, subject to making the Secretary-Treasurer aware of their circumstances within seven days after the meeting.

Article 19**OTHER UNION CONVENTIONS**

19.1

DELEGATES

19.1.1

The following shall be automatic delegates to the convention:

- 1). Chair of the Local
- 2). Vice-Chair of the Local
- 3). Provincial Council Member(s)
- 4). Secretary-Treasurer of the Local.

19.1.2

The remaining delegates shall be elected by the Local Executive in the following order:

19.1.2.1

Local Executive members who have attended 50% or more of the General or Local Executive meetings held since the previous Annual Meeting.

19.1.2.2

Remaining Local Executive members and alternates.

19.1.2.3

For the purpose of figuring the attendance, members attending other union meetings or attending to union business on the same day as the General or Local Executive Meetings or absent with cause (at work) shall be counted as being present at said meeting, subject to making the Secretary-Treasurer aware of their circumstances within seven days after the meeting.

19.2

RESOLUTIONS

19.2.1

A call for resolutions and post them to the General Membership at the Local Executive meeting prior to January 10th, the Local Executive or General meeting at which they will be voted upon.

19.3

UNION OBSERVERS

19.3.1

The Local Executive may send observers to the S.G.E.U. Annual Convention, the S.F.L. Convention, the N.U.P.G.E. Convention, and/or the C.L.C. Biennial Convention.

19.3.2

Any member in good standing may make an application to the Local Executive to attend these Conventions. Local Executive will review all applications at the meeting prior to the deadline that names have to be submitted to these Conventions.

19.3.3

Local Executive reserves the right to reject any or all of the applications.

Article 20**WORKPLACE OCCUPATIONAL HEALTH COMMITTEES**

20.1

Employee members of the Workplace Occupational Health Committees shall be

elected for a two(2) year term by the employees working in the location, where said committees are to be established. Employee member vacancies occurring during the term will be filled for the rest of the term by an employee elected within one(1) month of the vacancy occurring, by the employees working in the location where the committees are established.

- 20.1.2 The workplace may allow for staggered elections of the Occupational Health Committee in order to ensure exchange of information from the old to the new components.
- 20.1.3 A separate work location meeting shall decide if staggered elections are to be used. As each workplace is set up differently, it will be up to the workplace to decide on how and when elections will take place by a meeting called by the Chief Steward or designate for all members of that workplace.

Article 21

RETIREMENT GIFTS

- 21.1 Upon the upcoming retirement of a Local 1102 member, a co-worker of the retiring member (hereinafter referred to as the Contact Person) may acquire from the Finance Committee Chairperson or the Secretary-Treasurer an Application for Retirement Gift form to complete and submit back to the Finance Committee Chairperson or the Secretary-Treasurer via e-mail or Inter-Office mail.
- 21.1.1 The completed Application for Retirement Gift form will then be taken to the next Local Executive Meeting to be voted on and approved. This will be reflected in the minutes for that meeting.
- 21.1.2 If/When the application for Retirement Gift is approved at the Executive Meeting, the Finance Committee Chairperson or the Secretary-Treasurer will advise the Contact Person in a timely fashion and provide them information regarding the gift purchase and method of reimbursement.
- 21.1.3 The Contact Person will be responsible for purchasing the retirement gift and providing the receipt for the purchase to the Secretary-Treasurer for reimbursement.
- 21.1.4 The amount of the retirement gift purchased, including card, plaque if desired, and any other incidental costs including taxes shall not exceed \$75.00.
- 21.1.5 Once the receipt for the retirement gift has been forwarded to the Secretary-Treasurer a reimbursement cheque will be sent to the Contact Person in a timely manner.

Article 22

FISCAL YEAR

- 22.1 The Fiscal year of this Local shall begin on the 1st day of January and end on the

31st day of December of each year.

- 22.1.1 The Audit year of this Local shall begin on the 1st day of January and end on the 31st day of Decembert of each year.

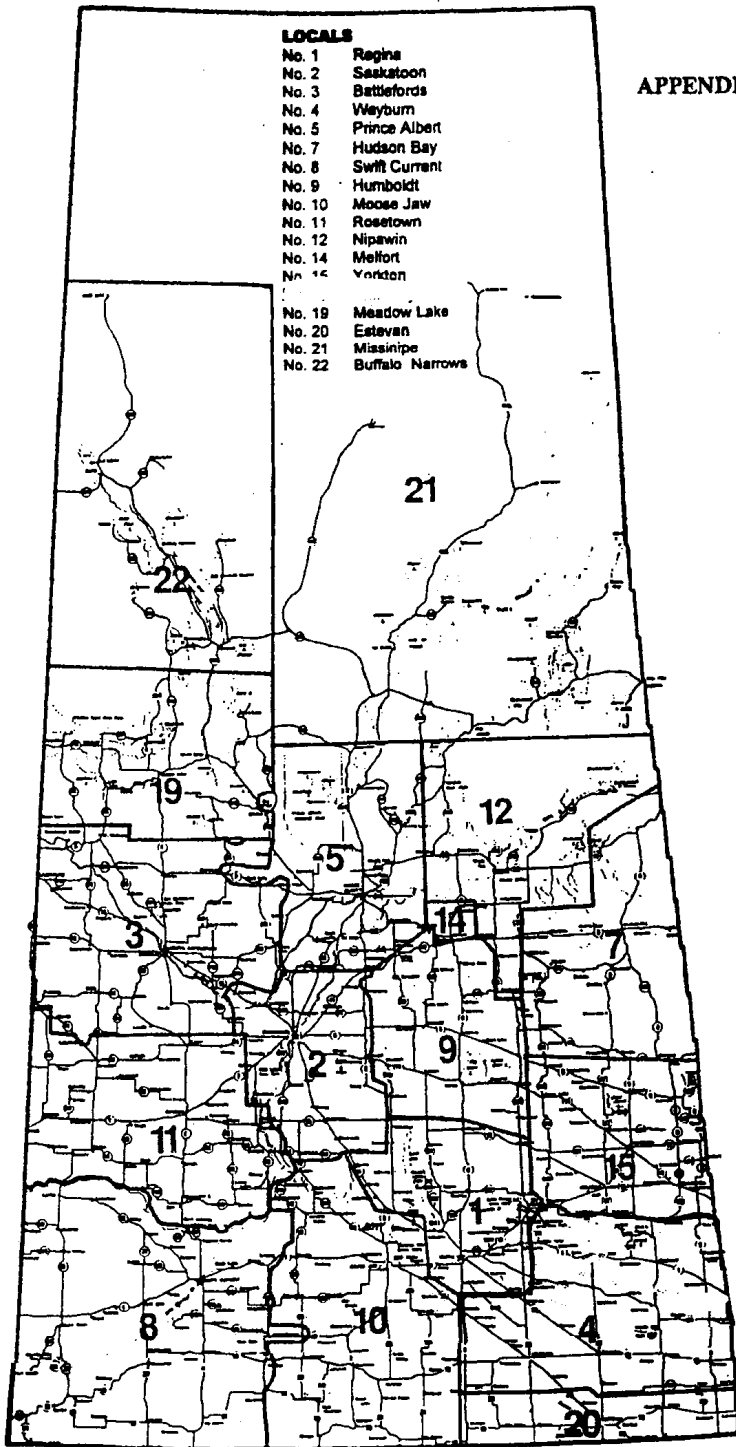
APPROVED by the Saskatoon Local of the Saskatchewan Government Employees' Union this

21st day of November, 2018

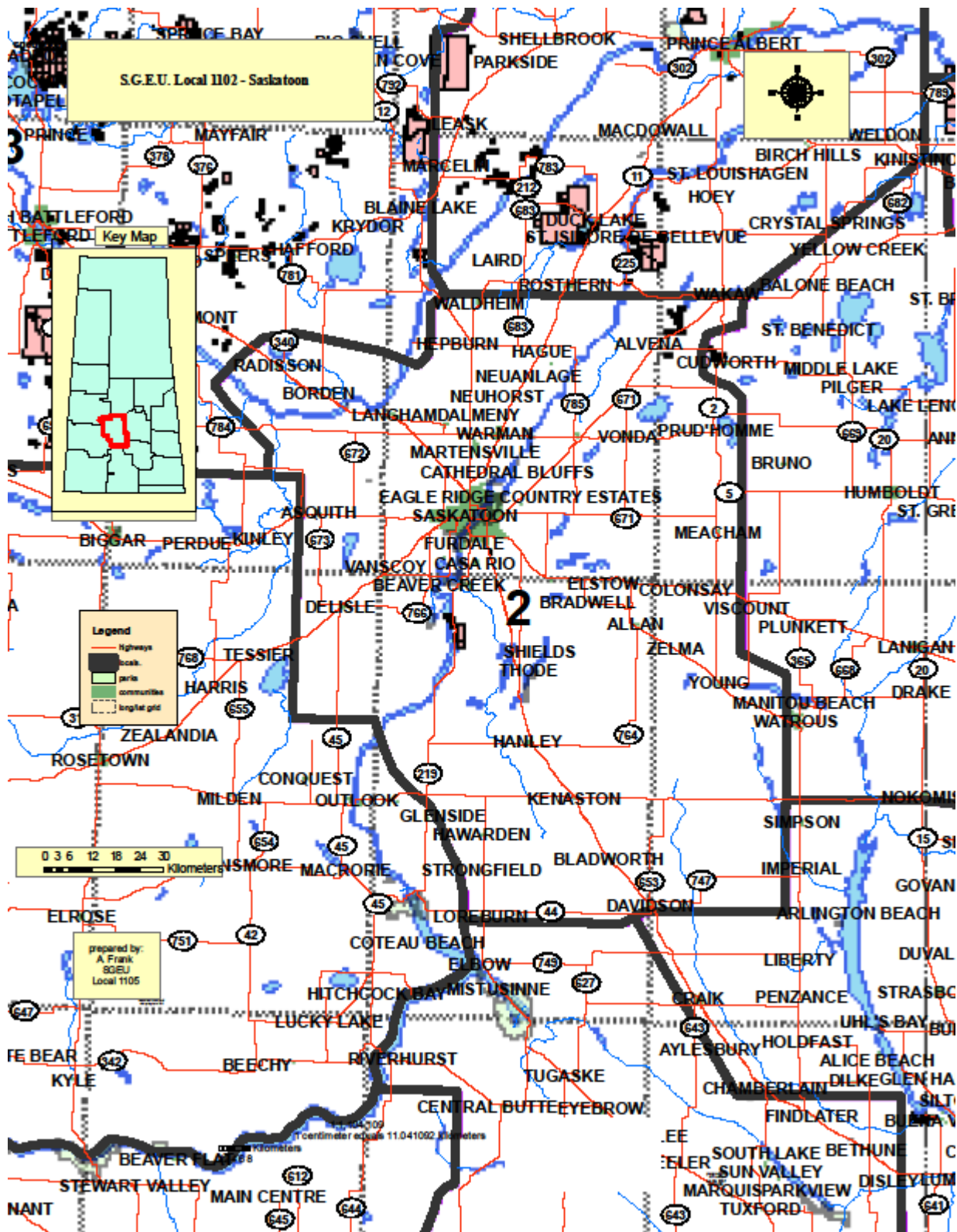
APPROVED by the M C & L Committee of the Saskatchewan Government Employees' Union

this _____ day of _____, 20 ____

APPENDIX "A"



APPENDIX A(1)



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