



Community Services Sector

BYLAWS 2017

Approved by the Community Services Sector on October 14, 2017

| Approved by the Membership, Constitution and Legislation Committee
on November 21, 2017

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SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION
Community Services Sector

BYLAWS

1.0 NAME

- 1.1 This organization shall be known as the Community Services Sector (CSS) of the Saskatchewan Government and General Employees' Union (SGEU).

2.0 LOCATION

- 2.1 The CSS headquarters shall be located in Davidson, Saskatchewan.

3.0 OBJECTIVES

- 3.1 To unite the members of CSS Locals for the purpose of collective bargaining and to advance their mutual interest in accordance with the Constitution and policies of SGEU.
- 3.2 The organization of all workers, including, but not limited to, community-based public services.
- 3.3 The defense and extension of the civil rights and liberties of workers and the preservation of free democratic trade unionism.
- 3.4 To unequivocally support equality of treatment, regardless of race, creed, colour, place of origin, political and/or religious affiliation, gender, marital status, physical ability, sexual orientation, place of employment, or place residence, and to oppose discrimination and/or harassment of same wherever it occurs or appears.
- 3.5 To promote co-operation and solidarity with all sectors of SGEU and of society in an effort to advance the social, economic, and general welfare of all groups and individuals.

4.0 MEMBERSHIP

- 4.1 All members of CSS Locals shall constitute the membership of the CSS, subject to Article 5.1.3 of the SGEU Constitution.

5.0 SECTOR/LOCAL LIFE MEMBERSHIPS

5.1 The Sector may elect life members at the Annual General Meeting. The selection shall be made in accordance with Articles 4 and 4.12 of the SGEU Constitution.

5.1.1 It is understood that when making nominations and granting Life Membership, it is the highest honour that the Sector can bestow, and criteria must be of a high standard.

5.2 Criteria

To be eligible for nomination, a candidate must have:

- 1) Been a member of the Community Service Sector, but is no longer a current member;
- 2) At least ten (10) years membership in good standing as a union member within the Community Services Sector;
- 3) Must have served the Sector in various capacities at the Local, Sector, Provincial and/or National level (Provincial Council, Local Bargaining Committee, Sector Executive or Provincial Committee member, Local Steward and/or Chief Steward, Saskatchewan Federation of Labour (SFL) Convention, Executive and/or other Committees, National Union of Public and General Employees (NUPGE) and Canadian Labour Congress (CLC) Conventions and/or Committees).

5.3 Roles and Responsibilities

Once granted, a Life Member:

- 1) Shall not hold an elected position with the Sector structure, nor be a delegate to or representative on behalf of the Sector, to any outside body.
- 2) May attend Sector meetings and shall have voice at the courtesy of the Chair. They shall not have a vote.
- 3) Shall be eligible to participate in all social activities sponsored by the Sector.
- 4) May, upon request receive minutes from all Sector meetings

5.4 Selection

5.4.1 The Sector Executive shall review the nominations received from individual Sector members or from Locals of the Sector.

- 5.4.2 Nominations shall be submitted to the Sector Secretary no later than June 15th or the first working day following June 15th if that date is a Saturday, Sunday or statutory holiday.
- 5.4.3 The Executive may, by secret ballot vote, recommend up to three (3) individuals who meet the criteria as set forth in Article 5.2 of these Bylaws to be conferred the honour of Sector Life Membership.
- 5.4.4 This recommendation, together with the qualifications of the nominee(s) shall be set for in the proceedings of the Annual General Meeting.
- 5.4.5 Delegates attending the Annual General Meeting shall vote on the Executive's recommendation(s). The vote, cast by secret ballot, must carry with a two-thirds (2/3) majority in order for Life Membership to be conferred upon the nominee(s).
- 5.4.6 If no nominations have been received by June 15th, names may be brought forward by the delegates attending the Annual General Meeting. The delegates must vote by secret ballot to receive the name(s) for consideration. Such ballot must be passed by a two-thirds (2/3) majority.
- 5.4.7 Individuals presenting such nominations from the floor of the Annual General Meeting must clearly demonstrate that the nominee meets the criteria as set forth in Article 5.2 of these Bylaws.
- 5.4.8 The delegates attending the Annual General Meeting must then vote to confer the Life Membership in accordance with Article 5.4.5 of these Bylaws.

6.0 STRUCTURE AND DUTIES OF THE SECTOR/LOCAL EXECUTIVE

- 6.1 The Sector Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-President, Vice-President Alternate, Provincial Council Member, Provincial Council Alternate, Chief Stewards/Area Council Executive members shall constitute the Sector Executive.

- 6.1.1 Area Councils shall be comprised of the membership of the Locals and/or workplaces in geographic regions as follows:

Northern Area Council - located within the region North of Prince Albert

Central Area Council - located within the region bordered by Prince Albert in the North and Davidson in the South

Southeast Area Council - located within the region bordered by Davidson in the North, and East of the 105th longitude, extending to the eastern provincial borders

Southwest Area Council - located within the region bordered by Davidson in the North and West of the 105th longitude, extending to the western provincial borders.

- 6.1.2 Area Councils shall have representation to the Sector Executive based on the following:
- | | |
|-------------------|----------------|
| 1 - 6 Locals | - 1 Executive |
| 7 - 12 Locals | - 2 Executives |
| 13 or more Locals | - 3 Executives |
- 6.2 The Sector Executive shall meet in accordance with Article 12.4 of these Bylaws.
- 6.2.1 Special meetings shall be called in accordance with Article 12.3 of these Bylaws.
- 6.3 The Sector Executive shall establish and maintain a communication network within the Sector. It will facilitate regular dissemination of information including information on bargaining and on Sector and Union activities.
- 6.3.1 The Sector Executive shall be responsible for the education of the members on the principles, policies and practices of SGEU. It shall facilitate delivery of training programs in response to needs expressed by the membership of the Sector.
- 6.3.2 The Sector Executive shall be responsible for addressing issues and problems affecting equity groups in the workplace, the Sector, the Union, and the community.
- 6.3.3 The Sector Executive shall be responsible for the presentation of an annual budget to the Annual General Meeting and to review and recommend fiscal policy as it pertains to the operation of the Sector.
- 6.3.4 The Sector Executive may submit resolutions to Convention on behalf of the Sector after the Annual General Meeting through a 50% plus one majority vote at a meeting of the Sector Executive.
- 6.4 All elected representatives shall take the Oath of Office in Article 5.2 of the SGEU Constitution.
- 6.5 All members in good standing of the Sector are eligible for nomination to elected positions within the Sector structure.

- 6.5.1 Nomination and Election
 - 6.5.1.1 Table Officers
 - 6.5.1.1.1 Table Officer elections shall be conducted at an Annual General Meeting.
 - 6.5.1.1.2 The Sector Vice-Chairperson, Treasurer, Provincial Council Member and Provincial Council Alternate shall be elected in odd numbered years. The Sector Chairperson, Vice-President, Vice-President Alternate and Secretary shall be elected in even-numbered years.
 - 6.5.1.1.3 Nominations shall be taken from the floor at an Annual General meeting or via the forms sent out with the notice of Annual General Meeting.
 - 6.5.1.2 Chief Steward/Area Council Executive
 - 6.5.1.2.1 Chief Steward/Area Council Executive election shall be conducted at an Annual General Meeting in accordance with Article 9.1.2 of these Bylaws.
 - 6.5.1.3 Voting Procedure
 - 6.5.1.3.1 A balloting committee shall be struck from those members attending a meeting called for election purposes.
 - 6.5.1.3.2 The balloting committee shall supervise the voting procedure at each polling station.
 - 6.5.1.3.3 The voters must sign their ballot stub before receiving their ballot.
 - 6.5.1.3.4 The ballot box must be locked before balloting commences.
 - 6.5.1.3.5 The counting and tabulation of the ballots shall be performed by the balloting committee upon completion of the balloting at a time and place designated by the Sector Executive.
 - 6.5.1.3.6 Nominees shall be elected by a simple majority (highest number) vote.
 - 6.5.1.3.7 Alternates shall be recorded in the order of highest number of votes received.
 - 6.5.1.3.8 Nominees shall be allowed a scrutineer to observe the balloting tabulation.
 - 6.5.1.3.9 A Chairperson selected from among the members of the balloting committee shall be responsible for presenting the final tabulation and vote breakdown to the Chairperson of the Sector.

6.5.1.3.10 Any member of the balloting committee who is a nominee for the election must withdraw from the committee for that portion of the balloting affecting them.

6.5.1.3.11 All Sector Executive members elected at the CSS Annual General Meeting shall assume office at the close of the SGEU Convention.

6.5.1.4 Appeal of Election

6.5.1.4.1 An appeal of Sector election results or procedures shall be made in the first instance to the Sector Executive and in the second instance to the Provincial Council, whose decision shall be final.

6.5.1.4.2 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 procedural violations must be submitted in writing.

6.5.2 Vacancies

6.5.2.1 If a vacancy occurs with more than ninety (90) days remaining in the two-year term, the Sector Executive have the authority to fill the vacant Executive positions as necessary. The alternate of a vacated position shall fill the position until the next Annual General Meeting. If there is no alternate for a position, the Sector Executive will call an election to fill the vacancy.

6.5.2.2 A Sector Executive Member's position shall automatically become vacant if the member is absent from three (3) consecutive meetings without obtaining leave of absence from the Sector Executive.

6.6 All elected representatives of the Sector shall, in all aspects of Union activity, conduct themselves in accordance with SGEU Constitution, SGEU Policy, SGEU Code of Ethics, SGEU Statement of Equality and Sector Bylaws.

7.0 PROVINCIAL COUNCIL

7.1 All members in good standing of the Sector are eligible for nomination to Provincial Council and Provincial Council Alternate.

7.2 The Vice-President, or their alternate, is an automatic Provincial Council representative.

7.3 Two additional Provincial Council representative(s), and alternate(s), will be elected for a two-year term. One member and alternate will be elected in even years and the second of each in odd years.

- 7.4 Provincial Council representatives shall be elected at an Annual General Meeting in accordance with Article 6.5.1 of these Bylaws.
- 7.5 Vacancies shall be filled in accordance with 6.5.2 of these Bylaws.
- 7.6 Provincial Council members elect will be automatic delegates to the next Annual Convention.
- 7.7 Provincial Council members elect will assume office at the close of Convention.
- 7.8 Duties and Responsibilities of Provincial Council Member and Alternate.
 - 7.8.1 Provincial Council Member
 - 7.8.1.1 The Provincial Council Member's duties and responsibilities shall be:
 - 7.8.1.1.1 Represent and support the Sector Executive and CSS members in accordance with Article 6.8 of the SGEU Constitution.
 - 7.8.2 Provincial Council Member Alternate
 - 7.8.2.1 The Provincial Council Member Alternate's duties and responsibilities shall be:
 - 7.8.2.1.1 Act in Provincial Council Member's absence or resignation until a new Provincial Council Member is elected at the Sector's next Annual General Meeting.
- 8.0 TABLE OFFICERS**
 - 8.1 The Sector Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-President and Alternate and Provincial Council Member and Alternate shall constitute the Table Officers of CSS.
 - 8.2 All members in good standing of the Sector are eligible for nomination to elected positions within the Sector structure.
 - 8.2.1 All Sector Executive positions are elected representatives of the Sector for two-year terms.
 - 8.3 Vacancies shall be filled in accordance with Article 6.5.2 of these Bylaws.
 - 8.4 Duties and Responsibilities of the Table Officers
 - 8.4.1 Sector Chairperson

- 8.4.1.1 The Chairperson's duties and responsibilities shall be:
 - 8.4.1.1.1 Preside at all Sector Executive Meetings and shall enforce due observance of the Constitution and Policies of the Union and Bylaws of the Sector.
 - 8.4.1.1.2 Sign and date the attendance register immediately following the last name at the conclusion of the meeting.
 - 8.4.1.1.3 The voting powers of the Chairperson shall be limited to a deciding vote on any question to which there is an equality of votes.
 - 8.4.1.1.4 Authorize payment from Sector funds.
 - 8.4.1.1.5 Be an automatic delegate to the SGEU Annual Convention.
 - 8.4.1.1.6 Represent the CSS membership on the CBO Worker Committee
 - 8.4.1.1.7 Be an ex-officio member of all committees.
 - 8.4.1.1.8 Be responsible for approving all union leave for the Sector members on business for the Sector.
 - 8.4.1.1.9 Through the Secretary, ensure that all seats allotted to the Sector for any convention/event are filled.
 - 8.4.1.1.10 Report to the Annual General Meeting.
 - 8.4.1.1.11 Act as chief spokesperson for the Sector on policy matters and major issues and/or delegate those duties.
 - 8.4.1.1.12 Administer the Steward structure.
- 8.4.2 Vice Chairperson/Vice-President/Vice-President Alternate
 - 8.4.2.1 Vice Chairperson
 - 8.4.2.1.1 The Vice Chairperson's duties and responsibilities shall be:
 - 8.4.2.1.1.1 Assume the duties of the Chairperson as requested or designated.
 - 8.4.2.1.1.2 Authorize payment from Sector funds.
 - 8.4.2.2 Vice-President
 - 8.4.2.2.1 The Vice-President's duties and responsibilities shall be:

- 8.4.2.2.1.1 Represent the CSS membership on Provincial Council in accordance with Article 6.8 of the SGEU Constitution.
- 8.4.2.2.1.2 Represent the CSS membership on the Administration Committee in accordance with Article 6.10.5 of the SGEU Constitution.
- 8.4.2.2.1.3 Represent the CSS membership at SGEU's Annual Convention.
- 8.4.2.2.1.4 Prepare, in consultation with the Sector Executive, a yearly Sector budget to submit to the Union's Finance Committee.
- 8.4.2.2.1.5 Report to Sector's Annual General Meeting on the activities of the Provincial Council.
- 8.4.2.3 Vice-President Alternate
 - 8.4.2.3.1 The Vice-President Alternate's duties and responsibilities shall be:
 - 8.4.2.3.1.1 Act in Vice-President's absence or resignation until a new Vice-President is elected at the Sector's next Annual General Meeting.
- 8.4.3 Secretary/Treasurer
 - 8.4.3.1 Secretary
 - 8.4.3.1.1 The Secretary's duties and responsibilities shall be:
 - 8.4.3.1.1.1 Keep an accurate record of the proceedings of all meetings of the Sector Executive and the Annual General Meeting and send a copy to the Sector Chairperson, the Sector Vice-President, and to the SGEU Secretary Treasurer.
 - 8.4.3.1.1.2 Be responsible for the safe keeping and availability at meetings of the attendance register.
 - 8.4.3.1.1.3 Maintain a list of all representatives, delegates and alternates.
 - 8.4.3.1.1.4 Conduct all correspondence for the Sector.
 - 8.4.3.1.1.5 Perform such other duties as shall pertain to the office of Secretary and as may be required by the Sector Executive or Table Officers.
 - 8.4.3.2 Treasurer
 - 8.4.3.2.1 The Treasurer's duties and responsibilities shall be:

- 8.4.3.2.1.1 Deposit all funds into a chartered bank or Credit Union to the credit of the Sector.
- 8.4.3.2.1.2 Have signing authority on behalf of the sector.
- 8.4.3.2.1.3 Make all payments by cheque signed by the Treasurer and counter signed by the Chairperson or the Vice-Chairperson.
- 8.4.3.2.1.4 Keep the books and records, accounting for such funds, which will be posted promptly, and be subject to examination by the officers at any time.
- 8.4.3.2.1.5 Present a complete financial report of the Sector to the membership at the Annual General Meeting.
- 8.4.3.2.1.6 Submit the annual financial report as approved at the Annual General Meeting to the SGEU Secretary Treasurer within thirty (30) days of the Annual General Meeting in accordance with Article 5.1.13 of the SGEU Constitution.
- | 8.4.3.2.1.7 Perform such other duties as shall pertain to the office of the Treasurer and as may be required by the Sector Executive or Table Officers.

9.0 OTHER ELECTED OFFICIALS

9.1 Chief Steward/Area Council Executive

9.1.1 Roles and Responsibilities

- 9.1.1.1 Area Councils shall be comprised of the membership of the Locals and/or workplaces in geographic regions as outlined in Article 6.1.1 with representation as outlined in Article 6.1.2 of these Bylaws.
- 9.1.1.2 Strengthen the Union and to build support for its programs.
- 9.1.1.3 Protect worker's rights.
- 9.1.1.4 Act as an advocate on behalf of the Union membership.
- 9.1.1.5 Educate and be educated.
- 9.1.1.6 Provide leadership.
- 9.1.1.7 Be an organizer.
- 9.1.1.8 Build and provide support for bargaining.

- 9.1.1.9 Act as a communication link between the Union and the Stewards, specifically to chair any regular educational and information sharing meetings with Stewards.
- 9.1.1.10 Actively recruit Stewards when a vacancy occurs.
- 9.1.1.11 Deal with members' concerns about the Collective Agreement.
- 9.1.1.12 Assist Stewards with grievances at the pre-arbitration level.
- 9.1.1.13 Complete advance training courses.
- 9.1.2 Nominations and Elections:
 - 9.1.2.1 Area Council members shall elect their Chief Steward(s)/Area Council Executive member(s) at the Annual General Meeting for two-year terms.
 - 9.1.2.2 The Northern and South East Area Councils will elect one member in odd-numbered years and additional member(s), if applicable, in even-numbered years.
 - 9.1.2.3 The Central and South West Area Councils will elect one member in even-numbered years and additional members(s), if applicable, in odd-numbered years
 - 9.1.2.4 Nominations shall be taken from the floor at an Annual General Meeting or via the forms sent out with the notice of Annual General Meeting.
 - 9.1.2.5 All members in good standing within their Area Council's geographical regions, as outlined in Article 6.1.1 of these Bylaws, are eligible for nomination within their respective regions.
 - 9.1.2.6 Chief Stewards/Area Council Executive elections shall be conducted in accordance with the voting procedure as outlined in Article 6.5.1.3 of these Bylaws. A balloting committee shall be struck from those members attending the Annual General Meeting.
 - 9.1.2.7 Nominees shall be elected by a simple majority (highest number) vote of the members in attendance from the respective Area Councils.
 - 9.1.2.8 Alternates shall be recorded in the order of highest number of votes received.

- 9.1.2.9 The Sector shall register the Chief Steward/Area Council Executive by numbered Zones (as outlined in Appendix 1 of these Bylaws) with Membership Records within thirty (30) days of the conclusion of the elections.
- 9.1.2.10 Nominees have the right to name a scrutineer for the election.
- 9.1.2.11 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.
- 9.1.3 Chief Steward Job Description
 - 9.1.3.1 Refer to Appendix 2 (SGEU Chief Steward Job Description) of these Bylaws.
- 9.2 Steward
 - 9.2.1 Refer to Appendix 3 (SGEU Steward Job Description) of these Bylaws.
 - 9.2.2 Nominations and Elections:
 - 9.2.2.1 The Sector Executive shall establish and maintain a system of Stewards in Locals within the Sector.
 - 9.2.2.2 A call for nominations shall be posted in the workplace of the Local for fourteen (14) days.
 - 9.2.2.3 Any member in good standing is eligible for nomination for Steward in their Local.
 - 9.2.2.4 Members of the Local shall elect their Steward in May or June on a biennial basis in odd-numbered years and whenever a vacancy occurs.
 - 9.2.2.5 Elections for Steward shall be conducted by secret ballot. Candidates receiving the highest number of votes or 50% plus 1 of the votes will be declared elected. In the event of a tie all affected nominees shall become Stewards.
 - 9.2.2.6 If there are not enough candidates to fill the vacancies the Chief Steward/ Area Council Executive may fill the vacancies by election or appointment.
 - 9.2.2.7 The Sector shall register the Stewards with Membership Records.

- 9.2.2.7.1 Locals must advise Membership Records, Bargaining Unit Chairs, and the CSS Sector Vice-President of the results of the Steward elections within fourteen (14) days of the election occurring.
- 9.2.2.8 All elected Stewards shall signify in writing their acceptance by signing the Steward Registration form including the Oath of Office.
- 9.2.2.9 The office of Steward becomes vacant automatically if the Steward moves to a different location, changes departments or resigns. If such vacancies occur prior to the expiry of the term, the Local (if required, assisted by the Chief Steward/Area Council Executive) shall call an election within thirty (30) days of the vacancy occurring and the Local shall elect a Steward for the remainder of the term.
- 9.2.2.10 Nominees have the right to name a scrutineer for the election.

10.0 STANDING COMMITTEES

10.1 Provincial Council Standing Committees

10.1.1 Election:

- 10.1.1.1 The Sector shall elect its representatives and alternates to Provincial Council Standing Committees at the Annual General Meeting for two-year terms. In accordance with the SGEU Constitution Article 6.10.3.5, Membership Constitution and Legislation and the Provincial Grievance Appeals Committee will be elected for a four (4) year term. All members in good standing of the Sector are eligible for election.
- 10.1.1.2 The CSS shall elect its representatives and alternates in odd-numbered years in accordance with Article 6.10.3 of the SGEU Constitution. A second LTD representative and alternate shall be elected in even-numbered years.
- 10.1.1.2.1 Committee positions not filled at the Annual General Meeting may be filled by the Sector Executive.
- 10.1.1.2.2 Vacancies shall be filled in accordance with Article 6.5.2 of these Bylaws.
- 10.1.1.3 The alternate shall be recorded in the order of next highest number of votes received.
- 10.1.1.4 The Provincial Council Standing Committees shall be those outlined in Article 6.10.1 of the Constitution.

- 10.1.1.5 Sector representatives to the Provincial Council Standing Committees are required to submit a written report, outlining the highlights of each meeting and event as well as the goals for the upcoming year, to the Sector Executive at least forty-five (45) days prior to the Annual General Meeting. Any relevant CSS content discussed at a meeting or event must be reported to the Sector Chairperson and Sector Vice-President within fourteen (14) days.
- 10.1.1.6 Provincial Council Standing Committee members elected at Annual General Meeting will assume office at the close of SGEU Convention.
- 10.2 Sector Committees
 - 10.2.1 CBO Worker Committee
 - 10.2.1.1 The Chairperson shall be an automatic representative to the CBO Worker Committee
 - 10.2.1.2 The CSS shall elect additional representatives and an alternate at the Annual General Meeting for two-year terms.
 - 10.2.1.3 One representative and an alternate shall be elected in odd-numbered years. A second representative shall be elected in even-numbered years.
 - 10.2.2 From time to time a committee may need to be struck to deal with issues arising. Such committees shall be short-term and goal-specific.

11.0 RECALL OF ELECTED OFFICIALS

- 11.1 A Sector/Local wishing to replace one (1) or more of its elected officials may do so subject to the following stipulations:
 - 11.1.1 Petition Process
 - 11.1.1.1 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.
 - 11.1.1.2 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.
 - 11.1.1.3 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.

- 11.1.2 Recall Process
 - 11.1.2.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
 - 11.1.2.2 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.
 - 11.1.2.3 Voting shall be done by secret ballot.
- 11.1.3 Vacancies created by a recall will be filled following the elected process for other vacant positions.
- 12.0 MEETINGS**
 - 12.1 Annual General Meeting (AGM)
 - 12.1.1 All members of the Sector are eligible to attend the Annual General Meeting, at their own expense.
 - 12.1.2 The Annual General Meeting shall be the main business meeting of the Sector and shall be held following the Sector financial year-end and prior to November thirtieth (30th) each year at a location and date determined by the Sector Executive.
 - 12.1.3 Notice of the Annual General Meeting shall be mailed to the Bargaining Unit Chairpersons at least thirty (30) days prior to the meeting.
 - 12.1.4 The Bylaws may be amended in accordance with Article 21 of these Bylaws.
 - 12.1.4.1 Members of the CSS may propose resolutions to the SGEU and SFL Annual Conventions and such resolutions shall be submitted to the Sector Secretary at least forty-five (45) days prior to the Annual General Meeting.
 - 12.1.4.2 Resolutions that receive a simple majority (highest number) vote at an Annual General Meeting shall be submitted in accordance with Article 10.4 of the SGEU Constitution.
 - 12.1.5 Late submissions for resolutions may be adopted by two-thirds majority vote at the Annual General Meeting.
 - 12.1.6 Quorum for the Annual General Meeting shall be fifty (50) percent of those members in attendance.

12.1.7 The order of business at each Annual General Meeting shall be as follows:

- Reading of the SGEU Statement of Equality
- Reading of the SGEU Treaty Territory Acknowledgement
- Appointment of Ombudsmun
- Introductions
- Amend and adopt this year's Annual General Meeting agenda
- Adoption of the minutes from last year's Annual General Meeting
- Chairperson's report
- Vice-President's report
- Provincial Council report
- Treasurer's report and Finance Committee Report
- Waiver of audit
- Provincial Council Standing Committee reports
 - Anti-Privatization
 - Education & Publicity
 - Friends Against Indigenous Racism (FAIR)
 - Health and Welfare Trust
 - Long Term Disability (LTD)
 - Membership/Constitution & Legislation (MC&L)
 - Occupational Health & Safety/Environment (OH&S/E)
 - Provincial Grievance
 - Women's
 - Other reports
 - CBO Worker Committee
- LRO (Labour Relations Officer) reports
- Deferred business from previous Annual General Meeting
- New Business
- Amendments to Bylaws
- Resolutions to Convention
- Sector Executive elections in the following order:
 - Sector Chairperson
 - Vice-Chairperson
 - Vice-President
 - Vice-President Alternate
 - Provincial Council Member
 - Provincial Council Alternate
 - Secretary
 - Treasurer
 - Chief Stewards/Area Council Executive
 - Northern
 - Central
 - South East
 - South West
- Election of Provincial Council Standing Committee members and alternates in the following order:
 - Anti-Privatization

Education & Publicity
Friends Against Indigenous Racism (FAIR)
Long Term Disability (LTD)
Membership/Constitution & Legislation (MC&L)
Occupational Health & Safety/Environment (OH&S/E)
Provincial Grievance
Women's

Other elections

CBO Worker Committee

Election of delegates to Convention in the following order:

SGEU Annual Convention
Resolutions Committee member
SFL Annual Convention
CLC Triennial Convention
NUPGE Triennial Convention

Good and Welfare

Oath of Office

Adjournment

12.1.8 Oath of Office

12.1.8.1 Following Sector elections, all elected officials shall signify in writing or orally, his or her 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, Code of Ethics, Statement of Equality, the Policies, and Bylaws of the Union. I will safeguard and protect the assets of the Union and return the assets at the close of my term in office."

12.1.9 All members in good standing and in attendance shall have voice and vote at the Annual General Meeting.

12.1.10 The President and Vice-Presidents of SGEU shall be ex officio members of the Sector and shall have voice at an Annual General Meeting.

12.2 General Meetings

12.2.1 The Bargaining Chair of individual bargaining units may call a general meeting of the bargaining unit members in accordance with their bargaining guidelines.

- 12.3 Special Meetings
 - 12.3.1 A special meeting of the general membership may be called by the Sector Executive with a minimum of ten (10) days' notice and such notice shall be mailed to each member and shall include an agenda outlining the order of business.
 - 12.3.2 Quorum for a special meeting shall be fifty (50) percent of those members in attendance
 - 12.3.3 The order of business in a special meeting shall be at the discretion of the Sector Chair except that no business shall be dealt with which is not indicated on the notice of the meeting.
- 12.4 Sector Executive Meetings
 - 12.4.1 The Sector Executive shall meet at least two (2) times in a fiscal year or at the request of the Chairperson.
 - 12.4.1.1 A minimum of fourteen (14) days' notice shall be provided to Sector Executive members. Such notice shall be mailed to each Sector Executive member and shall include an agenda outlining the order of business.
 - 12.4.1.2 Quorum for Sector Executive meetings shall be fifty (50) percent of Executive members in attendance.
 - 12.4.1.3 Order of business shall be determined by the Sector Chairperson
 - 12.4.2 Any member of the CSS may attend a Sector Executive meeting, at their own expense, and shall have voice at the courtesy of the Chairperson.
- 13.0 CONVENTION DELEGATES**
 - 13.1 Delegates will be selected as follows:
 - 13.1.1 SGEU Annual Convention
 - 13.1.1.1 The Sector Chairperson shall be an automatic delegate to Convention.
 - 13.1.1.2 Those credentials remaining shall be issued to the members elected as delegates to Convention at the Annual General Meeting. Every effort shall be made to ensure representation from all Area Councils.
 - 13.1.1.3 Automatic delegates shall fill the designated representation of the Area Council in which they work

- 13.1.1.4 Candidates do not have to be present at an Annual General meeting to be nominated or elected. Nominators must have written indication of acceptance from their nominees
- 13.1.2 SFL Annual Convention
 - 13.1.2.1 Sector credentials shall be issued to those members elected as delegates to Convention at an Annual General Meeting.
- 13.1.3 CLC Triennial Convention
 - 13.1.3.1 Sector credentials shall be issued to those members elected as delegates to Convention at an Annual General Meeting.
- 13.1.4 NUPGE Triennial Convention
 - 13.1.4.1 Sector credentials shall be issued to those members elected as delegates to Convention at an Annual General Meeting.
- 13.1.5 Labour Council
 - 13.1.5.1 Any member in good standing may attend their local Labour Council meeting and request membership dues to be paid by the Sector Executive
- 13.2 All members in good standing are eligible for nomination to Conventions.
- 13.3 Delegates shall notify the Sector Secretary at least thirty (30) days prior to the Convention start date if unable to attend. Exceptional circumstances notwithstanding, members who do not give such notice will not be eligible to stand for nomination to attend any convention the following year.
- 13.4 The Sector shall include representation from the equity groups.
- 13.5 Observers to SGEU Annual Convention may be elected at the Annual General Meeting. Expenses will be covered at the discretion of the Sector Executive.

14.0 RULES OF ORDER

- 14.1 All meetings of the Sector shall be conducted using the rules of order as outlined in Article 11 of the SGEU Constitution. Where these rules are silent, Bourinot's Rules of Order will be observed.
- 14.2 All sector meetings shall include a reading of the SGEU Statement of Equality, SGEU Treaty Territory Acknowledgement, appointment of an Ombudsmun, adoption of the agenda and adoption of previous minutes.

- 14.3 An accurate record of all meetings and a register of attendees will be kept. After adoption, amendments will be noted and the minutes will be signed by the Sector Chair and the Secretary and forwarded to the SGEU office in Regina and will become the official records of all business done by the meeting.
- 14.4 At the close of each meeting, the Chairperson will sign directly below the last person's name who signed in and add the time and date.
- 14.5 The Chairperson will vote only in the event of a tie.
- 14.6 There will be no proxy voting at meetings.
- 15.0 AUDITOR(S)**
- 15.1 An independent auditor shall be appointed at the Annual General Meeting. Pursuant to Section 150 of the Non-profit Corporations Act, the audit may be waived in favor of a review, or both the audit and the review may be waived.
- 16.0 FISCAL YEAR**
- 16.1 The fiscal year of the Community Services Sector shall end on August 31st of each year.
- 17.0 FINANCIAL STATEMENT**
- 17.1 As outlined in the SGEU Constitution Article 5.1.13, the Sector shall provide the SGEU SecretaryTreasurer with financial statements that have been approved at the Sector AGM.
- 18.0 COMMUNICATION**
- 18.1 The strategy for communication between the Sector Executive and the membership with respect to major issues, bargaining and other pertinent information is distributed via mail as necessary.
- 18.2 Public statements will adhere to the reference set out in the Article 6.9.1.1.8 of the SGEU Constitution, under Duties of the President.
- 19.0 SECTOR BUDGET GUIDELINES**
- 19.1 The Sectors will adhere to SGEU Policy Article 5.3 with respect to the guidelines for budget submissions.

20.0 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS

- 20.1 Pursuant to Article 15 of the SGEU Constitution, affiliation to the Saskatchewan Federation of Labour and Local Labour Councils is through membership in SGEU.

21.0 AMENDMENTS TO BYLAWS

- 21.1 The Bylaws of the CSS may be amended by a two-thirds majority vote of those members attending an Annual General Meeting.
- 21.1.1 The Sector Executive shall have the authority to amend these Bylaws or to create new Bylaws as they deem appropriate. Such amendment or creation shall require a two-thirds majority vote of the Executive to become effective and shall be subject to adoption at the next Annual General Meeting
- 21.2 Amendments to the bylaws shall come into effect immediately following the Annual General Meeting.
- 21.2.1 The Bylaws, as they may be amended, shall be subject to the approval of the Membership/Constitution and Legislation (M/C&L) Committee. The amended Bylaws shall be submitted to the M/C&L Committee for review and approval within sixty (60) days following the Annual General Meeting, or if no changes occur every three (3) years.
- 21.2.2 Amendments required by the M/C&L Committee shall not require adoption at an Annual General Meeting. Such amendments shall be made as directed.
- 21.3 All proposed amendments to the Sector Bylaws shall be submitted to the Sector Secretary at least forty-five (45) days prior to the Annual General Meeting.
- 21.3.1 Late submissions for Bylaw amendments may be adopted by two-thirds majority vote at the Annual General Meeting

Appendix 1 -- Zones

Zone 1: Northern Area

- RM of Meadow Lake
- RM of Paddockwood
- Village of Buffalo Narrows
- Village of Green Lake
- Village of Turner Lake
- Village of Ilse La Crosse

Zone 2: Central Area

- CMHA – Prince Albert
- CMHA – Saskatoon
- Battleford's Trade and Education Centre
- CMHA – Battleford
- CMHA – Swift Current
- Prince Albert Mobile Crisis

Zone 3: Central Area

- SIGN: Society for Involvement of Good Neighbours
- Elizabeth Fry Society
- John Howard Society – Saskatoon
- Saskatoon Community Mediation Services
- Saskatoon Crisis Intervention Services
- Wheatland Regional Centre

Zone 4: Central Area

- Saskatoon Craft Council
- Saskatoon Housing Coalition
- Saskatoon Interval House
- Saskatoon Open Door Society
- Saskatoon Sexual Assault and Info Centre

Zone 5: South West Area

- Thunder Creek Rehabilitation Association
- Moose Jaw Citizen's All
- Moose Jaw Diversified Services
- John Howard Society – Moose Jaw
- Moose Jaw Transition House

Zone 6: South East Area

- Cornwall Alternative School
- Mobile Crisis Services, Inc.
- John Howard Society – Regina
- Rainbow Youth Centre

Zone 7: South East Area

Pipestone Kin_Ability Centre
Cathedral Daycare Co-Op
Early Childhood Intervention Services
Help Homes of Regina

Zone 8: South East Area

CMHA – Regina
CMHA -- Saskatchewan
Regina Transition Women's House

Appendix 2 -- SGEU Chief Steward Job Description

You are a workplace leader representing SGEU, co-coordinating 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:
 - o Stewards' specialized knowledge
 - o The chance for new Stewards to gain experience
 - o 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:
 - o Not agreeing to any deals that violates the collective agreement or other rights in statute
 - o 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 ULD 10, ULD 11, ULD 20, ULD 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 SGEU Membership Records after each election
- Ensure distribution and posting of union information within your zone

(Approved by Provincial Council, December 2009)

Appendix 3 -- 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.)

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 (ULD 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 Agreement Administration Advisor, 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.

(Approved by Provincial Council April 2009)