



**Local 1101**

**BYLAWS  
2023**

Approved by the 18-Nov-23 Local

Approved by the Membership, Constitution and Legislation Committee  
on June 10,2024

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# LOCAL 1101 BYLAWS

## SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION LOCAL 1101

### BYLAWS

#### 1.0 NAME

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")

#### 2.0 LOCATION

This Local shall be located in the City of Regina, Province of Saskatchewan

#### 3.0 OBJECTIVES

The objective of this Local is to unite the Membership of the Local in accordance with the SGEU Constitution, SGEU Policy Manual, PS/GE Bargaining Guidelines and Public Service Sector Bylaws.

#### 4.0 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, Honorary or Associate Membership may be conferred by the Local Executive on any active member or past member of the Local for meritorious service as per the SGEU Constitution. Past members on whom Local Life, Honorary or Associate Membership has been conferred shall not hold office.

#### 5.0 FISCAL YEAR

The administration and business year shall end December 31.

#### 6.0 LOCAL EXECUTIVE AND DUTIES

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,  
Local Bargaining Council Representative(s).

Any Members of the Local who hold the following positions will also be part of the Local Executive:

Table Officers of Provincial Council  
Vice President of Regina District Labour Council.

6.1.1 Only PS/GE Local 1101 Members in good standing are eligible to hold an Executive position.

6.1.2 Elections at the Annual General Meeting for Executive positions shall be conducted in accordance with these Bylaws.

## 6.2 **LOCAL EXECUTIVE DUTIES**

6.2.1 Local Executive Members shall attend all Monthly Local Meetings unless absent with cause.

6.2.2 The Local Executive shall:

6.2.2.1 Hold regular meetings.

6.2.2.2 Hold any special meetings called by the Local Chairperson.

6.2.2.3 Be empowered to utilize funds in accordance with the annual budget.

6.2.2.4 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.

6.2.2.5 Establish the following Local Standing Committees to facilitate the work of the Local:

6.2.2.5.1 Finance

6.2.2.5.2 Sports and Entertainment

6.2.2.5.3 Legislation

6.2.2.5.4 Membership and Organization

6.2.3 The Local Executive may establish any additional Committees deemed desirable to facilitate its work. Any such Committees shall be subject to approval at the first Annual General Meeting of the Local following its establishment.

## **7.0 PROVINCIAL COUNCIL MEMBERS DUTIES**

7.1 Duties of Provincial Council Members are set out in the SGEU Constitution.

7.1.1 Provincial Council Members will report at monthly meetings and at the Local Annual General Meeting of the Local.

7.2 The Local's entitlement to Provincial Council Members is in accordance with the SGEU Constitution and the Public Service Sector Bylaws.

7.3 Provincial Council Members shall be elected for a two (2) year term that begins following the close of the SGEU Annual Convention.

7.3.1 Provincial Council Alternates are elected annually.

7.4 Nominations and elections will be held at the PS/GE Local 1101 Annual General Meeting each year.

7.5 Provincial Council (PC) members who are attending training/conferences/conventions (excluding SGEU Convention) on the same dates as a PC meeting or SGEU Convention will 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.

## **8.0 CHIEF STEWARD STRUCTURE AND DUTIES**

### **8.1 District and Zones**

8.1.1 The number of Chief Stewards and Stewards will be determined as per the SGEU Policy Manual.

8.1.2 Steward Districts and Zones will be established as per the SGEU Policy Manual.

8.1.3 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 office 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.

8.1.4 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.

8.1.5 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.

## 8.2 **Chief Steward Duties**

8.2.1 The Chief Steward Job Description is set out in Appendix B.

8.2.2 The Chief Steward's duties are:

8.2.2.1 To strengthen the Union and to build support for its programs.

8.2.2.2 To protect workers' rights.

8.2.2.3 To act as an advocate on behalf of the Union's Membership.

8.2.2.4 To educate and be educated about Members' rights and responsibilities, the Collective Bargaining Agreement and other Union matters.

8.2.2.5 To provide leadership.

8.2.2.6 To be an organizer within Districts, Zones and/or the Union.

8.2.2.7 To build and provide support for bargaining.

8.2.2.8 To call and Chair Zone meetings.

8.2.2.9 To facilitate Union communication to the Members.

## 8.3 **Chief Steward Specific Responsibilities**

The Chief Steward's responsibilities include:

8.3.1 To act as the Union Representative for a Zone of approximately ten (10) Steward Districts.

8.3.2 To act as the communication link between the Union and the Steward(s) in their Zone. Specifically, they shall Chair any regular educational and

information sharing meetings with their Steward(s); and shall be the primary contact for any workplace meetings with their Members.

- 8.3.3 To actively recruit Stewards where vacancies exist.
- 8.3.4 To assist and offer direction to Members within the guidelines of the Collective Agreement.
- 8.3.5 To help Stewards with grievances at the pre-arbitration level.
- 8.3.6 To regularly attend all Monthly Local Meetings and any meetings of Committees of which they may be a member unless absent with cause.
- 8.3.7 To complete the Union Leadership Development 10, 20 & 30 Courses in a reasonable amount of time.
- 8.3.8 To ensure the rights of the Members in the District are adequately protected where a District has no Steward.
- 8.3.9 To present a budget to the Finance Committee for review. Budget allocation will vary dependent on the number of Stewards per Zone. The Finance Committee will present a motion to the Monthly Local Meeting for approval prior to the Chief Steward accessing funds.
- 8.3.10 To account to the Local for the following eligible expenditures shall include: Union Leave, Stipend, sustenance (meals only), travel expenses, promotional items and meeting rooms in accordance with the Local Policy. All other expenses shall require the prior approval of the Finance Committee.
- 8.4 A 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 PS/GE Local 1101. The other Chief Stewards and the Chairperson of the Membership and Organization Committee shall be fully apprised of the situation by the Chief Steward working outside their Zone.
- 8.5 Chief Stewards shall be accountable and responsible to the Members from the Zone in which the Chief Steward was elected.

## **9.0 STEWARD STRUCTURE AND DUTIES**

- 9.1 Steward Districts and Zones will be established as per the SGEU Policy Manual.

- 9.2 The number of Stewards will be determined as per the SGEU Policy Manual.
- 9.3 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, Chief Steward or other Local Executive Member. The selected Steward shall fully apprise the Chairperson of the Membership and Organization Committee and Chief Stewards of the situation, who shall be in direct consultation with the Stewards and Members involved.

9.4 **Steward Duties**

The Steward's duties are:

- 9.4.1 To strengthen the Union and to build support for its programs.
- 9.4.2 To protect worker's rights.
- 9.4.3 To act as an advocate on behalf of the Union's Membership.
- 9.4.4 To educate and be educated about Member's rights and responsibilities, the Collective Bargaining Agreement and other Union matters.
- 9.4.5 To provide leadership.
- 9.4.6 To be an organizer within the Union.
- 9.4.7 To facilitate Union communication to the Members 12
- 9.4.8 To build and provide support for bargaining.

9.5 **STEWARD RESPONSIBILITIES**

- 9.5.1 The Steward's Job Description is set out in Appendix C.
- 9.5.2 The Steward's responsibilities include:
- 9.5.2.1 To complete the Union Leadership Development 10, 11, 20 and 30 if possible.
- 9.5.2.2 To act as the Union Representative for a District of not more than twenty-five (25) Members.
- 9.5.2.3 To act as the communication link between the Union and the Members and specifically to post Union information, assist in establishing



Membership Meetings and relay Membership concerns and opinions to the Union officials responsible.

- 9.5.2.4 To conduct new Member orientation.
- 9.5.2.5 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.
- 9.5.2.6 To attend Steward Meetings called by the Chief Steward unless absent with cause.
- 9.5.2.7 To attend regularly held Monthly Local Meetings unless absent with cause.
- 9.5.3 The Steward is accountable and responsible to the Members of the District in which the Steward was elected.

## 9.6 **Steward at Large**

- 9.6.1 Stewards who have been properly elected within their Zone and District can become a Steward at Large.
- 9.6.2 Stewards at Large are responsible to provide notification to any Stewards in that members' Zone and or District when helping a member.
- 9.6.3 Stewards at Large must be assigned only by the Membership and Organization Committee Chairperson to represent a Member in order to qualify for the monthly Honorarium. Expense claims submitted for Steward at Large Honorarium must be authorized by the Membership and Organization Committee Chairperson.

## 10.0 **CONDUCT OF ELECTED OFFICIALS**

- 10.1 All elected officials representing this Local shall adhere to the specifics and principles as outlined in the Local Bylaws, Sector Bylaws, Sector Guidelines and SGEU Code of Ethics for Elected Officials, and the SGEU Constitution.
- 10.2 All Elected Officials shall take the Oath of Office as set out in the SGEU Constitution, within thirty (30) days of their election.
- 10.3 Failure to adhere to such principles shall cause action as applied by the Local Executive Officers.

- 10.4 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 PS/GE Local 1101.
- 10.5 In the event an individual having been elected to a Union position in accordance with PS/GE 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 six (6) months or longer, the individual shall have a leave of absence approved by the Local Executive or shall be deemed to have resigned from their position. Such leave of absence shall be applied for within fourteen (14) days of the individual having reasonable cause to believe an absence will extend to six months or longer.
- 10.6 Elected officials who are absent from three (3) consecutive meetings of the Local, unless absent with cause, will be deemed to have resigned.
- 10.7 All Elected Officials shall abide by the Local Financial Policies in Appendix D and the Local Governance and Procedural Policies in Appendix E.

## **11.0 DUTIES OF TABLE OFFICERS**

### **11.1 Local Chairperson Duties**

The Local Chairperson shall:

- 11.1.1 Be the official spokesperson for the Local on all matters concerning the Local, and/or delegate those duties to a designate. As per SGEU Constitution, all public announcements shall have prior written approval of the SGEU President.
- 11.1.2 Cast the “tie-breaking” vote, when necessary, at any Local Meetings, excluding Committee Meetings.
- 11.1.3 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.
- 11.1.4 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.

- 11.1.5 Be informed and knowledgeable of all job actions and other major initiatives undertaken by the Union and/or the Local.
- 11.1.6 Keep the Local Vice-Chairperson current on all business occurring in the Local.
- 11.1.7 Be an ex-officio Member of all Committees.
- 11.1.8 Act as a signatory on documents and cheques drawn on Local funds, as required in the conduct of Local affairs.
- 11.1.9 Authorize and sign Union Leave drawn on Local funds.
- 11.1.10 Report to the Monthly Local Meetings.
- 11.1.11 Report to the Annual General Meeting.
- 11.2 **Local Vice-Chairperson Duties**
- 11.2.1 In the absence of the Local Chairperson, assume all duties and powers of the Local Chairperson.
- 11.2.2 The Local Vice-Chairperson shall:
  - 11.2.2.1 Be responsible to ensure the Local Committees are functioning and fulfilling their duties.
  - 11.2.2.2 Attend all Local (except Committee) Meetings unless absent with cause.
  - 11.2.2.3 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.
  - 11.2.2.4 In conjunction with the Local Chairperson, provide orientation for all Local Standing Committee Chairpersons within thirty (30) days of assuming office.
  - 11.2.2.5 Be responsible for all promotional items and inventory of said items for the Local.
  - 11.2.2.6 Act as a signatory on documents and cheques drawn on Local funds, as required in the conduct of Local affairs.
  - 11.2.2.7 Authorize and sign Union Leave drawn on Local funds.
  - 11.2.2.8 Be an ex-officio Member of all Committees.

- 11.2.2.9 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.
- 11.2.2.10 Be responsible to post on bulletin boards at districts or zones that have no steward, the Vice Chairperson will encourage them to provide a personal email and name of someone to receive and post PS/GE Local 1101 notices, callouts, minutes, etc.
- 11.2.2.11 Be responsible for the maintenance and upkeep of the listing of the Local Standing Committee Members.

### 11.3 **Local Secretary Duties**

The Local Secretary shall:

- 11.3.1 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.
- 11.3.2 Send a copy of the minutes as listed to the Sector Secretary.
- 11.3.3 Attend all Local (except Committee) Meetings unless absent with cause.
- 11.3.4 Conduct correspondence on behalf of the Local and maintain a record of all correspondence.
- 11.3.5 Be responsible to arrange meeting rooms, sustenance, printed materials and required equipment for Monthly Local Meetings and the Annual General Membership Meeting.
- 11.3.6 Perform such other duties as may be required by the Local Chairperson.
- 11.3.7 Authorize and sign Union Leave drawn on the Local funds.
- 11.3.8 Be responsible to confirm attendance of committee meetings with the Committee Chairperson and keep track of the attendance for the points form applications. (Attendance sheets not submitted to the Secretary by Committee Chairpersons will not be eligible for points.)

### 11.4 **Local Treasurer Duties**

The Local Treasurer shall:

- 11.4.1 Be an ex-officio Member of the Local Finance Committee with voice and vote, but shall not hold the Chairperson position of that Committee.
- 11.4.2 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.
- 11.4.3 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).
- 11.4.4 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.
- 11.4.5 Keep the Local's Account Records up to date and make them available to the Local Executive, Finance Committee and Auditors. The Treasurer shall also make the records available to any Member in good standing upon request.
- 11.4.6 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.
- 11.4.7 Make available the books and all supporting documents to the chairperson of the finance committee on a monthly basis.
- 11.4.8 Provide an expenditure summary for each month at the Monthly Local Meetings.
- 11.4.9 Report any overages to the Table Officers, who will report to the Local why the money is not paid.
- 11.4.10 Within eight (8) weeks after the fiscal year end date ensure all financial documents are completed and forwarded to the Auditor. 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.
- 11.4.11 Perform such other duties as shall pertain to the office of Local Treasurer and may be required by the Local Chairperson.

**12.0 DUTIES OF OTHER LOCAL REPRESENTATIVES**

In order to run for PS/GE Local 1101 Bargaining Rep the member must be a member within the PS/GE bargaining unit.

**12.1 Regina Bargaining Council Representatives**

The Regina Bargaining Council Representatives shall:

12.1.1 Shall Regularly attend Bargaining Council Meetings.

12.1.2 Shall Regularly attend Monthly Local Meetings and report to the Local on Bargaining Council matters.

12.1.3 Shall Perform such duties as specified in the PS/GE Bargaining Guidelines.

**12.2 Regina & District Labour Council**

12.2.1 The Local, as an organization, shall affiliate with the Regina & District Labour Council (RDLC) in accordance with the Regina & District Labour Council Constitution.

12.2.2 The Local Executive shall, when required, choose delegates to the Regina & District Labour Council from among applications of Members in good standing, to be determined by the criteria established under Appendix A of these Bylaws.

12.2.3 Elected Members (shift workers) of the Local to the Regina & District Labour Council shall be granted Union Leave to attend Regina & District Labour Council Membership Meetings.

12.2.4 Regina & District Labour Council Representatives shall:

12.2.4.1 Attend meetings of the Regina & District Labour Council. Should a delegate to the Regina & District Labour Council miss three consecutive meetings of the Regina & District Labour Council without just cause, the Local Executive shall replace the delegate.

12.2.4.2 Receive prior approval and endorsement of the Local Executive before standing for election as an executive officer of the Regina & District Labour Council.

12.2.4.3 Bring forward resolutions or Bylaw amendments presented by the Local's delegate(s) to the annual general meeting of the Regina & District Labour Council, or at Regina & District Labour Council Monthly Membership

Meetings in accordance with accepted procedures, for prior endorsement of the Local Executive.

12.2.4.4 Provide reports to the Local Executive as required and shall be governed by such direction as the Local Executive shall from time to time provide.

12.2.5 One Regina & District Labour Council (RDLC) Representative shall be selected in accordance with these Bylaws and serve as the Local Vice-Chairperson to the RDLC.

12.2.6 The Local Vice-Chairperson(s) to the Regina & District Labour Council shall become a Member(s) of the Local's Membership and Organization Committee and a member of the Local Executive.

### **13.0 LOCAL STANDING COMMITTEES**

#### **13.1 Local Standing Committee and Ad Hoc Committee Membership**

13.1.1 Committee Membership shall consist of any and all Local Members in good standing that wish to participate.

13.1.2 Committee Membership minimum and/or maximum numbers may be determined by Local Policy.

13.1.3 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.

#### **13.2 Duties of Local Standing Committees and Ad Hoc Committees**

Committees shall:

13.2.1 Complete the responsibilities set out in these Bylaws or provided in their terms of reference.

13.2.2 Elect a Chairperson.

13.2.3 Present a written report at the Monthly Local Meetings and provide a Committee Member to speak to the report. If a Committee report is not given at Local Meeting for three (3) consecutive meetings, that Committee is to no longer be functioning and the position of the Committee Chairperson will be considered vacant.

13.2.3 When requested, to attend a meeting of the Local Executive for the discussion of matters related to the work of the Committee.

- 13.2.4 Hold the minimum number of meetings per year. If the minimum meetings are not being held the Local Table Officers have the right to call a committee meeting in their place.
- 13.2.5 Propose a budget for their Committee to be approved by the Finance Committee and Local Executive consistent with Appendix D Financial Policies of the Local.
- 13.2.6 The budget for the Finance Committee shall be approved by the Local Executive.

### 13.3 **Duties of Local Committee Chairpersons**

Local Committee Chairpersons shall:

- 13.3.1 Be responsible to arrange travel.
- 13.3.2 Provide a written report at every Local Monthly and Annual General Meeting, which shall be attached to the minutes.
- 13.3.3 Notify Members within five (5) days of selection to attend conferences and/or training events.
- 13.3.4 Be responsible to keep attendance, submit expense claim forms, and request union leaves for committee meetings.
- 13.3.5 Hold a minimum of one meeting every three (3) calendar months.
- 13.3.6 Oversee the Committee's approved budget including:
  - 13.3.6.1 Submit an Annual Committee budget report to the Finance Committee.
  - 13.3.6.2 Prepare a motion and forward it to the Finance Committee for review and approval prior to accessing funds.
  - 13.3.6.3 Be accountable to the Local for Committee expenditures: Eligible Committee 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.

### 13.4 **The Finance Committee**

This Committee shall:



- 13.4.1 Be responsible for the presentation of an annual budget for the Local to be approved by the local membership.
- 13.4.2 Recommend the appointment of (a) qualified person(s) to audit the finances.
- 13.8.3 Ensure the prudent investment of the funds of the Local.
- 13.4.4 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.
- 13.4.5 Make recommendations to the local membership on donation requests received by the Local based on the financial status of the donation budget.
- 13.4.6 Be responsible for reporting to the Monthly Local Meetings on all expenditures exceeding the budgeted amounts.
- 13.4.7 Bring to the Monthly Local Meetings, with a recommendation including a cost analysis, all amendments to the Local's Financial Policy Manual.
- 13.4.8 Arrange to provide for examination, the Local's books, to any Member in good standing upon written request.
- 13.4.9 Perform such other duties as the Local Executive may direct.

13.5 **The Sports and Entertainment Committee**

This Committee shall:

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

13.6 **The Legislation Committee**

This Committee shall:

- 13.6.1 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.

- 13.6.2 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.
- 13.6.3 Ensure proposed amendments to the Local Bylaws and Policies do not contravene the Constitution of the Union or the Sector Bylaws.
- 13.6.4 Be responsible to issue the call for resolutions to the SGEU Annual Convention.
- 13.6.5 Be responsible for the maintenance and upkeep of the Local Bylaws & Policy Manuals.
- 13.6.6 Present all amendments to the Local Bylaws at the Annual General Meeting.
- 13.6.7 Perform such other duties as the Local Executive may direct.

### 13.7 **The Membership and Organization Committee**

This Committee shall:

- 13.7.1 Promote and encourage interest and involvement in all Local and Union activities.
- 13.7.2 Be responsible for the Local's external relations, promoting mutual support and solidarity, between the Local and other workers' organizations.
- 13.7.3 Support job actions by SGEU agreement groups and outside Unions.
- 13.7.4 Secure nominations for vacant positions of Stewards and Chief Stewards.
- 13.7.5 Be responsible for all Steward and Chief Steward elections.
- 13.7.6 Ensure that all Stewards and Chief Stewards are duly registered with SGEU Membership Records.
- 13.7.7 Annually review the boundaries of all Zones.
- 13.7.8 Ensure that the Sector Secretary is updated on Local Steward Organization.

- 13.7.9 Deal with matters related to the organization and function of the Local.
- 13.7.10 Deal with matters involving internal disputes, harassment complaints, complaints about elected officials, and situations under the SGEU Code of Ethics.
- 13.7.11 Deal with the orientation of new groups into the Local.
- 13.7.12 Be responsible for the selection of delegates and keep thorough and accurate records for all events where the point system determines participants.
- 13.7.13 Be responsible for all balloting conducted by the Local.
- 13.7.14 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.
- 13.7.15 Be responsible for the efficient conduct of all elections in the Local.
- 13.7.16 Be responsible for the Provincial Council delegate nominations and election and keeping an accurate record of alternates.
- 13.7.17 Make a motion to destroy ballots following the conclusion, including recounts and appeals, of all PS/GE Local 1101 balloted elections except an election held pursuant to 16.17.1 of these Bylaws.
- 13.7.18 Be responsible for the selection from internal equity Member's applications for courses, Conventions, Conferences and scholarships.
- 13.7.19 Perform such other duties as the Local Executive may direct.
- 13.7.20 The Membership and Organization Committee Chairperson or Designate shall meet yearly in each zone with Stewards and Chief Stewards to:
- a) increase union involvement, and
  - b) chair union educational events, or
  - c) attend Zone functions.
- 13.7.21 Provide assistance in the development and implementation of an educational program of Trade Union principles among the Members of the Local.

- 13.7.22 Be responsible for all scholarship applications and associated record keeping.
- 13.7.23 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.
- 13.7.24 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 PS/GE Local 1101 events.

## **14.0 MEETINGS**

- 14.1 All meetings of the Local will follow the SGEU Constitution and Bourinot's Rules of Order.
- 14.2 A copy of these Bylaws shall be available at each Monthly Local Meeting
- 14.3 Monthly Meetings
  - 14.3.1 All Members in good standing shall have voice and vote at each meeting.
  - 14.3.2 Monthly Local Meetings shall be held on the first Wednesday of each month except for 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.
  - 14.3.3 Any Member in good standing of the Union as outlined in 4.1 of these Bylaws may attend the Monthly Local Meetings.
  - 14.3.4 An elected person will be allowed to be absent with cause, up to a maximum of three (3) monthly meetings 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.
  - 14.3.5 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.
  - 14.3.6 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.

## 14.2 **Annual General Meeting**

14.2.1 The Annual General Meeting of this Local shall be held in the Month of November each year.

14.2.2 There will be a Full Membership Notification of the Annual General Meeting 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 Committee Chairperson for a copy of the Current Bylaws and proposed amendments.

14.2.3 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 Members in attendance at the Annual General Meeting.

14.2.4 The Annual General Meeting (AGM) is the only venue where a two-thirds majority vote of all Members in attendance may change any of the following:

### 14.2.4.1 **Amendments to the Local Bylaws;**

14.2.4.2 Points System, as identified in Appendix A of these Bylaws;

14.2.4.3 Honorarium levels and who is eligible;

14.2.4.4 Stipend levels and restrictions;

14.2.4.5 Convention and Conference Honorarium amounts & restrictions, as defined in these Bylaws;

14.2.4.6 Personal Donation levels and restrictions;

14.2.4.7 Charitable organization donation levels and restrictions;

14.2.4.8 Strike support levels and restrictions;

14.2.4.9 Any other financial annual or per item limits regulated at the Local Level.

## 14.3 **Special Meetings of Local Executive or Table Officers**

14.3.1 The Local Chairperson may call a special meeting of the Table Officers or Local Executive at any time it is deemed necessary. A minimum twenty-four (24) hour notice shall be given to those Members entitled to attend.

14.3.2 When calling a Special Meeting of the Local Executive or Table Officers, the Local Chairperson must specify the business to be dealt with at said meeting.

#### 14.4 **Special Meetings of the Local**

14.4.1 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.

14.4.2 An occupational group within the Local may request a meeting with the Table Officers, with a petition of ten percent (10%) or forty (40) of its Members (whichever is the lesser).

14.4.3 A minimum of fourteen (14) calendar days' notice shall be given to the Membership for a special meeting of the Membership.

14.4.4 Notice of Special Meetings must specify the business to be dealt with at said meeting.

14.4.5 For Special Meetings, which are to deal with business specific to a Bargaining Unit within the Local, the Chairperson of the Local or their designate shall Chair the meeting.

#### 14.5 **Meeting Quorums**

14.5.1 For all Annual General Meetings, Monthly Local Meetings, Standing Committee Meetings and Special Meetings as identified in Article 14 of these Bylaws, the Members in good standing that are present shall constitute a quorum.

14.5.2 For meetings of the Table Officers, fifty percent (50%) plus one of its members shall constitute a quorum.

14.5.3 Members are eligible for one vote only

### 15.0 **ORDER OF BUSINESS**

#### 15.1 **Monthly Local Meetings**

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

1. Reading of the SGEU Statement of Equality / Appointment of Ombudsman
2. Adoption of the Agenda

3. Adoption of the Minutes of the last Monthly Local and Special meeting(s)
4. Local Chairperson's Report
5. Local Treasurer's Report
6. Steward Reports
7. Committee Reports
8. Outside Organization Representative Reports
9. Correspondence
10. New and Unfinished Business

11. Current union/global issues

12. Adjournment

## 15.2 **Annual General Meeting**

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

1. Reading of the SGEU Statement of Equality / Appointment of Ombudsman
2. Adoption of the Agenda
3. Adoption of the Minutes of the last Annual General Meeting
4. Local Chairperson's Report
5. Local Treasurer - Auditor's Report and Financial Statements
6. Reports of Committee Chairpersons
7. Amendments to Constitution or Bylaws
8. Emergency Resolutions to SGEU Annual Conventions
9. Business referred to Annual General Meeting by Table Officers
10. Election of:
  - a) Table Officers
  - b) Committee Chairpersons
  - c) Local Representatives to Provincial Council
  - d) Local Bargaining Council Representatives

11. New Business

15.3 **Special Meetings**

15.3.1 The order of business at the Special Meeting shall be at the discretion of the Local Chairperson and Table Officers.

15.3.2 No business shall be dealt with that is not indicated in the notice of the meeting.

**16.0 ELECTIONS AND VACANCIES**

16.1 Any Member of the Local in good standing is eligible for nomination who is a Member of PS/GE Local 1101 will be eligible for nomination and election.

16.1.1 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 before the meeting.

16.2 All elections shall be carried out by secret ballot.

16.3 Nominees shall have the right to name an agent to act as scrutineer for the election and be present for the counting of ballots.

16.4 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.

16.5 Election results shall be given to the Chairperson of the Election / Balloting Committee or designate to be announced at the meeting.

16.6 The candidate receiving the highest number of votes shall be declared elected.

16.7 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 the remaining candidates, the election shall be determined by a lot. There will be another ballot with the candidates who have received the same number of votes (as per Article 55 of Bourinot's Rules)



- 16.8 Doors shall be tiled during voting.
- 16.9 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.
- 16.10 Following elections, all elected officials shall signify in writing or orally, their acceptance of the following: *"In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets at the close of my term in office."*
- 16.11 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.
- 16.12 **Election Appeals**
- 16.12.1 Appeals of elections shall be conducted in the following manner:
- 16.12.1.1 A Member may appeal a Local election to the Table Officers, within fourteen (14) days of the certification of election.
- 16.12.1.2 If the Table Officers are unable to resolve the matter, the appeal may be forwarded to the PS/GE Negotiating Committee within fourteen (14) days of the Table Officers' decision.
- 16.13 **Local Table Officers and Local Standing Committee Chairpersons Nomination and Election**
- 16.13.1 Election of Table Officers and Committee Chairpersons will be determined by fifty percent (50%) plus one of those present and voting
- 16.13.2 The following positions shall be elected at the Annual General Meeting in even numbered years to a two-year term. Term of office shall end at the conclusion of the Annual General Meeting in even number years:
- Local Chairperson
- Local Secretary
- Finance Committee Chairperson
- Legislation Committee Chairperson,

## Membership and Organization Committee Chairperson

- 16.13.3 The following positions shall be elected at the Annual General Meeting 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 16.13.5 of these Bylaws:

Local Vice-Chairperson

Local Treasurer

Sports and Entertainment Committee Chairperson

- 16.13.4 Elected alternates will retain the designation until the next AGM.
- 16.13.5 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 Office the last day of December.
- 16.13.6 Table Officers will have to swear the oath of office at the end of the Annual General Meeting and within thirty (30) days of the Annual General Meeting 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.
- 16.13.7 Nominations will be received for Table Officer and Standing Committee Chairperson positions from the floor at the Annual General Meeting. Any Nominees not in attendance must provide written acceptance of their nomination before the meeting.
- 16.13.8 A Local Executive Member shall assume the Chair for election of the Local Chairperson.
- 16.14 **Provincial Council Members Nominations and Elections**
- 16.14.1 Provincial Council Members shall be elected each year. Half the Local's designated seat entitlement will be elected in even years and half in odd years.
- 16.14.2 The number of seats on Provincial Council assigned to the Local is based on entitlements set out in the Public Service Sector Bylaws.
- 16.14.2.1 Should additional seats be awarded they will be added to the even/odd year, whichever year has the lesser amount, and if they are balanced then the seat would go to the even numbered year.

- 16.14.2.2 Should additional seats be awarded to the local the first alternate will be assigned the position until the next Annual General Meeting.
- 16.14.2.3 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.
- 16.13.3 Provincial Council Members shall be elected for a two (2) year term that begins following the close of the SGEU Annual Convention.
- 16.13.4 Provincial Council Alternates are elected annually.
- 16.13.5 Nominations and elections will be held at the PS/GE Local 1101 Annual General Meeting each year.
- 16.13.6 If Members declared as alternates do not wish to have their names stand they shall notify the Local Executive Officers in writing.
- 16.15 **Chief Steward Nomination and Elections**
- 16.15.1 Chief Stewards shall be elected for two-year terms.
- 16.15.2 In accordance with 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.
- 16.15.3 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.
- 16.15.4 Only shall be nominated for Chief Steward.
- 16.15.5 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.
- 16.15.6 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.

- 16.15.7 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.
- 16.15.8 The call for nominations shall be posted a minimum of fourteen calendar days and shall reference the website for the relevant bylaws.
- 16.15.9 Each Returning Officer shall forward all nomination forms received to the Chief Returning Officer at the close of the nomination period.
- 16.15.10 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 PS/GE Local 1101. Self-nomination is not allowed.
- 16.15.11 All nomination forms shall be signed by the nominator. Nomination forms that do not have the required signatures will not be accepted.
- 16.15.12 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 fourteen (14) calendar days before the election.
- 16.15.13 All nomination forms shall be open to inspection by any Member of the Zone.
- 16.15.14 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.
- 16.15.15 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.

- 16.15.16 All candidates shall be notified of the place, date and time at which the enumeration lists are to be checked and ballots counted.
- 16.15.17 At the close of voting each Returning Officer, in the presence of scrutineers as identified in 16.3 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.
- 16.15.18 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.
- 16.15.19 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.

## 16.16 **Steward Nominations and Elections**

- 16.16.1 Stewards shall be elected for two-year terms.
- 16.16.2 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.
- 16.16.3 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 16.15.6 of these Bylaws.
- 16.16.4 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 (14) 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.
- 16.16.5 Nomination forms shall be made available to all Members.

- 16.16.6 All Steward nomination forms shall be signed by the nominator. Nomination forms that do not have the required signatures will not be accepted. Nominators must be members of PS/GE Local 1101. Self-nomination is not allowed.
- 16.16.7 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. The Chief Returning Officer shall provide the election notice to the Returning Officer in accordance with 16.16.2 of these Bylaws.
- 16.16.8 All nomination forms shall be open to inspection by any Member of the District.
- 16.16.9 All Steward elections must be completed no later than April 1st. The Local Chairperson may grant extensions to this date.
- 16.16.10 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.
- 16.16.11 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.
- 16.16.12 All candidates shall be notified of the place, date and time at which the enumeration lists are to be checked and ballots counted.
- 16.16.13 At the close of voting, each Returning Officer, in the presence of scrutineers as Identified in Article 16.3 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.
- 16.16.14 The Membership and Organization Committee shall declare the election results at the first Monthly Local Meeting of the Local thereafter or within fourteen (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.
- 16.16.15 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.

- 16.17        **PS/GE LOCAL 1101 -Regina Bargaining Council Representatives Nomination and Election**
- 16.17.1      Local Representatives to Bargaining Council shall be elected at the Local Proposals Gathering Meeting.
- 16.17.2      The Chairperson of the meeting shall select a Balloting Committee in a manner approved by the Members present at the meeting.
- 16.18        **PS/GE Local 1101 - Regina Vice Chairperson to the Regina & District Labour Council (RDLC) Nomination and Election**
- 16.18.1      PS/GE Local 1101's Vice Chairperson to the RDLC shall be elected each year at the RDLC Annual General Meeting.
- 16.18.2      The election of the Local Vice Chairperson to the RDLC shall be determined by the highest number of votes received at the RDLC Annual General Meeting, by the PS/GE Local 1101 delegates attending the RDLC Annual General Meeting.
- 16.18.3      The elected candidate will assume office at the close of the RDLC Annual General Meeting at which the election is held.
- 16.18.4      If Members declared as alternates do not wish to have their names stand they shall notify the Local Executive in writing.
- 16.19        **Vacancies**
- 16.19.1      **Table Officers**
- 16.19.1.1    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.
- 16.19.2      **Committee Chairperson**
- 16.19.2.1    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 until the next Annual General Meeting.
- 16.19.3      **Provincial Council**

- 16.19.3.1 In the event of the necessity to fill a vacant Local Provincial Council 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 Provincial Council Representative vacating their position.
- 16.19.3.2 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.
- 16.19.4 **Chief Steward**
- 16.19.4.1 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.
- 16.19.5 **Steward**
- 16.19.5.1 If a Steward vacancy occurs:
- a) less than ninety (90) days before the end of the term, the Chief Steward may appoint a replacement for a Steward for the balance of the term.
  - b) more than ninety (90) days before the end of the term, then this will cause the election process as in 16.16 of these Bylaws.
- 16.19.5.2 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. If there are multiple nominees, an election will occur as set out in these Bylaws.
- 16.19.6 **PS/GE Local 1101 – Regina Vice Chairperson to the Regina & District Labour Council (RDLC)**
- 16.19.6.1 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.



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

## **17.0 BYLAWS AND AMENDMENTS TO BYLAWS**

17.1 These Bylaws shall not contravene the SGEU Constitution, SGEU Policy Manual and Public Service Sector Bylaws or PS/GE Bargaining Guidelines. In the event of a conflict, the SGEU Constitution SGEU Policy Manual and Public Service Sector Bylaws and PS/GE Bargaining Guidelines will take precedence.

17.2 These Bylaws constitute the only Bylaws of the Local until amended at the Local Annual General Meeting by a two-thirds (2/3) majority of those Members present.

17.3 Any Member of the Local may propose an amendment to the Local Bylaws by sending it in writing to the Chairperson of the Local Legislation Committee.

17.4 The Local Legislation Committee shall review all proposed amendments to the Local's Bylaws.

17.5 If the Local Legislation Committee identifies the amendment as unconstitutional or inapplicable, a Committee Member shall contact the submitter(s) for further clarification or reworking.

17.6 There is to be a Full Membership Notification inviting proposed amendments to the bylaws by September 10th of each year.

17.6.1 Proposed amendments shall be submitted via email, confirmation responsibility of the member, to the Chairperson of the Local Legislation Committee before October 1st each year.

17.6.2 Any such proposals shall be reviewed by the Local Legislation Committee and shall be emailed to the local member's contact list not less than ten (10) calendar days prior to the Local Annual General Meeting.

17.7 The Local 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 Public Service Sector Bylaws or PS/GE Bargaining Guidelines. Such alterations shall be communicated to the Members of the Local and presented at the next Monthly Local Meeting.

17.8 The amended Bylaws must be submitted by the Local Legislation Committee to the SGEU Membership, Constitution and Legislation Committee within sixty (60) thirty (30) days the AGM or other meeting where amendments were passed.

17.9 **Emergency Bylaw Changes**

17.9.1 Table Officers shall have the ability to put forward on short notice emergency Bylaw changes to comply with Auditor or Membership, Constitution and Legislation Committee recommendations only and must be accompanied by recommendations in writing from either the Auditor or Membership, Constitution and Legislation Committee.

17.9.2 Any such changes shall be communicated to the Local at the next Local meeting and shall be recorded in the minutes

**18.0 CONVENTIONS AND CONFERENCES**

18.1 **Delegates to SGEU Annual Convention**

18.1.1 The Members of the Local shall send their delegates to the SGEU Annual Convention as authorized to do so in the Constitution of SGEU and Public Service Sector Bylaws.

18.1.2 The call for delegates will be sent out by the Local Membership and Organization Committee on or before October 1st.

18.1.3 All applicants for delegate or alternate to the SGEU Annual Convention shall be Members in good standing of the Local.

18.1.4 Applications to attend the SGEU Annual Convention shall be accepted by the Chairperson of the Local Membership and Organization Committee for a time established by the Committee but not less than twenty-one (21) days prior to Convention.

18.1.5 The following Members shall be automatic delegates to Convention:

1. The four Table Officers of the Local.
2. Local Standing Committee Chairpersons.

18.1.5.1 The designation of an automatic delegate is determined by the Office held at the time of the Convention application deadline.

- 18.1.5.2 To attend Convention as an automatic delegate the Office holder must submit an application by the application deadline.
- 18.1.5.3 Provincial Council Member(s) are not included in the credentials allocated to the Local. They are delegates out of the Provincial Council credentials.
- 18.1.6 Remaining delegates for Convention shall be selected from within each of these groups in order, using the PS/GE Local 1101 points system contained in Appendix A of these Bylaws:
1. The Chief Steward from any Zone that is not already represented.
  2. Provincial Council Members elect.
  3. Other Chief Stewards.
  4. One delegate from any Zone that is not already represented.
  5. PS/GE Local 1101 members in good standing.
- 18.1.7 Applicants who receive the highest number of points shall be delegates or alternates. In the event of a tie, the successful applicant shall be determined by a name draw of those applicants that are tied.
- 18.1.8 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.
- 18.2 **Resolutions to SGEU Conventions**
- 18.2.1 Resolutions to be submitted by the Local to the SGEU Annual Convention shall be discussed and ratified at a meeting of the Local Membership.
- 18.3 **Hospitality Suite**
- 18.3.1 The local will host a hospitality suite for every convention that is held in Regina. The local will have the ability to host the bar which will only include corkage fees but will not be responsible for the sale of alcohol.
- 18.4 **Other Conferences and Conventions**
- 18.4.1 Based on the recommendations of the Local Membership and Organization Committee, 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.

- 18.4.1.1 Delegates shall be selected from among applications of Members in good standing, to be determined by PS/GE Local 1101 points system contained in Appendix A of these Bylaws.
- 18.4.1.2 Applicants who receive the highest number of points shall be delegates or alternates. In the event of a tie, the successful applicant shall be determined by a lot name draw of those applicants that are tied.
- 18.4.2 Notwithstanding the provisions in 19.2.1, 12.2 of these Bylaws, the Local Executive may, prior to a call for applications, designate a maximum of fifty percent (50%) 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. If the Local Executive are unable to fill delegate seats allocated for first-time delegates under this provision, the seats shall be filled using the points system in 19.1.6.
- 18.4.3 Local delegates must be available to attend all required portions of the conferences or conventions, to which they have applied.
- 18.4.3 Any Peace Officer wishing to attend the Peace Officers Memorial March in Ottawa shall march in the Peace Officers Memorial or attend other ceremonial duties in Regina in order to be considered for the march in Ottawa.
- 18.5 **Union Observers to Conventions**
- 18.5.1 The Local Executive shall send observers to the NUPGE Convention or the CLC Convention, up to a maximum of four (4) Observers.
- 18.5.2 PS/GE Local 1101 will send call outs prior to events for Members to attend as Observers, as per call out criteria.
- 18.6 **Points System**
- 18.6.1 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 and attendance up to the close of the callout for the event).
- 18.6.2 All Points Allocated for attendance at meetings, including PS/GE Local 1101 Monthly or Annual General Meeting, PS/GE Local 1101 Committee Meetings, Provincial Council Meetings and Bargaining Council Meetings, shall be subject to the following:
- 18.6.2.1 Points will reset and run from the current AGM up until before the next AGM.

- 18.6.2.2 There will be a single point per meeting physically attended in its entirety, from when the meeting is called to order until it is adjourned. It will be documented in the minutes any late entries or early departures from meetings.
- 18.6.2.3 If a delegate is unable to attend all required sessions the delegate shall forfeit their delegate status to the next eligible alternate.
- 18.6.2.4 If a minimum of forty-eight (48) hours' notice of their inability to attend all sessions has not been provided, the delegate shall forfeit their right to attend events for one year and will incur a negative 10-point penalty for two (2) years.
- 18.6.3 Delegates attending an event using their points will move to the bottom of the list when being considered for the same event the following year.
- 18.6.4 The Point system will be used to choose Delegates and Observers for events, except for one (1) Delegate or Observer seat must be given to a First-Time Attendee, Equity, or Young Worker (whoever has the most points of the prior three (3)) if two (2) or more Delegate or Observer seats are made available for any one event.
- 18.6.5 If an event is for an out-of-province event, the Delegate to the out-of-province event will not be eligible to use their points toward any other out-of-province event for a period of 12 months

## **19.0 HONORARIUMS, SPENDING, FINANCIAL SUPPORT AND DONATIONS**

- 19.1 All members shall follow the Local financial policies contained in Appendix D.
- 19.2 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.
- 19.3 **Honorariums**
- 19.3.1 The four (4) Table Officers comprised of the Local Chairperson, Local Vice Chairperson, Local Secretary and Local Treasurer will be allowed an Honorarium of five hundred dollars (\$500) per month claimed.

- 19.3.2 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.
- 19.3.3 Stewards at Large are eligible for a monthly Honorarium of two hundred dollars (\$200) provided they allow their contact information (phone number and email) to be provided to the M&O Chair, Membership and Organization Committee Chairperson and accept calls and/or be present at least three (3) meetings in that month on their own time.
- 19.3.4 Convention and Conference Honorariums will be subject to a maximum of one hundred dollars (\$100) per full day and fifty dollars (\$50) 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. The money is to be used at the full discretion of the Member delegate and is taxable per Canada Revenue Agency (CRA).
- 19.3.4.1 Convention and Conference honorarium will be paid only to PS/GE Local 1101 sponsored seats with the exception of the SGEU Annual Convention.
- 19.4 **Spending**
- 19.4.1 Each Steward Zone may be eligible for a Zone budget of one thousand dollars (\$1,000) per year. The budget may be doubled once per year by a motion at a Monthly General Meeting following Finance Committee approval.
- 19.4.1.1 No Zone meetings other than emergency meetings as approved by the local chair will be held after November 30 of each year. Promotional items shall not be given away any later than November 30th of each year.
- 19.4.1.2 The Local will no longer purchase gift cards with zone money.
- 19.4.2 The maximum annual budget for Promotional Items for the Local shall be five thousand dollars (\$5,000).
- 19.4.2.1 The inventory of promotional items cannot exceed four thousand dollars (\$4,000.00) at any one time.
- 19.4.2.2 The maximum amount spent for the Annual General Meeting will not exceed twenty-five hundred dollars (\$2,500.00).

- 19.4.3 Under no circumstances will money be spent shall Elected Officials spend money over and above a limit set by a motion. Anything over and above a limit set by a motion (includes all taxes and fees) will be at the cost of the individual purchasing or spending the money.
- 19.4.4 Under no circumstances is an individual to purchase anything for reimbursement, unless a motion has been made and carried at a Local Finance and PS/GE Local 1101 Monthly meeting or by unanimous decision of the Table Officers in between meetings (up to a maximum \$1,000.00).
- 19.4.5 The maximum annual budget for Local Sponsored Scholarships shall be ten thousand dollars (\$10,000) (equal to five \$2000 scholarships).
- 19.4.6 The annual Budget and Spending for Donations shall be limited to the lesser of ten percent (10%) of the projected per cap or twelve thousand dollars (\$12,000).
- 19.4.7 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.
- 19.4.8 Alcohol will only be purchased on a cost- recovery basis.
- 19.4.9 No cannabis or cannabis-derived products will be purchased.
- 19.4.10 **Local Standing Committee Budget**
- 19.4.10.1 Each Local Standing Committee may be eligible for a Committee Budget of a minimum one thousand dollars (\$1,000.00) per year subject to the following:
- 19.4.10.2 Budget allocation will vary dependent on the number of Members per Committee.
- 19.4.10.3 The budget for the Finance Committee shall be approved by the Local Executive prior to accessing funds.
- 19.5 **Financial Support**
- 19.5.1 Strike or lockout support of other Union groups is subject to a maximum of five hundred dollars (\$500) per group.
- 19.5.2 Compassionate appeals can be brought forward as a pass the hat; however, no Local funds will be contributed.

19.5.3 Emergent Union Leave to a maximum of one thousand dollars (\$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.

## 19.6 **Donations**

19.6.1 Relief Donations to an annual limit of two (2) per year, neither to exceed one thousand dollars (\$1000).

19.6.2 Donation supporting Community events will not exceed five hundred dollars (\$500) per donation and will not exceed a total of five thousand (\$5,000) per year.

19.6.3 Any donations cannot be given for personal registration fees for any organization that benefits the Member or the Member's family.

19.6.4 Donations to groups advocating SGEU policies or concerns are subject to a maximum of one hundred and fifty dollars (\$150) each, to a total for all donations not to exceed two thousand dollars (\$2000)

## 20.0 **RECALL OF ELECTED OFFICIALS**

### 20.1 Chief Steward Recall Process

20.1.1 A Zone, may recall their Chief Steward. This action may be taken at a Zone Membership Meeting subject to the stipulations in Article 8.10.2 of these Bylaws.

#### 20.1.2 **Recall Process**

20.1.2.1 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.

20.1.2.2 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.

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

20.1.2.4 The Chief 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.



- 20.1.2.5 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.
- 20.1.2.6 One quarter (1/4) of the Zone's or District's Members in attendance at the meeting shall constitute a quorum.
- 20.1.2.7 The Chief Steward being recalled shall be given the opportunity to speak at the recall meeting to address the issues presented in the petition.
- 20.1.2.8 A two thirds majority of those Members voting at the meeting shall be required to unseat the incumbent Chief Steward. This voting shall be held by secret ballot.
- 20.1.2.9 If the recall vote is passed the successor shall be elected by secret ballot in accordance with the procedures used for regular Chief Steward elections.

## 20.2 **Steward Recall Process**

20.2.1 Steward - A District may recall their Steward. This action may be taken at a District Membership Meeting subject to the stipulations in Article 9.12.2 of these Bylaws.

### 20.2.2 **Recall Process**

20.2.2.1 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.

20.2.2.2 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 District the Steward represents.

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

20.2.2.4 The 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.

20.2.2.5 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, within the District if a Steward is being recalled.

- 20.2.2.6 One quarter (1/4) of the District's Members in attendance at the meeting shall constitute a quorum.
- 20.2.2.7 The Steward being recalled shall be given the opportunity to speak at the recall meeting to address the issues presented in the petition.
- 20.2.2.8 A two thirds majority of those Members voting at the meeting shall be required to unseat the incumbent Steward. This voting shall be held by secret ballot.
- 20.2.2.9 If the recall vote is passed the successor shall be elected by secret ballot in accordance with the procedures used for regular Steward Elections

Appendix A – Local 1101 Points System				
	FUNCTION		POINTS	TOTAL
1	Table Officer		7	
2	Chief Steward or Steward		7	
3	Local 1101 – Regina Committee Chairperson		7	
4	Attendance at Local 1101 – Regina Committee Meetings		1	
5	Attendance at Local 1101 – Regina Monthly Local Meeting or Annual General Meeting (AGM)		1	
6	Member of Dep't. or workplace Union Management Committee (verification may be requested)		7	
7	Member of Dep't. or workplace OH&S Committee / Council (verification may be requested)		7	
8	Panel Representative (must be active, minimum four Panels per year) (verification may be requested)		7	
<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>1. 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>2. 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>3. 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>4. 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

## **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.

## **APPENDIX D**

### **PS/GE 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.
2. 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.
3. 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.
4. 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.
5. Union Leave for monthly meetings for Local 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 Chairperson, 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 include Committee Chairpersons, 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.
8. Committee meeting/event meals:
  - a. Meals will be provided if meetings are held over mealtimes 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 SGEU Policy amounts per Member in attendance. Exception may be made for the Local Annual General Meeting or Local Special Meeting due to attendance being unknown ahead of time.
  - b. Two meetings will not be held during the same mealtime.

- 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.
9. Stipend and Honorarium will be paid by EFT (electronic funds transfer) only.
10. Any PS/GE Local 1101 Member owing monies to the local will be contacted to set up a payment plan to reimburse the local.
11. Any PS/GE Local 1101 Member owing monies to the local shall not attend any local training/conference/ event/function for which the local is funding until a payment plan has been agreed upon.
12. Any PS/GE Local 1101 Member in good standing who wishes to view the financials shall be able to do so on their own time, upon request to the table officers, and shall be accommodated within 90 days.
13. Any PS/GE Local 1101 Member viewing the local financials shall be accompanied by the Treasurer of PS/GE Local 1101. All Table Officers shall be informed of the meeting and may attend.
14. Any PS/GE Local 1101 Member in good standing who has viewed the financials of PS/GE 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 the Member may file a formal complaint to the Local Membership and Organization Committee. If the Member is still not satisfied the Member may file a complaint to the SGEU Administration Committee for review.
15. Financial motions can only be made and passed at Local Meetings for expenditures that are directly identified and budgeted for within the Bylaws.
16. The amount budgeted under Common Expense 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 Funds from Common Expense. However, cannot be allocated to a specific zone or any zone, but can be allocated to the General Zone.
17. Any expenditure that would exceed the annual budget or for an item that is not clearly identified as a usual expense per the PS/GE Local 1101 Bylaws, will require prior Member notification and opportunity to discuss prior to voting on the expenditure (the equivalent of Treasury Board Approval).
18. 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.

19. To claim Union Leave for a full shift or any hours outside the hours of a PS/GE 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**

### **PS/GE 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. If one of the parties refuses to participate in appropriate handoff of assets and responsibilities, they will be suspended from any PS/GE Local 1101 meetings/sanctioned events until such a time the appropriate hand over is completed. The hand over will include, but is not limited to:
  - Keys
  - Fobs
  - Passwords
  - Usernames
  - Inventory
  - ElectronicsThe hand over is to be facilitated by the Secretary Treasurer of SGEU.
4. All minutes of the Local will include location, time, Date, recorded proceedings and expenses incurred.
5. Copies of minutes of any PS/GE Local 1101 meetings/events shall be made available upon request to any PS/GE Local 1101 member in good standing.

## **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: PS/GE 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: PS/GE 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

**Convention and Conference Honorariums:** Money given from the Local to Delegates attending a Convention and Conference, to 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 PS/GE Local 1101 - Regina unless otherwise specified.