

**PS/GE  
Local 1101-Regina Bylaws  
Saskatchewan Government and General Employees'  
Union**

**November 2017 Revision**

Last updated November 2017 without MCL Changes

Amendments Approved at November 2017  
Local 1101 Annual General Meeting  
Approved by SGEU MCL December 2014

## ACRONYMS & DEFINITIONS

SGEU: Saskatchewan Government and General Employees' Union (Hereinafter referred to as "the Union")

PS/GE or PSGE: Public Service Government Employees Bargaining Group

The Local: PSGE Local 1101 – Regina CLC: Canadian Labour Congress

NUPGE: National Union of Public and General Employees SFL: Saskatchewan Federation of Labour

RDLC: Regina & District Labour Council

Monthly Local Meeting: Local 1101 – Regina General Membership Meeting held Monthly

Table Officers: Local Chairperson, Local Vice-Chairperson, Local Secretary and Local Treasurer

Local Executive: Table Officers, Local Standing Committee Chairpersons, Chief Stewards, Bargaining Council Members

**~~Solidarity Support Money Convention and Conference Honorariums~~**: Money given from the Local to Delegates attending a Convention and Conference, to ~~contribute, without incurring personal hardship, when "the hat is passed around" in support of causes brought forth on the Convention Floor.~~ help with the many extra costs incurred by delegates including but not limited to contributions to fundraising activities. The money is to be used at the full discretion of the member delegate and is taxable per Canada Revenue Agency (CRA).

**Full membership notification**: Membership and Organization Committee will be responsible to distribute information for posting in work places. Information to be sent out to stewards and chief stewards for posting, and if they cannot post, individual committee members will be responsible for posting.

## REFERENCES

In these Bylaws, any references to Chairperson, Vice-Chairperson, Secretary, Treasurer, Table Officer, Executive, Committee, Committee Chairperson, Committee Member, and Member shall refer to the Offices, Members and Committees of Local 1101 - Regina unless otherwise specified.

## CONTENTS

ARTICLE	1	NAME	1
ARTICLE	2	OBJECTIVES	1
ARTICLE	3	BYLAW & AMENDMENTS TO BYLAWS	1
ARTICLE	4	MEMBERSHIP	2
ARTICLE	5	TABLE OFFICERS	2
	5.2	Duties	2
	5.2.1	Local Chairperson	2
	5.2.2	Local Vice-Chairperson	3
	5.2.3	Local Secretary	3
	5.2.4	Local Treasurer	4
ARTICLE	6	LOCAL EXECUTIVE	5
ARTICLE	7	LOCAL STANDING COMMITTEES	5
	7.3.5	The Finance Committee	6
	7.3.6	The Sports and Entertainment Committee	7
	7.3.7	The Legislation Committee	7
	7.3.8	The Membership and Organization Committee	7
	7.3.9	The Publicity and Education Committee	8
	7.3.10	The Occupational Health & Safety Committee	9
	7.3.11	The Human Rights Equity Committee	9
ARTICLE	8	NOMINATIONS / ELECTIONS OF THE LOCAL EXECUTIVE & LOCAL STANDING COMMITTEE CHAIRPERSONS	10
ARTICLE	9	APPEALS OF ELECTIONS	11
ARTICLE	10	DISTRICTS & ZONES STRUCTURE	11
ARTICLE	11	CHIEF STEWARD NOMINATIONS / ELECTIONS	11
ARTICLE	12	CHIEF STEWARD	13
ARTICLE	13	STEWARD NOMINATIONS / ELECTIONS	14
ARTICLE	14	STEWARD	16
ARTICLE	15	CHIEF STEWARD / STEWARD RECALL PROCESS	17
ARTICLE	16	PROVINCIAL COUNCIL MEMBERS / NOMINATIONS AND ELECTIONS	17
ARTICLE	17	BARGAINING COUNCIL REPRESENTATIVES	18
ARTICLE	18	REGINA & DISTRICT LABOUR COUNCIL	19

ARTICLE	19	VICE-CHAIRPERSON TO THE REGINA & DISTRICT LABOUR COUNCIL NOMINATION AND ELECTIONS	19
ARTICLE	20	MEETINGS	20
ARTICLE	21	QUORUMS	22
ARTICLE	22	CONVENTIONS & CONFERENCES	22
ARTICLE	23	SGEU ANNUAL CONVENTION	23
ARTICLE	24	POINTS SYSTEM	23
ARTICLE	25	BUDGETS	24
ARTICLE	26	FISCAL YEAR	25
ARTICLE	27	CONDUCTS OF LOCAL OFFICIALS	25
Appendix	A	Local 1101 Points System	27
Appendix	B	SGEU Chief Steward Job Description	28
Appendix	C	SGEU Steward Job Description	30
Appendix	D	Local 1101 Financial Policies	32
Appendix	E	Local 1101 Governance and Procedural Policies	35
Appendix	F	Local 1101 Mini Doughnut Machine	36
Appendix	G	Local 1101 Enclosed Trailer Policies	37

## Article 1 NAME

- 1.1. This organization shall be known as "PS/GE Local 1101 – Regina" (hereinafter referred to as "the Local") of the Saskatchewan Government and General Employees' Union (hereinafter referred to as "the Union" or "SGEU").

## Article 2 OBJECTIVES

- 2.1 To unite its Membership regardless of race, colour, age, nationality or ethnic origin, religious affiliation, gender, sexual orientation, marital status, physical or mental disability, place of residence, political affiliation or place of employment, into a Union for their mutual benefit and improvement.
- 2.2 To provide for united action in promoting the common interest of all Members.
- 2.3 To foster educational programs, sports and entertainment for the benefit of the Members of the Local.
- 2.4 To further the objectives of the Union as set forth in the SGEU Constitution, SGEU Policy Manual and Public Service Sector Bylaws and the PS/GE Bargaining Guidelines.

## Article 3 BYLAWS & AMENDMENTS TO BYLAWS

- 3.1 These constitute the only Bylaws until amended at the Annual General Meeting by a two-thirds majority of those Members present.
- 3.2 Submissions may be made by any Member of the Local to the Chairperson of the Legislation Committee.
- 3.3 The Legislation Committee shall review all proposed amendments to the Local's Bylaws.
- 3.4 If the Legislation Committee identifies the amendment as unconstitutional or inapplicable, a Committee Member shall contact the submitter(s) for further clarification or reworking.
- 3.5 **There is to be a Full Membership Notification** ~~A notice~~ inviting proposed amendments to the bylaws ~~will be sent out to the membership by the end of June, and again by~~ September ~~15<sup>th</sup>~~ 10<sup>th</sup> of each year. Proposed amendments shall be submitted **via email, confirmation responsibility of the member**, to the Chairperson of the Legislation Committee before October ~~15<sup>th</sup>~~ 1<sup>st</sup> each year. Any such proposals shall be reviewed by the Legislation Committee and shall be emailed to the local members contact list not less than ten (10) **calendar** days prior to the Local Annual General Meeting.
- 3.6 These Bylaws shall not contravene the SGEU Constitution, SGEU Policy Manual and Public Service Sector Bylaws or Bargaining Guidelines. In the event of contravention, the SGEU Constitution SGEU Policy Manual and Public Service Sector Bylaws and Bargaining Guidelines will take precedence.
- 3.7 The Legislation Committee shall alter any of the provisions set forth in these Bylaws to conform to changes in the SGEU Constitution or SGEU Policy Manual passed at the SGEU Annual Convention or any changes made during the year to the Sector Bylaws or Bargaining Guidelines. Such alterations shall be communicated to the Members of the Local and presented at the next Monthly Local Meeting.
- 3.8 The amended Bylaws will be submitted by the Legislation Committee to the SGEU MC&L Committee within sixty (60) days after the changes and will become effective immediately following the AGM.

3.9 A copy of these Bylaws shall be available at each Monthly Local Meeting.

#### **Article 4 MEMBERSHIP**

- 4.1 Membership of the Local will be determined by the SGEU Constitution.
- 4.2 The Local shall not discriminate against any Member in good standing.
- 4.3 Local Life, Honourary or Associate Membership may be conferred by Executive Council on any active member or past member of the Local for meritorious service as per the SGEU Constitution. Past members on whom Local Life, Honourary or Associate Membership has been conferred shall not hold office.
- 4.4 Members who are absent from three consecutive meetings of the Committee, unless absent with cause, will be deemed to have resigned from the Committee

#### **Article 5 TABLE OFFICERS**

5.1 Table Officers shall be elected at the Annual General Meetings for a term of two (2) years.

5.1.1 The Table Officers shall be made up of the following Local elected offices with voice and vote: Local Chairperson, Local Vice-Chairperson, Local Secretary and Local Treasurer.

~~5.1.2 Table Officers will receive a monthly Honorarium of \$200.~~

#### **5.2 TABLE OFFICER DUTIES**

##### **5.2.1 LOCAL CHAIRPERSON**

The Local Chairperson shall:

5.2.1.1 Be the official spokesperson for the Local on all matters concerning the Local, and/or delegate those duties to her/his designate. As per SGEU Constitution, all public announcements shall have prior written approval of the SGEU President.

5.2.1.1.1 Be responsible to ensure the Local Committees are functioning and fulfilling their duties.

5.2.1.2 Cast the "tie-breaking" vote, when necessary, at any Local Meetings, excluding Committee Meetings.

5.2.1.3 Have the power to veto a motion, which involves an extraordinary expenditure that has not previously been approved as part of the Local budget, subject to consultation with the Finance Committee and the Local Executive.

5.2.1.4 Attend all Local (except Committee) Meetings, unless absent with cause, preside at all meetings and enforce a due observance of the Constitution and Policy Manual of the Union, the Bylaws of this Local and Bylaws and the Bargaining Guidelines of the Public Service Sector.

5.2.1.5 Be informed and knowledgeable of all job actions and other major initiatives undertaken by the Union and/or the Local.

5.2.1.6 Keep the Local Vice-Chairperson current on all business occurring in the Local.

5.2.1.7 Be an ex-officio Member of all Committees.

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

5.2.1.9 Authorize and sign Union Leave drawn on Local funds.

- 5.2.1.10 Report to the Monthly Local Meetings.
- 5.2.1.11 Report to the Annual General Meeting.

## **5.2.2 LOCAL VICE-CHAIRPERSON**

The Local Vice-Chairperson shall:

- 5.2.2.1 In the absence of the Local Chairperson, assume all duties and powers of the Local Chairperson.
  - 5.2.2.1.1 Be responsible to ensure the Local Committees are functioning and fulfilling their duties.
- 5.2.2.2 Attend all Local (except Committee) Meetings unless absent with cause.
- 5.2.2.3 Should the position of Local Chairperson become vacant, the Local Vice-Chairperson shall assume all duties and powers of the Local Chairperson until the next Annual General Meeting.
- 5.2.2.4 In conjunction with the Local Chairperson, provide orientation for all Local Standing Committee Chairpersons within 30 days of assuming office.
- 5.2.2.5 Be responsible for all promotional items and inventory of said items for the Local.
- 5.2.2.6 Act as a signatory on documents and cheques drawn on Local funds, as required in the conduct of Local affairs.
- 5.2.2.7 Authorize and sign Union Leave drawn on Local funds.\
- 5.2.2.8 Be an ex-officio Member of all Committees.
- 5.2.2.9 Be responsible to initiate the call out, accept all applications and maintain thorough and accurate records for all conventions, conferences, special meetings and annual general meetings including but not limited to Saskatchewan Federation of Labour, SGEU, National Union of Public Government Employees, Canadian Labour Congress and Regina and District Labour Council.
- 5.2.2.10 All applications for events to be sent to the Vice Chair of Local 1101 either through email to [local1101@sgeu.org](mailto:local1101@sgeu.org) or by physical drop off to Local 1101
- 5.2.2.11 Be responsible to post on bulletin boards at districts or zones that have no steward, the Vice Chair will encourage them to provide a personal email and name of someone to receive and post 1101 notices, callouts, minutes, etc.

## **5.2.3 LOCAL SECRETARY**

The Local Secretary shall:

- 5.2.3.1 Produce minutes and keep an accurate record, in the Local's Office, of the proceedings at all regular Monthly Local, Executive, Special and Annual General Meetings of the Local including the attendance register.
- 5.2.3.2 Send a copy of the minutes as listed to the Sector Secretary.
- 5.2.3.3 Attend all Local (except Committee) Meetings unless absent with cause.
- 5.2.3.4 Conduct correspondence on behalf of the Local and maintain a record of all correspondence.
- 5.2.3.5 Be responsible for the maintenance and upkeep of the listing of the

- Local Standing Committee Members.
- 5.2.3.6 Be responsible to arrange meeting rooms, sustenance, printed materials and required equipment for Monthly Local Meetings and the Annual General Membership Meeting.
- 5.2.3.7 Perform such other duties as may be required by the Local Chairperson.
- 5.2.3.8 Authorize and sign Union Leave drawn on the Local funds.
- 5.2.3.9 Shall be responsible to confirm attendance of committee meetings with the committee chairs and keep track of the attendance for the points form applications. (If committee Chairs do not inform the Secretary of members' attendance to meetings no points can be claimed.)

#### **5.2.4 LOCAL TREASURER**

The Local Treasurer shall:

- 5.2.4.1 Be an ex-officio Member of the Local Finance Committee with voice and vote, but shall not hold the Chairperson position of that Committee.
- 5.2.4.2 Receive or Collect any monies owing to the Local. Deposit the funds in a chartered bank or recognized Credit Union to the credit of this Local.
- 5.2.4.3 Make all payments as duly authorized. Cheques and/or electronic statements will be signed by the Local Treasurer or by the Chairperson or Vice-Chairperson of the Local. Any payments payable to one of the signatories shall be signed by the two other signatories (other than in the event that this cannot occur in a timely fashion).
- 5.2.4.4 Submit to the Annual General Meeting, a complete report of the transactions of the Local and a duly audited statement of its financial affairs. Following the approval of this statement at the Annual General Meeting the audited statement shall be forwarded to the SGEU Treasurer as per the SGEU Constitution.
- 5.2.4.5 Keep the Local's Account Records up to date and make them available to the Local Executive, Finance Committee and Auditors. As well, make them available to any Member in good standing upon request.
- 5.2.4.6 Attend all Monthly Local General Membership Meetings, Finance Committee Meetings, Annual General Meetings and any other meetings at the request of the Local Chairperson unless absent with cause.
- 5.2.4.7 Make available the books and all supporting documents to the chair of the finance committee on a monthly basis.
- 5.2.4.8 Provide an expenditure summary for each month at the Monthly Local Meetings.
- 5.2.4.9 Treasurer must have all documents completed and forwarded to the Auditor within 8 weeks after the fiscal year end date. If this deadline is not met, no honorarium will be paid to the Treasurer until all paperwork is submitted to the Auditor. There will be no back pay and union leave may be authorized to accomplish this deadline. This stipulation may be waived with a motion at a local meeting.



- 5.2.4.10 Perform such other duties as shall pertain to the office of Local Treasurer and may be required by the Local Chairperson.

## **Article 6 LOCAL EXECUTIVE**

- 6.1 The Local Executive will be made up of the following, with voice and vote: Table Officers, Chairpersons of Standing Committees, Chief Stewards, Local Representatives to Provincial Council and the Local Bargaining Council Representative. Any Members of the Local who hold the following positions will also be part of the Local Executive: **Local** Table Officers of Provincial Council and the **Local** Vice President of Regina District Labour Council.
  - 6.1.1 Table Officers shall have the ability to put forward on short notice emergency bylaw changes to comply with Auditor's or MCL's recommendations only, and must be accompanied by recommendations in writing from either Auditor or MCL.
  - 6.1.2 Any such changes shall be communicated to the Local at the next local meeting and shall be recorded in the minutes.
  - 6.1.3 Any such resolutions will only remain in force as an Emergency change until the next AGM when members shall vote on upholding or amending.
- 6.2 Only Local 1101 Members in good standing shall be eligible to hold office.

### **6.3 LOCAL EXECUTIVE DUTIES**

- 6.3.1 Local Executive Members shall attend all Monthly Local Meetings unless absent with cause.
- 6.3.2 The Local Executive shall hold regular meetings and any special meetings called by the Local Chairperson.
- 6.3.3 Be empowered to utilize funds in accordance with the annual budget.
- 6.3.4 Be permitted to authorize expenditures for emergent purposes that may arise during the year. Any such expenditure must be explicitly identified at the next Monthly Local Meeting.
- 6.3.5 The Local Executive shall establish the following Local Standing Committees to facilitate its work:
  - 6.3.5.1 Finance
  - 6.3.5.2 Sports and Entertainment
  - 6.3.5.3 Legislation
  - 6.3.5.4 Membership and Organization
  - 6.3.5.5 Publicity and Education
  - 6.3.5.6 Occupational Health and Safety (OH&S) Committee
  - 6.3.5.7 Human Rights Equity Committee
- 6.3.6 The Local Executive may establish any additional Committees deemed desirable to facilitate its work. Such Committees shall be subject to approval at the first Annual General Meeting of the Local following its establishment.

## **Article 7 LOCAL STANDING COMMITTEES**

- 7.1.1 Committee Chairpersons shall be responsible to arrange travel.
- 7.1.2 **Committee Chairpersons shall provide a written report at every Local Monthly and Annual General Meeting, which shall be attached to the**

**minutes.**

- 7.1.3 Committee Chairpersons shall notify Members within 5 days of selection to attend conferences and/or training events.
- 7.1.4 Committee Chairpersons shall be responsible to keep attendance, submit expense claim forms, and request union leaves for committee meetings.
- 7.1.5 Local Standing Committee Chair's or designate are required to hold a minimum of one meeting every three calendar months.
  - 7.1.5.1 If the minimum meetings are not being held the Local Table Officers have the right to call a committee meeting in their place.

**7.2 LOCAL STANDING COMMITTEE MEMBERSHIP**

- 7.2.1 Committee Membership shall consist of any and all Local Members in good standing that wish to participate.
- 7.2.2 Committee Membership minimum and/or maximum numbers may be determined by Local Policy.

**7.3 DUTIES OF LOCAL STANDING COMMITTEES**

- 7.3.1 A representative of each standing committee shall report at the Monthly Local Meetings. Where no Member of the Local Standing Committee is present, written reports may be submitted.
- 7.3.2 Any Committee may be requested to attend a meeting of the Local Executive for the discussion of matters related to the work of the Committee.
- 7.3.3 Committee Chairpersons shall submit an Annual Committee Budget report to the Finance Committee.
- 7.3.4 Committee Members who are absent from three consecutive meetings of the Committee, unless absent with cause, will be deemed to have resigned from the Committee.

**7.3.5 THE FINANCE COMMITTEE**

This Committee shall:

- 7.3.5.1 Be responsible for the presentation of an annual budget for the Local to be approved by the local membership.
- 7.3.5.2 Recommend the appointment of (a) qualified person(s) to audit the finances.
- 7.3.5.3 Ensure the prudent investment of the funds of the Local.
- 7.3.5.4 Review the books and all the supporting documents as provided by the treasurer on a monthly basis to ensure accuracy and compliance with all bylaws, budgets and/or motions.
- 7.3.5.5 Make recommendations to the local membership on donation requests received by the Local based on the financial status of the donation budget.
- 7.3.5.6 Be responsible for reporting to the Monthly Local Meetings on all expenditures exceeding the budgeted amounts.
- 7.3.5.7 Bring to the Monthly Local Meetings, with a recommendation including a cost analysis, all amendments to the Local's Financial Policy Manual.
- 7.3.5.8 Arrange to provide for examination, the Local's books, to any Member in good standing upon written request.
- 7.3.5.9 Perform such other duties as the Local Executive may direct.

### 7.3.6 **THE SPORTS AND ENTERTAINMENT COMMITTEE**

This Committee shall:

- 7.3.6.1 Assist in the promotion and development of approved arts, sports, cultural, and entertainment activities among the Members of the Local.
- 7.3.6.2 Be responsible for the arrangement of approved entertainment for the general Membership.
- 7.3.6.3 To promote multicultural participation in events.
- 7.3.6.4 Perform such other duties as the Local Executive may direct.

### 7.3.7 **THE LEGISLATION COMMITTEE**

This Committee shall:

- 7.3.7.1 Consider such matters of legislation as referred. Examine the Constitution and Policies of the Union, the Bylaws and Policies of the Public Service Sector, and Bylaws and Policies of the Local each year and recommend revisions.
- 7.3.7.2 **Be responsible for having a current paper and/or electronic copy of The SGEU Constitution, The SGEU Policy Manual, The Public Service Sector Bylaws, The PSGE Bargaining Guidelines and these Local Bylaws available at every Local Monthly and Annual General Meeting.**
- 7.3.7.3 Ensure proposed amendments to the Local Bylaws and Policies do not contravene the Constitution of the Union or the Sector Bylaws.
- 7.3.7.4 Be responsible to issue the call for resolutions to the SGEU Annual Convention.
- 7.3.7.5 Be responsible for the maintenance and upkeep of the Local Bylaws & Policy Manuals.
- 7.3.7.6 Present all amendments to the Local Bylaws at the Annual General Meeting.
- 7.3.7.7 Perform such other duties as the Local Executive may direct.

### 7.3.8 **THE MEMBERSHIP AND ORGANIZATION COMMITTEE**

This Committee shall:

- 7.3.8.1 Promote and encourage interest and involvement in all Local and Union activities.
- 7.3.8.2 Be responsible for the Local's external relations, promoting mutual support and solidarity, between the Local and other workers' organizations.
- 7.3.8.3 Support job actions by SGEU agreement groups and outside Unions.
- 7.3.8.4 Be responsible for the maintenance of the Steward structure including elections of Chief Stewards and Stewards
- 7.3.8.5 Secure nominations for vacant positions of Stewards and Chief Stewards.
- 7.3.8.6 Be responsible for all Steward and Chief Steward elections.
- 7.3.8.7 Ensure that all Stewards and Chief Stewards are duly registered with SGEU Membership Records.
- 7.3.8.8 Annually review the boundaries of all Zones.

- 7.3.8.9 Ensure that the Sector Secretary is updated on Local Steward Organization.
- 7.3.8.10 Deal with matters related to the organization and function of the Local.
- 7.3.8.11 Deal with matters involving internal disputes, harassment complaints, complaints about elected officials, and situations under the SGEU Code of Ethics.
- 7.3.8.12 Deal with the orientation of new groups into the Local.
- 7.3.8.13 Be responsible for the selection of delegates and keep thorough and accurate records for all events where the point system determines participants.
- 7.3.8.14 Be responsible for all balloting conducted by the Local.
- 7.3.8.15 Ensure a list of election protocol which are consistent and fair in nature are provided in writing to the Chief Returning Officer and Returning Officer prior to each election.
- 7.3.8.16 Be responsible for the efficient conduct of all elections in the Local.
- 7.3.8.17 Be responsible for the Provincial Council delegate nominations and election and keeping an accurate record of alternates.
- 7.3.8.18 Make a motion to destroy ballots following the conclusion, including recounts and appeals, of all Local 1101 balloted elections except an election held pursuant to Article 17.1 of these Bylaws.
- 7.3.8.19 Be responsible for the selection from internal equity Member's applications for courses, Conventions, Conferences and scholarships.
- 7.3.8.20 Perform such other duties as the Local Executive may direct.

**7.3.9 THE PUBLICITY AND EDUCATION COMMITTEE**

This Committee shall:

- 7.3.9.1 Be responsible for approved publicity of activities of the Local.
- 7.3.9.2 Provide assistance in the development and implementation of an educational program of Trade Union principles among the Members of the Local.
- 7.3.9.3 Communicate with "The Union that represents the employees of SGEU" communication Staff regarding Local news for the Union Publications.
- 7.3.9.4 Be responsible for all scholarship applications and associated record keeping.
- 7.3.9.5 Be responsible for the operation of the ULD's of the Local and/or SGEU in consultation with SGEU's Education Officer's requestor of responsibilities:
  - Distribute/gather attendance morning and afternoon
  - Distribute Union Leave, evaluation forms and expense claims.
- 7.3.9.6 Be responsible to inform the General Membership of any employer sponsorship for training and expenses.
- 7.3.9.7 Promote and facilitate involvement and participation of equity seeking groups in Union activities. Examine barriers to participation and make recommendations for change.
- 7.3.9.8 Perform such other duties as the Local Executive may direct.
- 7.3.9.9 Be responsible for the preparation, distribution and posting of a

Calendar of Events with information pertinent to the Local and be responsible to update “The Union that represents the employees of SGEU” webmaster on 1101 events.

### **7.3.10 THE OCCUPATIONAL HEALTH AND SAFETY (OH&S) COMMITTEE**

This Committee shall:

- 7.3.10.1 Monitor Union policies and programs and make any recommendations necessary to improve the occupational health and safety of Members.
- 7.3.10.2 Assist Local Members in resolving workplace concerns through their workplace committees to ensure that hazards are identified and eliminated.
- 7.3.10.3 Liaise with Provincial Council Occupational Health and Safety Standing Committee in carrying out its mandate. Assist in the promotion and development of approved arts, sports, cultural, and entertainment activities among the Members of the Local.
- 7.3.10.4 Elect a Chair.

### **7.3.11 THE HUMAN RIGHTS EQUITY COMMITTEE**

This Committee shall:

- 7.3.11.1 Elect a Chair from an equity seeking group
- 7.3.11.2 Promote educational and workplace equity
- 7.3.11.3 The committee to advise and assist the Internal Equity Chair in formulating annual work plan, policies and program development.
- 7.3.11.4 To assist with ongoing equity awareness, education and training initiative for all SGEU 1101 members
- 7.3.11.5 Support gay, lesbian, bi-sexual and transgendered persons (GLBT), aboriginals, visible minorities, women and persons with disabilities by:
- 7.3.11.6 Promoting good communication and any exchange of information on equity issues
  - 7.3.11.6.1 Consulting with members on equity issues
  - 7.3.11.6.2 Promoting education and training on equity issues
  - 7.3.11.6.3 Building coalitions and working with community-based groups that are engaged in human rights issues
  - 7.3.11.6.4 Providing leadership and support on equity driven issues
  - 7.3.11.6.5 Support and promote equity, human rights issues, and champion equal opportunities within SGEU local 1101.
  - 7.3.11.6.6 Develop and coordinate SGEU 1101 equity strategies
  - 7.3.11.6.7 Ensure that the mechanisms and tools used in equity education do not become barriers to participation of equity members.
  - 7.3.11.6.8 Promote and participate in the development of education and training for all members on equity issues
  - 7.3.11.6.9 Improve awareness of and participation in equity and human rights issues
  - 7.3.11.6.10 Provide interactive information and support on equity issues in the broader labour movement

**Article 8      NOMINATION / ELECTIONS OF THE TABLE OFFICERS & LOCAL STANDING COMMITTEE CHAIRPERSONS**

- 8.1      The Table Officers and Local Standing Committee Chairpersons shall be elected by secret ballot from the Membership attending the Annual General Meetings.
- 8.2      Election of Officers and Committee Chairpersons will be determined by 50% plus one. In the event that there isn't a 50% plus one result, the election will go to a second ballot with the candidate receiving the lowest number of votes being dropped from the ballot. In the event the lowest number of votes is tied, both candidates will be dropped from the ballot. If dropping the tied candidates from the ballot results in only one candidate, then all three would remain on the second ballot.
- 8.2.1    The following positions shall be elected in even numbered years to a two-year term. Term of office shall end at the conclusion of the AGM in even number years:
- Local Chairperson
  - Local Secretary
  - Finance Committee Chairperson
  - Legislation Committee Chairperson,
  - Membership and Organization Committee Chairperson
- 8.2.2    The following positions shall be elected in odd numbered years to a two-year term. Term of office shall end at the conclusion of the AGM in odd number years except for Sports and Entertainment as per Article 8.5 of these Bylaws:
- Local Vice-Chairperson
  - Local Treasurer
  - Sports and Entertainment Committee Chairperson
  - Publicity and Education Committee Chairperson
  - Occupational Health and Safety Committee Chairperson**
  - Human Rights and Equity Committee Chairperson**
- 8.3      Alternates will retain the designation until the next AGM.
- 8.4      Elected individuals will assume their respective Offices at the conclusion of the Annual General Meeting, except the Chairperson of the Sports and Entertainment Committee who will assume her/his Office the last day of December.
- 8.5      **Table Officers will have to swear the oath of office at the end of the AGM and within 30 days of AGM will need to sign for financial responsibility and to indicate that they have read, understood and will adhere to the local bylaws and the Constitution.**
- 8.6      Nominations will be received for Local Table Officer, Provincial Council Members & Local Standing Committee Chairperson positions from the floor at the Annual General Meeting. Any Nominees not in attendance must provide written acceptance of their nomination.
- 8.7      Any Member in good standing who is a Member of Local 1101 will be eligible for election.
- 8.8      Any Member of the Membership and Organization Committee, who is running for a balloted position, must withdraw from the Committee for that portion of the balloting affecting them.
- 8.9      A Local Executive Member shall assume the Chair for election of the Local Chairperson.

- 8.10 Elections at the Annual General Meeting for positions of Local Chairperson, Local Vice-Chairperson, Local Secretary, Local Treasurer, Provincial Council Members and Committee Chairpersons shall be conducted in accordance with these Bylaws.
- 8.11 In the event that a Table Officer position becomes vacant, other than the Local Chairperson, that position may be filled by an election at any Monthly Local Meeting. The successful candidate will hold the position until the next Annual General Meeting.
- 8.12 In the event that a Committee Chair becomes vacant the position will be filled by an election within the Committee. If the position is not filled from within the Committee, then an election may be held at a Monthly Local Meeting. The successful candidate will hold the position to the next Annual General Meeting.
- 8.13 Doors shall be closed during voting.
- 8.14 Elections shall be by secret ballot.
- 8.15 Nominees shall have the right to name an agent to act as scrutineer for the election.
- 8.16 Scrutineers must not communicate or indicate in any manner what the election results are prior to the official announcement of the election results. Scrutineers shall conduct themselves in a manner which demonstrates and supports the SGEU Code of Ethics as per the SGEU Constitution.
- 8.17 Election results shall be given to the Chairperson of the Election / Balloting Committee or designate to be announced at the meeting.

## **Article 9 APPEALS OF ELECTIONS**

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

- 9.1 An appeal of a Local election shall be made, in the first instance, to the Table Officers, and in the second instance, to the PS/GE Negotiating Committee within fourteen (14) days of the certification of election.

## **Article 10 DISTRICTS & ZONES STRUCTURE**

- 10.1 Steward Districts and Zones will be established as per the SGEU Policy Manual.
- 10.2 The number of Chief Stewards and Stewards will be determined as per the SGEU Policy Manual.
- 10.3 The boundaries of the Zones and Districts may be revised by the Membership and Organization Committee and shall be subject to the approval of the Membership at the first Monthly Local Meeting following such revision.
- 10.4 Any disputes concerning the boundaries of a Zone or District shall be resolved by the Membership and Organization Committee, in consultation with the Chief Steward(s) and Stewards of the Zone(s) and Districts. Members dissatisfied with the decision may appeal to the Local Executive.

## **Article 11 CHIEF STEWARD NOMINATIONS / ELECTIONS**

- 11.1 The Membership and Organization Committee shall be responsible for conducting biennial elections for Chief Stewards in even numbered years for the even numbered zones and in odd numbered years for the locals odd numbered zones. Only Stewards shall be nominated for Chief Steward.
- 11.2 The Membership and Organization Committee shall appoint a Chief Returning Officer for the Local and a Returning Officer for each Zone. The Chief Returning Officer, in turn, shall conduct the election of Chief Stewards and have full authority and

- responsibility for the proper conduct of the election and shall, at the completion of the election, notify the Membership and Organization Committee Chairperson of the results. The Returning Officer shall carry out the election in the Zone following the established guidelines.
- 11.3 Chief Stewards shall be elected for two year terms. The call for nominations of Chief Stewards shall be issued by the Membership and Organization Committee biennially, within two weeks, following the Monthly Local Meeting where the Steward Election results are announced. The call for nominations shall be posted a minimum of fourteen calendar days and shall reference the website for the relevant bylaws. Each Returning Officer shall forward all nomination forms received to the Chief Returning Officer at the close of the nomination period.
  - 11.4 Chief Stewards shall be elected from amongst, and by the Membership in the affected Steward Districts unless otherwise stated in the SGEU Constitution, SGEU Policy Manual, Public Service Sector Bylaws or the PS/GE Bargaining Guidelines.
  - 11.5 Nomination forms shall be made available to each eligible Steward and only duly elected Stewards are eligible for nomination for the position of Chief Steward. Nominators must be members of Local 1101. Self-nomination is not allowed.
  - 11.6 All nomination forms shall be signed by the nominator. Nomination forms that do not have the required signatures will not be accepted.
  - 11.7 Nominees for the office of Chief Steward shall signify in writing, her/his acceptance of the following: "In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets of the Union and return all assets when I am no longer of a member of the Union."
  - 11.8 In the ten calendar days following the close of nominations, if an election is necessary, the Chief Returning Officer shall arrange for the posting of election notices and balloting information/instructions. This will include a list of Chief Steward Nominees running in the election, the election time, dates and location which all must be posted for a period of at least 14 calendar days before the election.
  - 11.9 All nomination forms shall be open to inspection by any Member of the Zone.
  - 11.10 All Chief Steward Elections should be held no later than June 1st of that year. The Local Executive may grant extensions or alternatives to this date. Any deviations will be done after consulting and obtaining the agreement of the Zone Stewards in writing.
  - 11.11 Balloting shall be carried out using the enumeration list for each Zone. Members shall sign beside their name on the enumeration list when receiving their ballot. Ballot boxes and / or envelopes will be used to store completed ballots. Each Returning Officer shall be responsible for the security of completed ballots until submitted to the Chief Returning Officer. Members who are not on the enumeration list shall double envelope their vote with their ballot on the inside of the first envelope and a second signed envelope around the first. Upon confirmation of their employment within the local their ballot envelope will be opened and added to the count.
  - 11.12 The election for the office of Chief Steward shall be conducted by secret ballot.
  - 11.13 All candidates shall be notified of the place, date and time at which the enumeration lists are to be checked and ballots counted.
  - 11.14 Nominees shall have the right to name an agent to act as scrutineer for the election.
  - 11.15 At the close of voting each Returning Officer, in the presence of scrutineers as identified in Article 11.14 of these Bylaws, shall count the ballots and inform the Chief Returning Officer of the results. All ballots and election material shall be returned to



- the Chief Returning Officer.
- 11.16 Candidates who receive the highest number of votes shall be declared elected. In the event of a tie, the winning candidate shall be determined by a lot (flip a coin or draw a name).
- 11.17 The Membership and Organization Committee shall deliver the election results to the Local Secretary and the Chairperson of the Membership and Organization Committee prior to the first Monthly Local Meeting following the election or if no meeting is to be held, the announcement shall be made via email.
- 11.18 Elected Chief Stewards shall assume office at the conclusion of the Monthly Local Meeting where the election results are declared or the day after the email announcement.
- 11.19 In the event of a vacancy occurring within the first 21 months of the term in the office of Chief Steward an election shall be held in that Zone within thirty (30) calendar days. Where the unexpired portion of the Chief Steward's term of office is ninety (90) calendar days or less the Stewards of that Zone shall elect a Chief Steward for the balance of the term.
- 11.20 If during the first twenty-one months of the term there have been major changes in the boundaries of any Steward Zone, the term of the Chief Steward for that Zone shall be deemed to have terminated and an election shall be held within thirty (30) calendar days. The former Chief Steward shall continue to represent that Zone until such time the election is duly completed. If the boundaries of a Zone are altered after the first twenty-one months of the term, the election of a new Chief Steward shall be at the discretion of the Local Executive.
- 11.21 If a new Zone is established an election shall be held in that Zone within thirty (30) calendar days. If the new Zone is created within ninety (90) calendar days of the end of the term, the election of a new Chief Steward shall be at the discretion of the Local Executive.

## **Article 12 CHIEF STEWARD**

### **12.1 DUTIES**

- 12.1.1 To strengthen the Union and to build support for its programs.
- 12.1.2 To protect workers' rights.
- 12.1.3 To act as an advocate on behalf of the Union's Membership.
- 12.1.4 To educate and be educated about Members' rights and responsibilities, the Collective Bargaining Agreement and other Union matters.
- 12.1.5 To provide leadership.
- 12.1.6 To be an organizer within Districts, Zones and/or the Union.
- 12.1.7 To build and provide support for bargaining.
- 12.1.8 To call and Chair Zone meetings.
- 12.1.9 To facilitate Union communication to the Members.

### **12.2 SPECIFIC RESPONSIBILITIES**

- 12.2.1 To act as the Union Representative for a Zone of approximately ten (10) Steward Districts.
- 12.2.2 To act as the communication link between the Union and the Steward(s) in her/his Zone. Specifically, s/he shall Chair any regular educational and information sharing meetings with her/his Steward(s); and shall be the primary contact for any workplace meetings with her/his Members.

- 12.2.3 To actively recruit Stewards where vacancies exist.
- 12.2.4 Assist and offer direction to Members within the guidelines of the Collective Agreement.
- 12.2.5 To help Stewards with grievances at the pre-arbitration level.
- 12.2.6 Shall regularly attend all Monthly Local Meetings and any meetings of Committees of which s/he may be a Member unless absent with cause.
- 12.2.7 To complete the Union Leadership Development 10, 20 & 30 Courses in a reasonable amount of time.
- 12.2.8 Where a District has no Steward, the Chief Steward shall ensure the rights of the Members in the District are adequately protected.

### 12.3 JURISDICTION

- 12.3.1 Chief Stewards shall be accountable and responsible to the Members from the Zone in which the Chief Steward was elected.
- 12.3.2 Chief Stewards shall respect the jurisdiction of other Chief Stewards and shall not operate outside of the Zone from which they were elected, unless specifically invited or requested by a Member of that Zone within Local 1101. The other Chief Steward and the Chairperson of the Membership and Organization Committee shall be fully apprised of the situation.

## Article 13 STEWARD NOMINATIONS / ELECTIONS

- 13.1 The Membership and Organization Committee shall be responsible for conducting biennial elections for Stewards in even numbered years for the even numbered zones and in odd numbered years for the odd numbered zones.
- 13.2 Nominations and elections of Stewards shall be under the direction of the Membership and Organization Committee in conjunction with the Chief Steward in the respective Zone and shall be conducted subject to the same general regulations provided for Chief Stewards in Article 11.2 of these Bylaws. Nominators must be members of Local 1101. Self-nomination is not allowed.
- 13.3 Stewards shall be elected for two-year terms. In biennial elections, the call for nominations shall be issued by the Membership and Organization Committee on or before the March Monthly Local Meeting, or as necessary to fill any vacant positions. The call for nominations shall be posted for a period of fourteen calendar days and shall reference the website for the relevant bylaws. Each Returning Officer shall forward all nomination forms received to the Chief Returning Officer at the close of the nomination period.
- 13.4 Any Member in good standing may be nominated for Steward.
- 13.5 Nomination forms shall be made available to all Members.
- 13.6 All nomination forms shall be signed by the nominator and the seconder. Nomination forms that do not have the required signatures will not be accepted.
- 13.7 Nominees for the Office of Steward shall signify in writing, her/his acceptance of the following: "In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets of the Union and return all assets when I am no longer of a member of the Union."
- 13.8 In the ten (10) calendar days following the close of nominations, if an election is

- necessary, the Chief Returning Officer shall arrange for the posting of election notices which will include a list of steward nominees up for the election and the election time, date(s) and location of the vote for a minimum of 14 calendar days before the election. S/he shall provide the election notice to the Returning Officer in accordance with Article 11.2 of these Bylaws.
- 13.9 All nomination forms shall be open to inspection by any Member of the District.
- 13.10 All Steward elections must be completed no later than April 1st. The Local Chairperson may grant extensions to this date.
- 13.11 Balloting shall be carried out using the enumeration list for each District. Members shall initial beside their name and be crossed off the enumeration list by the enumerator. Ballot boxes and / or envelopes will be used to store completed ballots. Each Returning Officer shall be responsible for the security of completed ballots until submitted to the Chief Returning Officer. Members who are not on the enumeration list shall double envelope their vote with their ballot on the inside of the first envelope and a second signed envelope around the first. Upon confirmation of their employment within the local their ballot envelope will be opened and added to the count.
- 13.12 The election for the Office of Steward shall be conducted by secret ballot.
- 13.13 All candidates shall be notified of the place, date and time at which the enumeration lists are to be checked and ballots counted.
- 13.14 Nominees shall have the right to name an agent to act as scrutineer for the election.
- 13.15 At the close of voting, each Returning Officer, in the presence of scrutineers as identified in Article 13.13 of these Bylaws shall count the ballots and shall inform the Chief Returning Officer of the results. All ballots and election material shall be returned to the Chief Returning Officer.
- 13.16 Candidates who receive the highest number of votes shall be declared elected. In the event of a tie, the winning candidate shall be determined by a lot (flip a coin or draw a name).
- 13.17 The Membership and Organization Committee shall declare the election results at the first Monthly Local Meeting of the Local thereafter or within 14 days if no meeting is to be held, the announcement shall be made via email to the Stewards in the affected Zone and to the Table Officers.
- 13.18 Elected Stewards shall assume Office at the conclusion of the Monthly Local Meeting where the election results are declared or upon notification via email from the Membership and Organization Committee.
- 13.19 Steward District Vacancy
- 13.19.1 In the event of a vacancy occurring during the term, the Chief Steward may appoint a replacement for a Steward. If the remainder of the term is less than ninety (90) days, the replacement will complete the term. If the remainder of the term is more than ninety (90) days, this will cause the election process as in Article 13 of these Bylaws.
- 13.19.2 Once an appointment has been made and a posting has taken place, Members of the affected District may nominate a further candidate for that District within fourteen (14) days of the posting thus causing the election process as in Article 13 of these Bylaws to take place.
- 13.20 Refer to the SGEU constitution. Chief Stewards shall be elected for each Zone, representing approximately ten (10) Districts, in accordance with the Bylaws of the Sector/Local. In the event that a Chief Steward vacancy occurs in a Zone, it shall be filled in accordance with the Sector/Local Bylaws.

## **Article 14 STEWARD**

### **14.1 DUTIES**

- 14.1.1 To strengthen the Union and to build support for its programs.
- 14.1.2 To protect worker's rights.
- 14.1.3 To act as an advocate on behalf of the Union's Membership.
- 14.1.4 To educate and be educated about Member's rights and responsibilities, the Collective Bargaining Agreement and other Union matters.
- 14.1.5 To provide leadership.
- 14.1.6 To be an organizer within the Union.
- 14.1.7 To facilitate Union communication to the Members
- 14.1.8 To build and provide support for bargaining.

### **14.2 SPECIFIC RESPONSIBILITIES**

- 14.2.1 To complete the Union Leadership Development 10, 11, 20 and 30 if possible.
- 14.2.2 To act as the Union Representative for a District of not more than twenty-five (25) Members.
- 14.2.3 To act as the communication link between the Union and the Members. Specifically, s/he shall post Union information, assist in establishing Membership Meetings and relay Membership concerns and opinions to the Union Officials responsible.
- 14.2.4 S/he shall be responsible for new Member orientation.
- 14.2.5 To deal with Members' issues that are within the guidelines of the Collective Agreement. The Steward shall be responsible for step one grievances and may be involved with step two grievances.
- 14.2.6 To attend Steward Meetings called by the Chief Steward unless absent with cause.
- 14.2.7 Shall attend regularly held Monthly Local Meetings unless absent with cause.

### **14.3 JURISDICTION**

- 14.3.1 Stewards shall be accountable and responsible to the Members of the District in which the Steward was elected.
- 14.3.2 Stewards shall respect the jurisdiction of other Stewards and shall not normally operate outside the District in which they were elected. However, a Member or Steward may elect to use another Steward, Local Executive Officer or Chief Steward. The Chairperson of the Membership and Organization Committee and Chief Stewards shall be fully apprised of the situation and shall be in direct consultation with the Stewards and Members involved.

### **14.4 STEWARDS AT LARGE**

- 14.4.1 Stewards who have been properly elected within their Zone and District can become a Steward at Large. This means they would be eligible for a monthly Honorarium of \$100 provided they allow their contact information (phone number and email) to be posted on the Local's website and accept calls and/or meet with at least two members in that month on their own time.
- 14.4.2 Stewards at Large are responsible to provide notification to any Stewards in that members' zone and or District when helping a member.

## **Article 15 CHIEF STEWARD / STEWARD RECALL PROCESS**

15.1 Chief Steward - A Zone, may recall their Chief Steward. This action may be taken at a Zone Membership Meeting subject to the stipulations in Article 15.3 of these Bylaws.

15.2 Steward - A District may recall their Steward. This action may be taken at a District Membership Meeting subject to the stipulations in Article 15.3 of these Bylaws.

### **15.3 Recall Process**

15.3.1 The Membership and Organization Committee must be informed of all recalls to oversee the process and ensure all Bylaws, Policies and Constitution Articles are adhered to.

15.3.2 The meeting shall be petitioned in writing for the specific purpose of recall by at least one quarter (1/4) of the Members of the Zone the Chief Steward represents or the District the Steward represents.

15.3.3 Any petition for recall shall include the reason(s) for the recall.

15.3.4 The Chief Steward or Steward shall be given a copy of the petition for recall and the notice of the meeting at least fourteen (14) calendar days prior to the date of the meeting.

15.3.5 The meeting and its purpose shall be advertised for at least fourteen (14) calendar days prior to the date of the meeting. The date of the meeting and its purpose, including the specific reasons for the recall, shall be posted in the Districts within the Zone if a Chief Steward is being recalled, or within the District if a Steward is being recalled.

15.3.6 One quarter (1/4) of the Zone's or District's Members in attendance at the meeting shall constitute a quorum.

15.3.7 The Chief Steward or Steward being recalled shall be given the opportunity to speak at the recall meeting to address the issues presented in the petition.

15.3.8 A two thirds majority of those Members voting at the meeting shall be required to unseat the incumbent Chief Steward or Steward. This voting shall be held by secret ballot.

15.3.9 If the recall vote is passed the successor shall be elected by secret ballot in accordance with the procedures used for regular Chief Steward or Steward Elections.

## **Article 16 LOCAL 1101 - REGINA PROVINCIAL COUNCIL MEMBERS – NOMINATIONS AND ELECTIONS**

16.1 Provincial Council Members shall be elected each year. Four will be elected in even years and in odd years, the number of seats on Provincial Council are to be assigned by our entitlements based on the Public Service Sector Bylaws.

16.1.1 Should additional seats be awarded they will be added to the even/odd year, which ever year has the lesser amount, and if they are balanced then the seat would go to the even numbered year.

16.1.2 Should additional seats be awarded to the local the first alternate will be assigned the position to the next AGM.

16.1.3 Should a seat be lost the year with the most amount of seats would have one seat removed. The election results of that year shall be reviewed to determine the order of seats and alternate standings and the order will be based on plurality of that vote that was held.

- 16.2 Provincial Council Members (not alternates, alternates are elected annually) shall be elected for a two (2) year term that begins following the close of the SGEU Annual Convention.
- 16.3 Any Member of the Local in good standing is eligible for nomination.
- 16.4 Nominations and elections will be held at the Local 1101 Annual General Meeting each year.
- 16.5 The election of Provincial Council Members shall be carried out by secret ballot.
- 16.6 The election of the required number to serve on Provincial Council as Local representatives shall be determined by the highest number of votes received.
- 16.7 Candidates who receive the highest number of votes shall be declared elected. In the event of a tie, the winning candidate shall be determined by a lot (flip a coin or draw a name). The remaining candidates shall be declared alternates ranked in the order of the number of votes received.
- 16.8 If Members declared as alternates do not wish to have their names stand they shall notify the Local Executive Officers in writing.
- 16.9 In the event of the necessity to fill a vacant Local Representative position to the Provincial Council, such a vacancy shall be filled for the remainder of the term from the alternates. Selection will be based on the order in which they were ranked at the time of the election process for the Local Representative vacating their position.
- 16.10 In the event there are no alternates available, a call out for alternates will be announced at a Monthly Local Meeting and an election at the next Monthly Local Meeting will be held to fill the positions for the remainder of the term. The number of votes for each candidate will determine the order of the alternates.
- 16.11 Provincial Council (PC) members who are attending training/conferences/conventions (excluding SGEU Convention) on the same dates as a PC meeting or SGEU Convention automatically declare their intent to attend the training/conference/non-SGEU Convention in lieu of the PC meeting and forfeit their PC delegate spot to an alternate for that meeting only.

## **Article 17 LOCAL 1101 - REGINA BARGAINING COUNCIL REPRESENTATIVES**

- 17.1 Local Representatives to Bargaining Council shall be elected at the Local Proposals Gathering Meeting.
  - 17.1.1 The Chairperson of the meeting shall select a Balloting Committee in a manner approved by the Members present at the meeting.
  - 17.1.2 Any Member of the Local in good standing shall be eligible for nomination.
  - 17.1.3 Election shall be held by secret ballot.
  - 17.1.4 Each candidate shall be entitled to appoint a scrutineer to be present at the counting of the ballots.
  - 17.1.5 The candidate receiving the highest number of votes shall be declared elected.
  - 17.1.6 In the event of a tie for the highest number of votes, the candidate with the least number of votes shall be deleted from the ballot and a new vote shall be held. In the event of a tie with two remaining candidates, the election shall be determined by a lot.
  - 17.1.7 At the conclusion of the election process, including recounts and appeals, the Balloting Committee shall present a motion for the destruction of the ballots at the meeting at which the election is held or at a meeting of the Local Executive following in the event of an appeal.

**17.2 DUTIES**

17.3 Shall regularly attend Bargaining Council Meetings.

17.3.1 Shall regularly attend Monthly Local Meetings and report to the Local on Bargaining Council matters.

17.3.2 Shall perform such duties as specified in the PS/GE Bargaining Guidelines.

**Article 18 REGINA & DISTRICT LABOUR COUNCIL**

18.1 The Local, as an organization, shall affiliate with the Regina & District Labour Council (RDLC) in accordance with the RDLC Constitution. Elected Members (shift workers) of the Local shall be granted Union Leave to attend RDLC Membership Meetings. The Local Executive shall, when required, choose delegates to the RDLC from among applications of Members in good standing, to be determined by the criteria established under Appendix A of these Bylaws.

18.2 The Local Vice-Chairperson(s) to the RDLC shall become a Member(s) of the Local's Membership and Organization Committee.

18.3 Should a delegate to the RDLC miss three consecutive meetings of the Council without just cause, the Local Executive shall replace the delegate.

18.4 Delegates wishing to stand for election as Executive Officers of the RDLC shall require the prior approval and endorsement of the Local Executive.

18.5 Resolutions or Bylaw amendments presented by the Local's delegate(s) to the Annual General Meeting (AGM) of the RDLC, or at Council Monthly Membership Meetings in accordance with accepted procedures shall have the prior endorsement of the Local Executive.

18.6 Local delegates holding Executive Officer positions on the RDLC or Local delegates attending Council Monthly Membership Meetings shall report to the Local Executive as required, and shall be governed by such direction as the Local Executive shall from time to time provide.

**Article 19 LOCAL 1101 - REGINA VICE CHAIRPERSON TO THE REGINA & DISTRICT LABOUR COUNCIL - NOMINATIONS AND ELECTIONS**

19.1 Local Vice Chairperson to the RDLC shall be elected each year at the RDLC AGM.

19.2 Any Member of the Local in good standing, attending the RDLC AGM, shall be eligible for nomination.

19.3 The election of the Local Vice Chairperson to the RDLC shall be determined by the highest number of votes received at the RDLC AGM, by the Local 1101 delegates attending the RDLC AGM.

19.4 The elected candidate will assume office at the close of the RDLC AGM at which the election is held.

19.5 If Members declared as alternates do not wish to have their names stand they shall notify the Local Executive in writing.

19.6 In the event of the necessity to fill a vacant Local Vice Chairperson to the RDLC position, such a vacancy shall be filled for the remainder of the term from the alternates. Selection will be based on the order in which they were ranked at the time of the election process for the Local Representative vacating their position.

19.7 In the event there are no alternates available, an election shall be held amongst the attendees of the RDLC AGM at their earliest convenience, to fill the position for the remainder of the term.

## **Article 20 MEETINGS**

### **20.1 MONTHLY LOCAL 1101 - REGINA GENERAL MEMBERSHIP MEETING**

20.1.1 Monthly Local Meetings shall be held on the first Wednesday of each month with the possible exception of January, July and August. If the first Wednesday of a Month is a holiday the Local Executive shall decide on and communicate as early as possible, the date of the meeting.

20.1.2 Any Member in good standing of the Union as outlined in Article 4.1 of these Bylaws may attend the Monthly Local Meetings.

20.2 An elected person will be allowed to be absent with cause, up to a maximum of three per year, upon approval of the Local Table Officers. The Local Chairperson, Vice-Chairperson or Local Secretary shall be notified prior to the start of the meeting.

20.3 Errors or omissions to the attendance record in the minutes of any meeting must be reported to the Local Secretary within two (2) months of the date of the printed minutes of said meeting.

20.3.1 The Chief Steward may name a substitute, who must be an elected representative drawn from the same Zone. The Local Chairperson, Local Vice-Chairperson, or Local Secretary shall be notified of the substitution prior to the meeting

20.4 All Members in good standing shall have voice and vote at each meeting.

### **20.5 ORDER OF BUSINESS**

20.5.1 The order of business to govern each Annual General Meeting of this Local shall be as follows:

- a) Reading of the SGEU Statement of Equality / Appointment of Ombudsman
- b) Adoption of the Agenda
- c) Adoption of the Minutes of the last Annual General Meeting
- d) Local Chairperson's Report
- e) Reports of Committee Chairpersons
- f) Local Treasurer - Auditor's Report and Financial Statements
- g) Amendments to Constitution or Bylaws
- h) Emergency Resolutions to SGEU Annual Convention
- i) Business referred to Annual General Meeting by Executive Officers
- j) New Business
- k) Election of Table Officers and Committee Chairpersons
- l) Good and Welfare of the Members of the Local and the Union generally

20.5.2 The order of business of each Monthly Local Meeting shall be as follows:

- a) Reading of the SGEU Statement of Equality / Appointment of Ombudsman
- b) Adoption of the Agenda
- c) Adoption of the Minutes of the last Monthly Local and Special meeting(s)
- d) Correspondence
- e) Local Chairperson's Report
- f) Local Treasurer's Report
- g) Outside Organization Representative Reports
- h) Committee Reports



- i) New and Unfinished Business
- j) Current union/global issues
- k) Good and Welfare
- l) Adjournment

## 20.6 SPECIAL MEETINGS

- 20.6.1 The Local Chairperson may call a special meeting of the Table Officers or Local Executive at any time s/he deems it necessary. A minimum twenty-four (24) hour notice shall be given to those Members entitled to attend.
- 20.6.2 A minimum of fourteen (14) calendar days' notice shall be given to the Membership for a special meeting of the Membership.
- 20.6.3 Notice of Special Meetings must specify the business to be dealt with at said meeting.
- 20.6.4 The order of business at the Special Meeting shall be at the discretion of the Local Chairperson and Table Officers. No business shall be dealt with that is not indicated in the notice of the meeting.
- 20.6.5 For Special Meetings, which are to deal with business specific to a Bargaining Unit within the Local, the Chairperson of the Local or her/his designate shall Chair the meeting.
- 20.6.6 Additional Special Meetings of this Local shall be called by the Local Chairperson, upon written request by at least five (5) Members of the Local Executive or by petition of forty (40) or more Members of the Local.
- 20.6.7 An occupational group within the Local may request a meeting with the Table Officers, with a petition of 10% or forty (40) of its Members (whichever is the lesser).

## 20.7 ANNUAL GENERAL MEETING

- 20.7.1 The Annual General Meeting of this Local shall be held in the Month of November each year.
- 20.7.2 ~~The notice of the~~ **There will be a Full Membership Notification of the Annual General Meeting shall be posted in all workplaces where practicable** at least ten (10) **calendar** days prior to the meeting date. Such notice shall indicate a tentative agenda of business for the meeting **and instruct members to contact the Legislation Chair for a copy of the Current Bylaws and proposed amendments.**
- 20.7.3 At the Annual General Meeting the local table officers shall present the prior fiscal year's audited financial statements, the current fiscal year to date expenditures with projections and the following fiscal year's annual budgets. These all must be reviewed and approved by the delegation of the Annual General Meeting.
- 20.7.4 The Annual General Meeting (AGM) is the only venue where the following amount limits or restrictions can be changed via a two-thirds majority vote of all Members in attendance:
  - 20.7.4.1 These Bylaws;
  - 20.7.4.2 Points System (number of points & how they can be used), as identified in Appendix A of these Bylaws;
  - 20.7.4.3 Honorarium levels and who is eligible;
  - 20.7.4.4 Stipend levels and restrictions;
  - 20.7.4.5 Solidarity Support Money amounts & restrictions, as defined in these

- Bylaws;
- 20.7.4.6 Personal Donation levels & restrictions;
- 20.7.4.7 Charitable organization donation levels & restrictions;
- 20.7.4.8 Strike support levels & restrictions;
- 20.7.4.9 Any other financial annual or per item limits regulated at the Local Level.

## **Article 21 QUORUMS**

- 21.1 For all Annual General Meetings, Monthly Local Meetings, Standing Committee Meetings and Special Meetings as identified in Article 20.7 of these Bylaws, the Members in good standing that are present shall constitute a quorum.
- 21.2 For meetings of the Table Officers, 50% plus one of its voting Members shall constitute a quorum. Members are eligible for one vote only.

## **Article 22 CONVENTIONS & CONFERENCES**

- 22.1 Based on the recommendations of the Membership and Organization the Local Executive shall, when required, choose delegates to the Saskatchewan Federation of Labour, National Union of Public and General Employees, Canadian Labour Congress, and other Conventions, Conferences or meetings. Delegates shall be selected from among applications of Members in good standing, to be determined by the criteria established under Appendix A of these Bylaws.
- 22.2 Notwithstanding the provisions of Article 22.1 and 18.1 of these Bylaws, the Local Executive may, prior to a call for applications, designate a maximum of **50% 25%** of available delegate seats to be filled by first-time delegates. Such delegates' seats shall be determined by the criteria provided for in Appendix A of these Bylaws. In the event that the Local Executive are unable to fill delegate seats allocated for first-time delegates under this provision, the seats shall be filled according to Appendix A of these Bylaws.
- 22.3 Local delegates shall be available to attend all required portions of the conferences or conventions, to which they have applied. If the delegate is unable to attend all required sessions s/he shall forfeit their delegate status to the next eligible alternate and if a minimum of 48 hours' notice has not been provided, forfeit their right to attend for one year and will incur a negative 10-point penalty for 2 years as set out in Appendix A of these Bylaws.

### **22.4 UNION OBSERVERS**

- 22.4.1 The Local Executive shall not send observers to the SGEU Annual Convention, the SFL Convention, the NUPGE Convention or the CLC Convention.
- 22.4.2 Members desiring to be observers for the SGEU Annual Convention shall make application to the Chairperson of the Membership and Organization Committee prior to the November regular Monthly Local Meeting of each year. Applicants' names shall be brought forward to the next Monthly Local Meeting.
- 22.4.3 Any current SGEU Member in good standing may make an application to the Chairperson of the Membership and Organization Committee to attend Conventions as an observer at their own expense provided the Local has approved their attendance and the allotted space allows.
- 22.4.4 The Local Executive reserves the right to reject any or all of the applications.

## **Article 23 SGEU ANNUAL CONVENTION**

- 23.1 The Members of the Local shall send their delegates to the SGEU Annual Convention as authorized to do so in the Constitution of SGEU. All applicants for delegates or alternates shall be Members in good standing.
- 23.2 The call for delegates will be sent out by the Membership and Organization Committee on or before October 1st. Applications shall be accepted by the Chairperson of the Membership and Organization Committee for a time established by the Committee but not less than twenty-one (21) days.
- 23.3 The following Members shall be automatic delegates to Convention:
- a) The four Table Officers of the Local.
  - b) Local Standing Committee Chairpersons.
- 23.3.1 The designation of an automatic delegate is determined by the office held at the time of Convention application deadline.
- 23.3.2 To attend Convention as an automatic delegate s/he must submit an application by the application deadline.
- 23.3.3 Provincial Council Member(s) are not included in the credentials allocated to the Local. They are delegates out of the Provincial Council credentials.
- 23.4 Remaining delegates for Convention shall be selected from within each of these groups in order, using the 1101 points system:
- a) The Chief Steward from any Zone that is not already represented.
  - b) Provincial Council Members elect.
  - c) Other Chief Stewards.
  - d) One delegate from any Zone that is not already represented.
  - e) Local 1101 members in good standing.
  - f) Applicants who receive the highest number of points shall be delegates or alternates. In the event of a tie, the decision shall be determined by a lot (flip a coin or draw a name).
- 23.4.1 These provisions may be waived if sufficient candidates do not meet the qualifications.
- 23.5 The list of delegates and alternates shall be approved at the next Monthly Local Meeting and shall be listed in the minutes of said Meeting.
- 23.6 **RESOLUTIONS**
- 23.6.1 Resolutions to be submitted by the Local to the SGEU Annual Convention shall be discussed and ratified at a meeting of the Membership.

## **Article 24 POINTS SYSTEM**

- 24.1 Selection of delegates and alternates to attend events shall be based on the system of point allocation explained in Appendix A of these Bylaws. (Points shall be based on involvement at the time of application).
- 24.2 All local delegates attending Conferences or Conventions on behalf of Local 1101 will be required to submit a report back to the Local at the next Monthly Local Meeting following the event unless notified otherwise by the Local Chairperson or Designate.

## Article 25 BUDGETS

25.1 The Finance Committee shall be responsible for the presentation of a yearly budget for the Local to be approved by Local Executive as per Article 7.3.5.1 of these Bylaws.

### 25.2 ZONE BUDGET

25.2.1 Each Steward Zone may be eligible for a Zone budget of \$1,000 per year, budget may be doubled once per year by a motion at a Monthly General Meeting following Finance Committee approval.

25.2.2 Chief Stewards of each Zone shall present a budget to the Finance Committee for review; the Finance Committee will present a motion to the Monthly Local Meeting for approval prior to accessing funds.

25.2.3 Chief Stewards are accountable to the Local for the following expenditures: Eligible expenditures shall include Union Leave, Stipend, sustenance (meals only), travel expenses and meeting rooms in accordance with the Local Policy. All other expenses shall require the approval of the Finance Committee.

25.2.4 Budget allocation will vary dependent on the number of Stewards per Zone.

### 25.3 LOCAL STANDING COMMITTEE BUDGET

25.3.1 Each Local Standing Committee may be eligible for a Committee Budget up to \$1,000.00 per year subject to the following:

25.3.2 Committee Chairpersons and the members of the Committee shall prepare a motion and forward it to the Finance Committee for review and approval prior to accessing funds.

25.3.3 Committee Chairpersons are accountable to the Local for the following Committee expenditures: Eligible expenditures shall include Union Leave, Stipend, sustenance (meals only), travel expenses and meeting rooms in accordance with the Local Policy. All other expenses shall require the approval of the Finance Committee.

25.3.4 Budget allocation will vary dependent on the number of Members per Committee.

25.3.5 The budget for the Finance Committee shall be approved by the Local Executive.

### 25.4 ANNUAL AND PER ITEM MAXIMUMS AND ALLOWANCE GUIDELINES

25.4.1 The four Table Officers comprised of the Local Chair, Local Vice-Chair, Local Secretary and Local Treasurer will be allowed an Honorarium of \$200 per month claimed at their discretion.

25.4.2 **Upon written request to the other Table Officers, a Table Officer shall have their honorarium donated directly to a registered charity or non-profit organization of their choice.**

25.4.3 Strike or lockout support of other Union groups is subject to a maximum of \$500 per group.

25.4.4 Relief Donations ~~for natural disasters are subject~~ to an annual limit of two per year, neither to exceed \$1000.

25.4.5 Donation supporting Community events will not exceed \$500 per donation and will not exceed a total of \$5,000 per year.

25.4.6 Donations to groups advocating SGEU policies or concerns are subject to a \$150 ~~maximum~~ **each to a total for all donations not to exceed \$2000.**

- 25.4.7 Compassionate appeal donations to members undergoing hardships, are subject to a maximum total of \$200 per member. For Compassionate Appeals, only situation will be given at Local meetings to facilitate voting.
- 25.4.8 The maximum annual budget for Promotional Items for the Local shall be \$15,000. **The inventory of promotional items will be run as a revolving fund at a consistent \$3,000.**
- 25.4.9 The maximum annual budget for Local Sponsored Scholarships shall be \$10,000 (equals to five \$2000 scholarships).
- 25.4.10 Travel and sustenance costs shall be subject to the same maximums and limitations in place for The Public Service Government Employee Bargaining Unit and SGEU.
- 25.4.11 **Alcohol will only be purchased from SLGA and will only be on a cost-recovery basis.**
- 25.4.12 **No cannabis or cannabis-derived products will be purchased with union dues.**
- 25.4.13 **Convention and Conference Honorariums will be subject to a maximum of \$20 per full day and \$10 per half day. Any funds can be donated to the charity of choice at the discretion of the member. Convention and Conference Honorariums is only to be paid for attending Conventions or Conferences for which there was a motion specifically passed prior to the event. ~~Solidarity Support Money to help members (this money will only be paid for members representing Local 1101 at events that have been identified at a previous monthly meeting) with out of pocket expenses when attending Conventions/Conferences will be subject to a maximum of \$20 per full day and \$10 per half day and shall be used when the hat is passed on the floor of Convention in support of an emergent cause. Any monies not used up by that can be donated to the charity of choice at the discretion of the member. The Local not deal in cash for stipend or solidarity support money. Payment by cheque only. Solidarity Support money not to be paid unless attending Conventions and Conferences or unless there is a motion specifically passed prior to the event. Recipient must be sent as a representative of the Local.~~**
- 25.4.14 Emergent Union Leave to a maximum of \$1000 may be authorized by the Table Officers to deal with critical situations. Any such expenditure will be reflected in the minutes of the next meeting of the Local.
- 25.4.15 Further guidelines may be decided and documented in Local policies, but in no instance will those policies contradict, nor exceed the limits identified in these Bylaws, or the Constitution, Bylaws, Policies or Guidelines of SGEU, the Public Service Sector or the Public Services Government Employees Bargaining Unit.

## **Article 26 FISCAL YEAR**

- 26.1 The administration and business year shall end December 31.

## **Article 27 CONDUCTS OF LOCAL OFFICIALS**

- 27.1 All elected officials representing this Local shall adhere to the principles as outlined in

the Local Bylaws, Sector Bylaws, Sector Guidelines and SGEU Code of Ethics for Elected Officials, and the SGEU Constitution.

- 27.2 Failure to adhere to such principles shall cause action as applied by the Local Executive Officers.
- 27.3 All Local Executive Members, Stewards or other elected officials within the Local, within 14 days of leaving office, shall turn over to their successor or the Local Chairperson all documents, properties and/or funds that belong to Local 1101.
- 27.4 In the event an individual having been elected to a Union position in accordance with Local 1101 - Regina Bylaws is absent from the Local (definite/indefinite leave, term position, educational/schooling leave or for other similar reasons) for a period of 6 months or longer, s/he shall have a leave of absence approved by the Local Executive or shall be deemed to have resigned from her/his position. Such leave of absence shall be applied for within 14 days of the individual having reasonable cause to believe an absence will extend to six months or longer.
- 27.5 Under no circumstances will money be spent over and above a limit set by a motion.

<b>Appendix A – Local 1101 Points System</b>			
	<b>FUNCTION</b>	<b>POINTS</b>	<b>TOTALS</b>
1	Table Officer	4	
2	Chief Steward or Steward	4	
3	Local 1101 – Regina Committee Chairperson. If a committee is Co-chaired, they receive 2 points each. If committees have not met in the last six months no points will be allocated.	4	
4	Local 1101 – Regina Committee Member (1 point for each meeting attended either in person, by phone or by video (if available). Attendance to be taken from attendance sheets submitted to Table Officers by the Chair of the Committee	1	
5	Provincial Council Member or Alternate (1 point per Provincial Council Meeting physically attended)	1	
6	Attendance at Local 1101 – Regina Monthly Local Meeting or Annual General Meeting (1 point per meeting <b>from AGM to AGM July 1 – June 30</b> the following year)	1	
7	Member of Dep't. or workplace Union Management Committee (verification may be requested)	1	
8	Member of Dept. or workplace OH&S Committee / Council (verification may be requested)	1	
9	Panel Representative (must be active, minimum four Panels per year) (verification may be requested)	4	
10	Negotiating Committee Member	1	
11	LTD Supervisory Committee Member	1	
12	Regina & District Labour Council Vice President	1	
13	Local Bargaining Representative	1	
14	Bargaining Council Representative (Per Meeting)	1	
<p><b>**Verification of selected points above required upon request by Local Chairperson or designate**</b></p> <p>By submitting this form, I hereby agree to the following:</p> <ol style="list-style-type: none"> <li>Article 22.3 Local 1101 Bylaws: Local delegates shall be available to attend all required portions of the conferences or conventions, to which they have applied. If the delegate is unable to attend all required sessions, without just or emergent cause, s/he shall forfeit their delegate status to the next eligible alternate and if a minimum of 48 hours' notice has not been provided without just or emergent cause, forfeit their right to attend for one year and will incur a negative 10-point penalty for 2 years.</li> <li>By using my points to attend this event, I agree that I will move to the bottom of the list when being considered for the same event the following year.</li> <li>If this event is for an out of province item, my points will not be eligible for 12 months toward any other out of province event.</li> <li>All local delegates attending Conferences or Conventions on behalf of Local 1101 will be required to submit a report back to the Local at the next Monthly Local Meeting following the event unless notified otherwise by the Local Chairperson or Designate</li> </ol>			<b>TOTAL POINTS</b>

## Appendix B

### SGEU Chief Steward Job Description

You are a workplace leader representing SGEU, 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 AAA)
- 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 AAA, 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 violate 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, rumors.

## **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 burnout

## **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 C

### 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 (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)*

## Appendix D

### Local 1101 Financial Policies

1. Local Executive Council members, who both live and work out-of-town and drive into Regina for authorized meetings of the Local, will be paid mileage at the PS/GE rate. Except for extenuating circumstances, members who work in Regina and live out-of-town would not be entitled to that benefit if they would normally be in town for work and had not returned home prior to the meeting.
2. Members who are prevented from returning home between work and authorized meetings of the Local will be eligible to receive sustenance based on the PS/GE rates if the meeting interferes with normal mealtimes.
3. Reimbursement for accommodation in a private residence when traveling away from the City of Regina when attending conferences, conventions, or educational training shall be the same as the current PS/GE Collective Bargaining Agreement rates.
4. Reasonable Child Care expenses must be supported by a detailed receipt. No costs will be reimbursed to any member for childcare expenses that would have been incurred had the member been performing his/her normal work on that day. No reimbursement will be paid to a relative or any person living at the same residence as the member. Transportation costs for the babysitter will not be covered. Extraordinary expenses to be forwarded with a detailed request/receipt to the Finance committee for consideration.
  - a. Upon request to the local, the local will make attempts to have a qualified childcare provider available for the monthly membership meeting and committee meetings at the cost of the local.
5. Union Leave for monthly meetings for executive members will only be paid for shifts that are between 3:00pm to 12:00am for the portion they need for the meeting. For shifts outside of the approved time, the Local Chair and the Finance Committee may authorize union leave in advance.
6. Union Leave may be granted for Committee Chairpersons upon request to the Local Chair, for Union Activities. No Union Leave or Stipend will be granted or paid for any volunteerism. This means union leave and stipend would be available for learning events, conferences, conventions as approved via motions passed during monthly local meetings, but would not be available for attending parades, picnics, rallies, seniors' supper, BBQ's or social events (including Children's Christmas party or Halloween). This does not conclude Committee Chair, they can use Union Leave to attend a function that is under their Committee.
7. Meals for executive meetings, zone meetings and training courses shall follow the PS/GE rates. ~~Any alcohol purchases must be made only with approval prior to any function. If any receipts or bills are submitted for payment with alcohol expenses that were not properly authorized, the member will be responsible for that portion of the expense.~~
8. Local 1101 Credit Card Usage Policy
  - a. Any credit card issued to a local 1101 table officer will be used exclusively by the individual responsible. If credit cards must be used by multiple Table Officers, they will each have their own identifying card.

- b. Local 1101 credit cards will be only used for the following purposes:
  - i. Minor items for the use of the local with a cost under \$500.00. For example: office supplies, refreshments for meetings of the Local, photocopying of document for the local, etc. Any Table officer using the Credit card in an emergent situation, shall email the other table officers informing them of use.
  - ii. Sustenance for meetings of Local 1101, including Committee, Zone and Steward Meetings, as previously authorized by Executive Council or provided for in authorized budgets.
  - iii. Purchases previously authorized by Executive Council through a motion at a General Membership meeting.
  - iv. Payment for emergency repair of Local 1101 equipment where it is not practical or possible to have the services billed to the Local. Emergency means it is not practical to obtain prior authorization from Executive Council because this equipment is urgently needed for the business of the Local. Any Table officer using the Credit card in an emergent situation, shall email the other table officers informing them of use.
  - v. Purchases and/or guarantee of travel tickets and accommodations as previously authorized by Executive Council through a motion at a General Membership meeting.
- c. Under no circumstances is a Local 1101 credit card to be used for the purchase of personal items or services.
- d. The member will be responsible for any abuse or inappropriate usage of the Credit Card.
- 9. Committee meeting/event meals
  - a. Meals will be provided if meetings ~~are held run~~ over meal times of 7:00 am to 8:00 am, 12:00pm to 1:00pm or 6:00pm to 7:00 pm and shall not exceed the CBA entitlements **(Lunch rate plus \$5 and Supper rate plus \$3, which includes all taxes and gratuities)** per member in attendance.
  - b. Two meetings will not be held during the same meal time.
  - c. If at any time meetings running back to back only one meal will be ordered.
  - d. Meals are not to be ordered until the meeting has commenced.
  - e. Refreshments to be provided at Local 1101 meetings, not to exceed \$200 per Local meeting.
  - f. **If costs exceed allowable per member, the Treasurer will reimburse at the allowable cost per member, and the organizer and/or the individual who paid upfront may bring forward a motion to the Finance Committee requesting to be reimbursed for the remaining cost.**
- 10. **The Local will make payment by cheque only, not deal in cash, for stipend or solidarity support money.**
- 11. Any Local 1101 member owing monies to the local will be contacted to set up a payment plan to reimburse the local.
- 12. Any Local 1101 member owing monies to the local shall not attend any local training/conference/event/function for with the local is funding until a payment plan has been agreed upon.
- 13. Any Local 1101 member in good standing who wishes to view the financials shall be able to do so upon request to the table officers and shall be accommodated within 90 days on their own time.

14. Any Local 1101 member viewing the local financials shall be accompanied by the treasurer of Local 1101. All table officers shall be informed of the meeting and may attend.
15. Any Local 1101 member in good standing who has viewed the financials of Local 1101 has the right to raise concerns to the Local Table Officers in writing. If the member is not satisfied with the Table Officers decision (s)he may file a formal complaint to the Local Membership and Organization Committee. If the member is still not satisfied (s)he may file a complaint to the SGEU Administration Committee for review.
16. Financial motions can only be made and passed at Local Meetings for expenditures that are directly identified and budgeted for within the Bylaws.
17. **The amount budgeted under Common Expense (Account 5101) can be (and is the only money that can be) reallocated as needed to another expenditure area, but can be moved back into Common Expense (Account 5101). Funds from Common Expense (Account 5101) cannot be allocated to a specific zone or any zone, but can be allocated to the General Zone (Account 6000).**
18. Any expenditure that would exceed the annual budget or for an item that is not clearly identified as a usual expense per the Local 1101 Bylaws, will require prior member notification and opportunity to discuss prior to voting on the expenditure (the equivalent of Treasury Board Approval).
19. This means an extra-ordinary expenditure (such as a donut machine, stadium box seats, or new computers) would have to be raised at a Local monthly meeting, identified clearly in the minutes, then put through the usual process of Finance committee review and motion made and voted on the next monthly Local meeting.
20. To claim Union Leave for a full shift or any hours outside the hours of a Local 1101 sanctioned event, a member must provide, when requesting their union leave, confirmation of their scheduled shift and that the employer will not allow union leave for partial shifts.

## Appendix E

### Local 1101 Governance and Procedural Policies

1. The Secretary will ensure the minutes are emailed out within 14 calendar days after the meeting or mailed out, if requested.
2. No member shall be forced by another member to send Union correspondence to an employer owned email box. If a member does not wish to maintain a personal email box, it is their responsibility to ensure elected officials are able to contact them.
3. **Transition of Local assets and responsibilities for elected positions will be the responsibility of the outgoing person and the incoming person, and will be documented by these individuals. Failure to perform this procedure will result in any culpability being shared by both individuals. If one of the parties can prove that they made repeated attempts to accomplish this and the other party was not receptive, in the event that anything arises, they can appeal to the Local to have their culpability waived.**
4. **All minutes of the Local will include location, time, Date, recorded proceedings and expenses incurred.**
5. **Copies of minutes of any Local 1101 meetings/events shall be made available upon request to any local 1101 member in good standing.**

## **Appendix F**

### **Local 1101 Mini Doughnut Machine**

1. The Machine will at all times have a trained Local 1101 member(s) operating it. If in the case another sector, local, union, etc. would like to have access to the machine that party must pay the expenses of the trained operator(s) to accompany and run the machine. They must also the cost of the product.
2. The machine shall not be used as a for profit item.
3. The machine must be cleaned after every use by the operator.
4. The machine must be returned in the same manner as it was received.
5. A two hundred dollar (\$200) deposit will be taken from any party using the machine for any non-local 1101 function. Deposit will be returned or put towards the cost owing upon return of the machine.
6. An inventory of the machine and any products accompanying the machine must be kept.
7. Each use of the machine must be approved by the Table officers.
8. Machine to be used for community functions that have the same aims and goals of the union and local.
9. If physical damage occurs and is not covered by the warranty, payment will be at the expense of the renter.



## **Appendix G**

### **Local 1101 Enclosed Trailer Policies**

1. The Local 1101 Enclosed Trailer will be used for any approved community/union activities, the transport of Local 1101 items.
2. Prior to pick up and again upon return of the trailer a walk around shall be done. Any damages must be reported to the table officers.
3. Upon return the trailer will be swept out and washed if dirty.
4. Before use of the trailer all items must be secured, fully secure the trailer to the towing vehicle, check the electrical system, running lights, turn signals, hazard lights, tire pressure, chains, and make sure doors are all securely fastened. Safety Chains must be used at all times when the Trailer is in motion. The above MUST be completed prior to use of the Trailer.
5. The trailer is to be adequately ensured by the Local