



# **PRINCE ALBERT PUBLIC SERVICE SECTOR LOCAL 1105**

## **BYLAWS 2024**

Approved by the Membership of Local 1105  
on January 29<sup>th</sup>, 2024

Approved by the Membership, Constitution and Legislation Committee  
on November 18, 2024

## TABLE OF CONTENTS

<b>Article</b>	<b>Page</b>
1.0 NAME	3
2.0 LOCATION	3
3.0 OBJECTIVES	3
4.0 MEMBERSHIP	3
5.0 LOCAL LIFE MEMBERSHIPS	3
6.0 STRUCTURE AND DUTIES OF THE LOCAL EXECUTIVE	3
7.0 PROVINCIAL COUNCIL	5
8.0 TABLE OFFICERS	6
9.0 OTHER ELECTED OFFICIALS	9
10.0 COMMITTEES	14
11.0 RECALL OF ELECTED OFFICIALS	8
12.0 MEETINGS	19
13.0 CONVENTION DELEGATES	22
14.0 RULES OF ORDER	25
15.0 AUDITOR(S)	<b>Error! Bookmark not defined.</b>
16.0 FISCAL YEAR	<b>Error! Bookmark not defined.</b>
17.0 FINANCIAL STATEMENT	25
18.0 COMMUNICATION	26
19.0 SECTOR BUDGET GUIDELINES	<b>Error! Bookmark not defined.</b>
20.0 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS	27
21.0 AMENDMENTS TO BYLAWS	27
Chief Steward Job Description	29
SGEU Steward Job Description	37

# **Prince Albert Public Service Sector Local 1105 BYLAWS**

## **SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

### **1.0 NAME**

The Local shall be known as the Prince Albert Public Service Sector Local 1105 of the Saskatchewan Government and General Employees' Union.

### **2.0 LOCATION**

The Business Office of this Local of the Union shall be located in the City of Prince Albert, in the Province of Saskatchewan.

### **3.0 OBJECTIVES**

The objectives of this Local shall be to further the objectives of the Union as set forth in the SGEU Constitution, SGEU Policy Manual, Public Service Sector Bylaws and the PS/GE Bargaining Guidelines.

### **4.0 MEMBERSHIP**

All members of the Public Service Sector who reside or work within the area defined in the boundaries of the Local as identified by Appendix A of the Public Service Sector Bylaws, all members of the Pacific Regeneration Technologist (PRT), and all members of Valley Hill Treatment Center as designated by the Provincial Constitution of the Union, shall be eligible for membership in the Prince Albert Local.

### **5.0 LOCAL LIFE MEMBERSHIPS**

Life membership will be conferred as set out in 4.12.1 of the Saskatchewan Government and General Employees' Union Constitution.

### **6.0 STRUCTURE OF THE LOCAL EXECUTIVE**

6.1 The Local Executive shall be comprised of the following ten (10) members; four (4) Table Officers as per Article 8, three (3) Members-at-Large as per Article 9.3, one (1) Local Bargaining Representative as per Article 9.4, and two Provincial Council members as per Article 7 of these bylaws.

6.1.1 Members, unless otherwise specified within these bylaws, shall be elected for a two (2) year term at the Annual General Meeting with the start of the term being effective the same day.

- 6.2 An Executive Meeting shall be called if requested by three (3) or more Executive members.
- 6.2.1 The Table Officers may meet quarterly at a time and place as suggested by the Local Chair and agreed to by the majority of the Local Table Officers. A Table Officers Meeting shall be called if requested by three (3) or more Table Officers
- 6.2.2 Any member of local 1105 executive who fails to attend three (3) meetings of the Executive or local without prior notification, in writing, -of being absent with cause to the Local Chair will be removed. An election for that position will be held at the following Local meeting. Executive members absent with prior notification shall be considered present for the purpose of selection as delegates for the Local.
- 6.2.3 Fifty (50) percent plus one (1) of the Local Executive shall constitute quorum. Of those in attendance, at least one (1) must be a Table Officer.
- 6.3 Duties and responsibilities of the Local Executive as outlined in Articles 7, 8, and 9 of these bylaws.
- 6.4 Members of the Local elected under these Bylaws shall signify in writing or orally his/her acceptance of the following:
- “In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees’ Union, that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and 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”
- 6.5 Any member in good standing and with at least one year’s membership in the Union shall be eligible for election.
- 6.5.1 Elections shall be by secret ballot or use of an electronic voting platform if applicable. There is no proxy voting for any election within the Local.
- 6.5.2 Nominees shall have the right to name an agent to act as Scrutineer for the election
- 6.5.3 Election results shall be given to the Chair to be announced to the Meeting.
- 6.5.4 Voters may vote for one or more candidates up to a maximum equal to the number of vacancies.

- 6.5.5 The Candidate(s) who receives the highest number of vote(s) shall be declared elected. In the event of a tie winning candidates shall be determined by a lot (flip a coin or draw a name).
- 6.6 If there are not enough candidates to fill all vacancies in that year or exactly enough candidates to fill the vacancies, those candidates nominated will be acclaimed elected. Vacancies remaining (if any), will be filled at the next General Meeting.
- 6.5.7 Any Executive member resigning their position must do so in writing to the Local Chair. An Election for the remainder of the term will be held at the next Local Meeting.
- 6.5.8 Any Executive member that takes a leave due to health issues, educational or out of scope will notify the Local in writing including the length of leave. The Table Officers will then determine when an election will be held for the remainder of that term and will be communicated at the next Local meeting.
- 6.5.9 The Local Bargaining Representative shall be elected at the Local 1105 Proposals Gathering Meetings.
- 6.6 Elected Stewards, Chief Stewards, Local Table Officers and the Local Executive members representing this Local shall adhere to the principles as outlined in the Bylaws, the Code of Ethics for elected Officials of the Saskatchewan Government and General Employees' Union Constitution.
- 6.6.1 Failure by Elected Stewards, Chief Stewards, Local Table Officers and Local Executive Members to adhere to such principles may cause actions as applied by the Local Executive, the Provincial Council and/or Membership/Constitution and Legislation Committee as set out in these Bylaws, PS/GE Bargaining Guidelines, Sector Bylaws and/or Constitution.

## **7.0 PROVINCIAL COUNCIL**

- 7.1 Any member in good standing with at least one year's membership in the Union shall be eligible for election to one (1) of the two (2) Provincial Council Member positions for Local 1105.
- 7.2 Nomination & Election shall take place at the Annual General Meeting and prior to November 30th

- 7.2.1 The member(s) receiving the highest number of votes shall be declared elected. Voting members may vote for one (1) or more representatives of positions available.
- 7.2.2 If there are not enough candidates to fill all vacancies in that year or exactly enough candidates, those candidates nominated will be declared acclaimed. Any vacancies remaining will be filled at the next General Meeting.
- 7.2.3 Nominees for Provincial Council Member who are unsuccessful in the election for Provincial Council Member may drop down to the Provincial Council Alternate election if they so choose.
- 7.2.4 Alternates will be elected at the Annual General Meeting for a two-year term. An up-to-date list of alternates will be maintained and be utilized when one of the Provincial Council Members is unable to attend a meeting.
- 7.2.5 If the list is exhausted then members of the Executive will be contacted by the Chair to attend.
- 7.2.6 Provincial Council Alternates will carry out the Provincial Council Member's duties when the Provincial Council Member is unable to do so.
- 7.2.7 A Provincial Council Member missing more than three (3) consecutive provincial Council Meetings, without cause, shall be deemed to have resigned as per Public Service Sector Bylaws Article 10.5. The remaining term shall be filled at the next Local meeting.
- 7.3 Provincial Council members elect will be automatic delegates to the next Annual Convention.
- 7.3.1 Provincial Council members elect will assume office at the close of Convention.
- 8.0 LOCAL TABLE OFFICERS**
- 8.1 The Local Table Officers shall consist of Local Chair, Local Vice Chair, Local Treasurer, and Local Secretary
- 8.1.1 Between General Meetings, management of the Local shall be vested in the Local Table Officers.

- 8.1.2 Table Officers members shall, in all aspects of their Union activities, conduct themselves in accordance with Union Policy including the Code of Ethics for Elected Officials, the Constitution and Bylaws of the union.
- 8.2 The Local 1105 Chair, with voice and vote on the Executive will be elected in odd-numbered years, for a (2) two-year term. He/she will be elected at the Annual General Meeting, start of term will be effective that day
  - 8.2.1 The Local 1105 Vice Chair, with voice and vote on the Executive will be elected in even-numbered years for a (2) two-year term. He/she will be elected at the Annual General Meeting, start of term will effective that day.
  - 8.2.2 The Local 1105 Treasurer, with voice and vote on the Executive in even numbered years for a (2) two-year term. He/she will be elected at the Annual General Meeting; start of term will be effective that day.
  - 8.2.3 The Local 1105 Secretary, with voice and vote on the Executive will be elected in odd-numbered years for a (2) two-year term. He/she shall be elected at the Annual General Meeting, start of term will be effective that day.
  - 8.2.4 The Local Chair and Local Vice Chair shall be elected from the members in good standing of Local 1105 as nominated from the floor of the Annual General Meeting by the members in attendance at the Annual General Meeting. In accordance with Article 6 of these Bylaws.
  - 8.2.5 Elections shall be in the following order:
    - 8.2.5.1 Local Chair
    - 8.2.5.2 Local Vice- Chair
    - 8.2.5.3 Secretary
    - 8.2.5.4 Treasurer
  - 8.2.6 The candidate member who receives the highest number of votes will be declared elected.
  - 8.2.7 Members may only hold one of the following officer positions: Local Chair, Local Vice Chair, Local Secretary or Local Treasurer.
- 8.3 Recall Process as outlined in Article 11 of these bylaws.

8.4 Should any member of the Table Officers resign in writing or for any reason vacate his or her position on the Executive, more than ninety (90) days prior to the expiry of his or her term, the Table Officers shall make the necessary arrangements for an election.

8.4.1 Any Table officer that takes a leave due to health, education, or going out of scope will notify the Local Chair in writing including the estimated length of the leave. The remaining Table Officers will then determine when an election will be held for an interim officer. The interim officer shall remain in effect until such a time when the elected officer can return to duty or the original term expires.

## **8.5 Duties and Responsibilities of the Table Officers**

### **8.5.1 The Local Chair shall:**

8.5.1.1 Preside at all meetings and enforce due observance of the SGEU Constitution, Policies, and Bylaws of the Local.

8.5.1.2 Be an authorized financial signer on behalf of the Local.

8.5.1.3 Vote only in the case of a tie.

8.5.1.4 Be entitled to one day per month to prepare correspondence or any other duties necessary.

8.5.1.5 Be responsible for approving all Union leave for the Local members on business for the Local.

8.5.1.6 Through the Secretary, ensure that all seats for the Local for any Convention/event are filled.

8.5.1.7 Sign and date the attendance register, immediately following the last name, at the conclusion of the meeting.

8.5.1.8 Be responsible for information to be sent to SGEU Communications for the Local 1105 page on the SGEU website.

### **8.5.2 The Local Vice Chair shall:**

8.5.2.1 In the absence of the Local Chair, assume the duties of the Local Chair

8.5.2.2 Be an authorized financial signer on behalf of the Local



8.5.2.3 Be responsible for approving all Union leave for the Local members on business for the Local

**8.5.3 The Secretary shall:**

8.5.3.1 Keep an accurate, signed record of the proceedings of all meetings of the Local

8.5.3.2 Be responsible for the safekeeping and availability at meetings of the attendance register.

8.5.3.3 Maintain a list of all representatives, delegates and alternates

8.5.3.4 Conduct all correspondence including Local meeting minutes

**8.5.4.– The Treasurer shall:**

8.5.4.1 Collect and deposit any funds in a chartered bank or credit union to the credit of the Union

8.5.4.2 Keep a proper record of accounts, subject to the examination by the accountant/auditor.

8.5.4.3 Submit by March 31st, to the 1st Vice President and Sector Treasurer, an annual financial statement following the end of the fiscal year, which has been signed by the Chair and Treasurer.

8.5.4.4 Chair the Finance Committee.

8.5.4.95 Be an authorized financial signer for the Local

8.5.4.6 Submit to the 1st Vice President any T-4 information annually by the end of January

8.5.4.7 Is entitled to one day per month to prepare the monthly financial report and any other duties necessary

**9.0 OTHER ELECTED OFFICIALS**

**9.1 Chief Steward**

9.1.1 The Local shall group the Steward Districts into a number of Zones. There will be approximately ten (10) districts to a Zone. One (1) Chief Steward shall represent each Zone.

- 9.1.2 Each Zone of Steward Districts shall be entitled to elect one (1) Chief Steward.
- 9.1.3 Work units with less than twenty-five (25) members shall be entitled to elect more than one steward in the same district, but for the purposes of establishing the Zone for Chief Steward they shall count as one (1) district.
- 9.1.4 Chief Steward Responsibilities
- 9.1.4.1 To strengthen the Union and to build support for its programs and bargaining. To protect workers' rights, act as an advocate on behalf of the union's membership. Chief Stewards shall provide leadership to the members in the zone.
- 9.1.4.2 Act as the Union's representative for a zone of approximately ten (10) steward districts.
- 9.1.4.3 Act as a communication link between the Union and the stewards. Specifically, they shall chair any regular educational and information sharing meetings with stewards in their districts; and shall be a chief contact for any meeting with members.
- 9.1.4.4 Actively recruit and register stewards when vacancies exist.
- 9.1.4.5 Deal with members' concerns about the Collective Agreement. The Chief Steward shall help stewards with the grievances process.
- 9.1.4.6 Chief Steward nominees must have ULD 20 training or be willing to be trained for ULD 20 during their term of office and must be a member in good standing.
- 9.1.4.7 Complete the Advanced training course e.g. LD 30, Chief Steward Training or be willing to be trained within their term.
- 9.1.5 Nominations and Elections**
- 9.1.5.1 The Local 1105 Membership and Organization Committee shall be responsible for the election and maintenance of the Chief Steward System.
- 9.1.4 .2 The Chief Steward shall be elected for a term of two (2) years or until such time as a successor is elected and/or shall be eligible for re-election.

- 9.1.5.3 Each Zone of Steward Districts shall be entitled to elect one (1) Chief Steward.
- 9.1.5.4 Work units with less than twenty-five (25) members shall be entitled to elect more than one steward in the same district, but for the purposes of establishing the Zone for Chief Steward they shall count as one (1) district.
- 9.1.5.5 Chief Stewards shall be elected from amongst the stewards registered within that zone at the first steward council meeting to be held within thirty (30) days of June 30th
- 9.1.5.6 Workplaces over twenty-five (25) members at the first steward meeting within thirty (30) days of June 30th, shall elect a Vice Chief that will step up if the Chief moves to a different workplace, change departments and/or resigns.
- 9.1.5.7 Local 1105 will incur the costs of stipend or up to four (4) hours of union leave for the first meeting of the steward council to be held within one month of June 30th.
- 9.1.5.8 Nominees shall have the right to name an agent to act as a scrutineer for the election.
- 9.1.5.9 Candidates who receive the highest number of votes shall be declared elected. In the event of a tie vote, the winning candidate shall be determined by a lot (flip of a coin or draw a name).
- 9.1.10 If there are exactly enough candidates to fill the vacancies, those candidates nominated will be acclaimed elected.
- 9.1.5.11 No elections to be held during the months of July and August unless an emergent circumstance arises.
- 9.1.5.12 The Membership and Organization Committee Chair shall duly register the Chief Stewards by numbered Zones with the Sector Secretary.
- 9.1.5.13 Nominees for the office of Chief Steward shall signify in writing their acceptance by signing the Chief Steward Registration form including the Oath of Office:  
“In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees’ Union, that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and Bylaws of the

Union. I will safeguard and protect the assets of the Union and return all assets when I am no longer a Chief Steward”

## **9.1.6 Chief Steward Vacancies**

- 9.1.6.1 The Office of Chief Steward shall become vacant automatically if the Chief Steward moves to a different location or change departments and/or resigns
- 9.1.6.2 Any Chief Steward resigning their position must do so in writing to the Local Chair.
- 9.1.6.3 If such a vacancy occurs prior to the expiry of the term, zones with a Vice Chief Steward would move up to Chief Steward if the member moved to a different location, change departments and/or resigns.
- 9.1.6.4 If there is no member of the Steward Council that wishes to become Chief, the Membership and Organization Committee will arrange for the election process in that Zone.

## **9.1.7 Jurisdiction**

- 9.1.7.1 Chief Stewards shall be accountable and responsible to the members from the Zone in which the Chief Steward was elected.
- 9.1.7.2 Chief Steward shall respect the jurisdiction of other Chief Stewards and shall not normally operate outside the work area from which they are elected. However, a member or steward may elect to use another Steward, Provincial Council Member or Chief Steward. The Local Executive or Chief Steward shall be fully apprised of the situation and shall be in direct consultation with the Steward and members involved.

## **9.2 Steward**

- 9.2.1 Roles and Responsibilities
  - 9.2.1.1 Zones shall be divided into steward districts of 25 or fewer members in a definable work area.
  - 9.2.1.2 Enforce the provisions of the Collective Agreement and advocate for the members during disputes with the employer through the problem-solving process.
  - 9.2.1.3 Educate the membership about their rights and responsibilities under the Collective Agreement.

9.2.1.4 Meet with new members to explain the roles of the Union and the Collective Bargaining Agreement.

9.2.1.5 Keep the Union bulletin board updated.

9.2.1.6 To participate in Zone meetings and educational.

9.2.1.7 Be a good communicator.

## **9.2.2 Nominations and Elections**

9.2.2.1 The Membership and Organization Committee shall be responsible for the maintenance of the Local 1105 steward structure.

9.2.2.2 A call for nomination shall be posted in each Zone for ten (10) days. A district is twenty-five (25) or fewer members in a definable work unit.

9.2.2.3 Any member in good standing shall be eligible for nomination for Steward in their district.

9.2.2.4 Members in the Steward District shall elect a Steward every two years and whenever a vacancy occurs and have regularly scheduled membership meetings to discuss workplace and/or union issues as necessary.

9.2.2.5 The Local 1105 Membership and Organization Chair or designate shall act as the Elections President.

9.2.2.6 The election of the Steward shall be conducted by secret ballot. Candidates who receive the highest number of votes shall be declared elected. In the event of a tie vote, the winning candidate shall be determined by a lot (flip of a coin or draw a name). Nominees have the right to name a scrutineer for the election.

9.2.2.7 If there are not enough candidates to fill the vacancies the Chief Steward may fill the vacancies by election or appointment.

9.2.2.8 The Local 1105 Membership and Organization Committee shall register the Stewards by numbered districts with Membership Information Services and the Sector Secretary by July 15th in the year of the election. The Sector Secretary shall also receive information on duly elected stewards within numbered districts and zones.

9.2.2.9 No Steward elections will be held during the months of July and August unless emergent circumstances arise.

- 9.2.2.10 If there are vacant steward positions, the Chief Steward can appoint Stewards between elections. The Steward must be registered as per- Article 9.2.2.8
- 9.2.2.1 Nominees for the office of Steward shall signify in writing their acceptance by signing the Chief Steward Registration form including the Oath of Office:  
“In accepting nomination, I do hereby sincerely pledge my word to the Saskatchewan Government and General Employees’ Union, that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and bylaws of the union. I will safeguard and protect the assets of the Union and return all assets when I am no longer a steward”.
- 9.2.2.2 The office of Steward becomes vacant automatically if the Steward moves to a different location or change departments and/or resigns.
- 9.2.2.3 If such vacancies occur prior to the expiry of a term, the district shall replace the Steward for the unexpired term involved.

### **9.3 Members-At-Large**

#### **9.3.1 Roles and Responsibilities:**

- 9.3.1.1 Members-at-Large are considered a member of the Executive of the Local

#### **9.3.2 Nomination and Elections:**

- 9.3.2.1 Any member in good standing shall be eligible for election.
- 9.3.2.2 The term of office shall be two years.
- 9.3.2.3 Elections at the Annual General Meeting shall be by secret ballot or an electronic voting platform if available.
- 9.3.2.4 Nominees have the right to a scrutineer for the election.
- 9.3.2.5 Voters may vote for one or more candidates up to the maximum number of vacancies.
- 9.3.2.6 The candidate(s) who receives the highest number of votes or 50% plus 1 shall be declared elected.
- 9.3.2.7 If there are not enough candidates to fill the vacancies, those nominated will be acclaimed elected.

- 9.3.2.8 Any Member at Large resigning their position must do so in writing to the Local Chair.
- 9.3.2.9 Nominees for Member at Large shall signify in writing their acceptance by signing the Chief Steward Registration form including the Oath of Office:  
“In accepting nomination, I do hereby sincerely pledge my word to the Saskatchewan Government and General Employees’ Union, that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Statement of Equality, the Policies and bylaws of the union. I will safeguard and protect the assets of the Union and return all assets when I am no longer a Member at Large.

#### **9.4 Local Bargaining Representative**

- 9.4.1 As per the PS/GE Bargaining Guidelines
- 9.4.2 The member(s) receiving the highest number of votes will be declared elected
- 9.4.3 Recall shall be as outlined in the PS/GE Bargaining Guidelines
- 9.4.4 Duties and responsibilities shall be as outlined in the PS/GE Bargaining Guidelines

#### **10.0 COMMITTEES**

- 10.1 The Local Standing Committees shall be:  
The Social Committee  
The Recognition Committee  
The Membership and Organization Committee  
The Finance Committee  
The Occupation Health and Safety Committee  
  
The Bylaw Committee  
The Elections Committee
- 10.2 Elections for Committee Chairs will take place at the Annual General Meeting in October.
- 10.3 Committee Chairs shall be for a two (2) year term beginning at the end of Annual General Meeting.

- 10.4 The duties of all Standing Committees, Sub-Committees and the Officers of the Local Executive shall be to promote interest in Local Meetings.
- 10.65 A meeting planner must be completed and approved by the chair or designate prior to any committee holding a meeting. Meeting minutes from the last meeting must also be attached to the meeting planner.
- 10.76 If a committee holds a meeting without prior approval, any expense for the meeting will not be paid. Union leave will not be issued without prior approval.
- 10.7 Finance Committee shall:**
- 10.7.1 Be comprised of a Chairperson, who shall be the Treasurer, and four (4) elected Executive members, to be elected to the Finance Committee by members at the Annual General Meeting.
- 10.7.2 Prepare and present an annual budget to the Local Executive for approval by December 15th. There are to be three (3) quarterly reports to the General Meetings – January, April and June – on the matters of the proposed budget.
- 10.8 Social Committee shall:**
- 10.8.1 Be comprised of a Chair, and no more than two (2) members elected from the Local membership to the committee at the Annual General Meeting.
- 10.8.2 Plan, project, and carry out all social activities as approved by the Local Executive.
- 10.9 Recognition Committee shall:**
- 10.9.1 Be comprised of the elected Chair.
- 10.9.2 Acquire information and become knowledgeable about all social programs and benefits offered by all levels of Government, i.e. Compensation, Employment Insurance, Rehabilitation, Social Programs etc. shall assist members in acquiring these benefits.
- 10.9.3 SGEU Retirement Gift
- 10.9.3.1 For SGEU members retiring, a gift, in the amount of approximately \$100.00, will be purchased or engraved with SGEU on it.



- 10.9.3.2 The Chief Steward or designate will be responsible for emailing the Retirement Gift Form, found on the SGEU Website under Local 1105 and emailed to [sgeu1105@sasktel.net](mailto:sgeu1105@sasktel.net).
- 10.9.3.3 The Recognition Committee will contact the Chief Steward or designate to make arrangements to pick up the gift.
- 10.9.3.4 Requests for gifts will be filled quarterly in March, June, October & December.

**10.10 Membership and Organization Committee shall:**

- 10.10.1 Be comprised of the appointed Chair, and at last one (1) additional elected member.-
- 10.10. Promote interest in Local affairs and Union activities and encourage members to take an active part in all functions of the Local. This Committee may avail themselves of the assistance of any other Committee Chair. This Committee shall be responsible for the maintenance of the Steward structure including elections of Chief Stewards and Stewards. The Committee Chair shall as the Election President, a responsibility s/he may delegate as the Chair sees fit.

**10.11 Occupational Health and Safety Committee shall:**

- 10.11.1 Be comprised of the Chair
- 10.11.2 Promote and further the aims of the Occupational Health and Safety Committee as outlined as Article 5.7 of the Union's Constitution.
- 10.11.3 Contact the Union Co-Chairs of the Local's OH&S Committees and have copies of their OH&S Committee meeting minutes sent to the Local's OH&S Chair.

**10.2 Bylaw Committee shall:**

- 10.12.1 3 elected members of the Local membership.
- 10.2.2 Deal with all questions relating to the Bylaws of the Local, shall study proposed amendments to Local Bylaws or to the Constitution of the Union and report to the General Meeting approval or otherwise.

**10.13 Election Committee shall:**

- 10.13.1 Be responsible for elections as required by the Local

## **11.0 RECALL OF ELECTED OFFICIALS**

11.1 An elected member may be subject to a recall process for cause or breaches of the Code of Ethics as outlined in the SGEU Constitution

11.2 Elected officials of the Local include: Members of the Local Executive, Stewards, Chief Stewards, Members of the Local Standing Committees, and any position so designated as an Elected Official by the SGEU Constitution

11.3 An elected official may be subject to a recall process in accordance with the SGEU Constitution

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

### **11.5 Petition Process**

11.5.1 Recall must be petitioned for by 25% of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear concise language.

11.5.2 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date, location and purpose.

11.5.3 The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall be at least fourteen (14) days prior to the meeting.

### **11.6 Recall Process**

11.6.1 The official facing recall shall have the opportunity to present their position or response to the petition prior to the vote occurring.

11.6.2 The two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the Committee/Councils or Delegates to the body that elected the person being recalled can vote on the recall.

11.6.3 Voting shall be done by secret ballot or electronic voting if available

11.6.4 Vacancies created by a recall shall be filled following the election process for other vacant positions or the alternate shall move up to take on the responsibility

## **12.0 MEETINGS**

### **12.1 Annual General Meeting (AGM)**

12.1.1 The Annual Meeting shall be held on the third Monday in October. The Local 1105 Table Officers may change the date of the Annual Meeting at a Meeting with reasonable grounds. All members in good standing are welcome to attend the Annual Meeting.

12.1.2 Notice of the date, hour and place of the Annual Meeting shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Chair shall set the agenda for Annual Meeting. Local Executive members may refer business to the Chair for inclusion on the agenda.

12.1.3 Meetings shall commence prior to 7:15 p.m. and shall continue until the business of the meeting is completed or a motion to adjourn has been properly made, seconded and carried.

12.1.4 For the Annual General Meeting (AGM) ten (10) members shall constitute a quorum.

12.1.5 There shall be an official attendance Register in book form at all meetings.

12.1.6 The Register shall be in the possession of the Secretary between meetings, but shall be available for scrutiny by any members upon request.

12.1.7 It shall be the responsibility of the Secretary to arrange for the Register's availability at the General Meeting whether or not the Secretary attends in person.

12.1.8 Each bona fide member present is required to sign the Register.

12.1.9 At the conclusion of the meeting, the Chair shall sign the Register immediately below the last signature.

12.1.10 As per Article 7.2.2 of the SGEU Policy, Local 1105 will work towards having trained ombudsman on duty at Annual General Meetings to promote respectful behavior and full participation.

12.1.11 The Order of Business to govern each Annual General Meeting shall be:

- Call to Order
- Roll call of the Executive Officers by the Secretary.
- President: "Have all present signed the Register?"
- Reading of the SGEU Statement of Equality.
- Appointment of the ombudsman.
- Adoption of the Agenda
- Minutes of the last Annual General Meeting.
- Local Chair's Report.
- Treasurer's Report.
- Auditor's Report.
- Committee Reports (Summaries of the year's business and Labour Council)
- New Business, Correspondence, etc.
- Business referred to the Annual General Meeting by the Executive Election of Local Executive.
- Election of Local Officers.
- Election of Local Secretary.
- Election of Treasurer
- Election of Labor Council Representative
- Election of Committees
- Good and Welfare.
- Adjournment.

## **12.2 General Meetings**

12.2.1 Notice of the date, hour, and place of the General Meeting shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Chair shall set the agenda for Annual and General Meetings. Local Executive members may refer business to the Chair for inclusion on the agenda.

12.2.2 General Meetings shall be held on the third Monday of each month as outlined in 12.2.3 except the months of July and August. If the third Monday of the month is a holiday, the Local Executive shall decide on & communicate as early as possible the amended date of the meeting. The Local Table Officer may change the date for a valid reason. All members in good standing are welcome to attend the General Meetings.

12.2.3 Meetings shall commence prior to 7:15 p.m. and shall continue until the business of the meeting is completed or a motion to adjourn has been properly made, seconded and carried.

- 12.2.4 For Regular Meeting ten (10) members shall constitute a quorum.
- 12.2.5 There shall be an official attendance Register in book form at all meetings.
- 12.2.6 The Register shall be in the possession of the Secretary between meetings, but shall be available for scrutiny by any members upon request.
- 12.2.7 It shall be the responsibility of the Secretary to arrange for the Register's availability at the General Meeting whether or not the Secretary attends in person.
- 12.2.8 Each bona fide member present is required to sign the Register.
- 12.2.9 At the conclusion of the meeting, the Chair shall sign the Register immediately below the last signature.
- 12.2.10 Local 1105 will have a trained ombudsman at the general meetings as per Article 20 of these Bylaws.
- 12.2.11 The Order of Business of each General Meetings shall be:
- Call to Order
  - Roll call of Executive Officers by the Secretary.
  - Chair: "Have all present signed the Register?"
  - Appointment of the Ombudsman.
  - Reading of the SGEU Statement of Equality. Read by Ombudsman.
  - Adoption of the Agenda.
  - Minutes of the last General Meeting.
  - from the Local Committees.
  - Treasurer's Reports.
  - Unfinished Business.
  - New Business.
  - Good and Welfare.
  - Adjournment.

### **12.3 Special Meetings**

- 12.3.1 Special Meetings may be petitioned by three members of the Executive, 10 members of the Local or at the discretion of the Local Chair.
- 12.3.2 For Special Meetings ten (10) members shall constitute a quorum.

12.3.3 Notice of the date, hour and place of the Special Meetings shall be posted in all work areas at least eight (8) days prior to the date thereof. Such notice shall indicate a tentative agenda of the business of the meeting. The Local Executive shall set the agenda for Annual and General Meetings. Local Executive members may refer business to the Table Officers for inclusion on the agenda.

12.3.4 The Order of Business in a Special Meeting shall be at the discretion of the Local President and Executive except that no business shall be dealt with which is not indicated in the notice of the meeting.

## **12.4 Executive Meetings and Table Officer Meetings**

12.4.1 For all Table Officer Meetings, four (4) elected Table Officers shall constitute a quorum.

12.4.2 An Executive Meeting shall be called if requested by three (3) or more Executive members.

12.4.3 The Table Officers shall meet monthly at a time and place as suggested by the Local Chair and agreed to by the majority of the Local Table Officers. A Table Officers Meeting shall be called if requested by three (3) or more Table Officers members

12.4.4 A Table Officer who fails to attend three (3) meetings of the Executive during their term without prior notification, (due to illness, recreation leave, or requirement of duty) to the Local Chair to absent him/herself shall be replaced under the provisions of Article 11. An executive member absent with prior notification shall be considered present for the purpose of selection as delegates for the Local.

## **13.0 CONVENTION DELEGATES**

13.1 Eligibility

13.1.1 Delegates representing the Local shall be a member in good standing

13.1.2 For conferences other than the SGEU Annual Convention: A maximum of fifty percent 50% of delegates will be allotted to 1st time attendees who have attended a minimum of fifty percent (50%) of Local meetings in the current fiscal year. If this cannot be met, then delegates will be chosen using the point system as outlined in Appendix B. The exception is the SGEU Convention delegates and alternates will be chosen by points only.

## **13.2 Annual SGEU Convention**

- 13.2.1 The Local's automatic delegates to convention are the Locals Provincial Council Members. They are not counted as part of the Local's delegate count for convention.
- 13.2.2 The Executive shall, when required, choose delegates to Convention from amongst the eligible members, to be judged as per Appendix B
- 13.2.3 A maximum of two (2) spots will be for members who have not attended the annual convention before. Such delegate seats shall be filled according to the point system provided in Article 123. In the event that the Executive is unable to fill delegate seats, those seats shall be filled according to Article 13.
- 13.2.4 Delegates, Alternates and Observers shall be submitted to the Chair or designate by the appropriate deadline. The registration forms will then be submitted to the Sector Secretary as per the Convention call.
- 13.2.5 An honorarium of \$125.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

## **13.3 Saskatchewan Federation of Labor Convention (SFL)**

- 13.3.1 The Local shall be represented at the SFL Convention by automatic delegates (e.g. Sector Vice-President, etc. who originate from the Local – but shall not come from the Local's delegate compliment) as well as other delegates to meet the requirements of the Convention Call using the points system in Appendix B.
- 13.3.2 Delegates representing the Local shall be a member in good standing
- 13.3.3 For conferences other than the SGEU Annual Convention: A maximum of fifty percent 50% of delegates will be allotted to 1st time attendees who have attended a minimum of fifty percent (50%) of Local meetings in the current fiscal year. If this cannot be met, then delegates will be chosen using the point system as outlined in Appendix B. The exception is the SGEU Convention delegates and alternates will be chosen by points only.
- 13.3.4 An honorarium of \$125.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local

### **13.4 Labor Council Convention (LCC)**

- 13.4.1 Delegates to meet the requirements of notice of the Annual Meeting shall be selected at the February General Meeting.
- 13.4.2 Local delegates holding Executive Officer positions on the Prince Albert and District Labor Council shall report to the Local General Meetings as required, and shall be governed by such direction the Executive shall from time to time provide.
- 13.4.3 The Executive shall designate one (1) delegate seat for newly active members as outlined in Article 3.2.5 of these Bylaws.

### **13.5 Canadian Labor Congress Convention (CLC)**

- 13.5.1 The Local shall be represented at the Canadian Labor Congress Convention by automatic delegates (e.g. President, Sector Vice-President, etc. who originate from the Local but shall not come from the Local's delegate compliment)
- 13.5.2 For conferences other than the SGEU Annual Convention: A maximum of fifty percent 50% of delegates will be allotted to 1st time attendees who have attended a minimum of fifty percent (50%) of Local meetings in the current fiscal year. If this cannot be met, then delegates will be chosen using the point system as outlined in Article 13.2.5 ~~12.2.5~~. The exception is the SGEU Convention delegates and alternates will be chosen by points only.

### **13.6 National Union of Public and General Employees' Union Convention (NUPGE)**

- 13.6.1 The Local shall be represented at the NUPGE Convention by automatic delegates (e.g. President, Sector Vice-President, etc. who originate from the Local but shall not come from the Local's delegate compliment)
- 13.6.2 For conferences other than the SGEU Annual Convention: A maximum of fifty percent 50% of delegates will be allotted to 1st time attendees who have attended a minimum of fifty percent (50%) of Local meetings in the current fiscal year. If this cannot be met, then delegates will be chosen using the point system as outlined in Article 13.2.5 The exception is the SGEU Convention delegates and alternates will be chosen by points only.
- 13.6.3 Delegates, Alternates and Observers shall be submitted to the Chair or designate by the appropriate deadline.



13.6.4 An honorarium of \$125.00 will be given to Delegates at the convention. This will be given to all registered Delegates through either the Sector or Local.

### **13.7 Other Meetings**

13.7.1 When the presence of a representative of this Local is required or requested, the Local Chair or his/her designate shall attend.

## **14.0 RULES OF ORDER**

14.1 The Local shall function in accordance with the Rules of Order as outlined in the SGEU Constitution. Where the Constitution lies silent, Bourinot's Rules of Order shall be applied.

14.1.2 Bylaws must include reference to the Statement of Equality, appointment of Ombudsman, adopting the agenda and adoption of previous minutes when order of business is listed

14.1.3 An accurate record of all meetings and a register of attendees will be kept. After adoption, the minutes will be signed by the Chair and the Secretary. Bylaws will reflect where the minutes of the register will be kept. They will be the official records of all business done by the meeting.

14.1.4 At the close of each meeting the Local Chair will sign his/ her name directly below the last person's name who have signed in and record the time and date.

14.1.5 The Local Chair of the meeting will vote only in the event of a tie.

14.1.6 There will be no proxy voting

## **15.0 FINANCIAL INFORMATION**

15.1 All financial information (i.e. audits, bills, completed expenses forms) and cheque book is the sole property of SGEU Local 1105. They shall be stored in the Local office in the safe located at the SGEU Office 435 40th Street East, Prince Albert.

### **15.2 Fiscal Year**

15.2.1 The financial year of the Local shall be from January 1<sup>st</sup> to December 31<sup>st</sup> as per the Constitution Article 13.1

15.2.2 The Local financial statements will be subject to a financial review annually and shall be presented to the membership following the review, by March 31<sup>st</sup>

### **15.3 Financial Statements**

15.3.1 As outlined in the SGEU Constitution Article 5.1.13, submit to the 1st Vice President an annual financial statement which has been signed by the Chair and Treasurer and approved by the Local.

15.3.2 All reviewed financial statements will be submitted annually by March 31<sup>st</sup>

15.3.3 All T-4 information (stipend, scholarships, and honorariums) will be submitted to the 1<sup>st</sup> Vice President by the last day of January

### **15.3.4 FINANCIAL REPORTING**

Sector and Local treasurers will use the SGEU approved financial spreadsheet for their recordkeeping that is supplied by the 1<sup>st</sup> Vice President.

### **15.4 Viewing Audits/Member Expenses**

15.4.1 Any member of the Local requesting to view an annual audit or member expenses other than their own must be done in writing to the Chair via the Local email - [local1105@sgeu.org](mailto:local1105@sgeu.org)

15.4.2 The request must include the reason(s) for the request

15.4.3 The Chair will determine if the request will be granted. if the request is denied, it can be appealed to the 1<sup>st</sup> Vice President in writing.

### **15.5 Signing Authority**

15.5.1 The Chair, in their absence Vice Chair, and Treasurer shall have signing authority on all the Local 1105 bank accounts and term deposits.

## **16.0 COMMUNICATION**

16.1 The Local shall communicate by such means and on such issues as is deemed appropriate by the Executive and submitted by the Chair.

- 16.2 Any public statements will be guided by the process outlined in the Constitution under Duties of the Chair for making statements to the public including written permission from the SGEU President.
- 16.3 Mass communication for all Local 1105 members can be done through the SGEU Communications Dept. as approved by the Chair

## **17.0 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS**

- 17.1 Local 1105 shall be affiliated to the Saskatchewan Federation of Labor as a Local
- 17.2 Local 1105 shall be affiliated to the Prince Albert and District Labor Council (PADLC) The Local shall be represented by at the PADLC by a duly elected member of the Local. This member shall be elected at the Annual General Meeting yearly. Union leave will be provided for those members to attend.

## **18.0 AMENDMENTS TO BYLAWS**

- 18.1 Amendments to these bylaws shall be made at an Annual Meeting of the Local or through a special meeting as per Article 12.3
- 18.2 Amendments to these bylaws shall require a two-thirds (2/3) majority vote of the members in attendance at the meeting.
- 18.3 Notice of intent to amend the bylaws will be given at the Local Meeting previous to the meeting where the amendments will be discussed and voted on.
- 18.4 Amendments to the Local Bylaws will come into effect at the close of the meeting at which the Bylaws are amended.
- 18.5 A copy of these Bylaws shall be available at each Local General, Executive and Local Table Officers Meeting.
- 18.6 Members, upon request, may receive a copy of these Bylaws

## **19.0 Virtual Meetings**

- 19.1 As per Article 5.8 of the constitution any meetings may be held virtually when deemed necessary with appropriate rationale. Meetings and

electronic voting may only be held virtually when the principles of the constitution, policy and bylaws are upheld.

**20.0 Ombudsman for General and Local Meetings**

20.1 A trained ombudsman will be present at all Local meetings as per the SGEU Policy Manual Article 7.3

20.2 The Chair will appoint an ombudsman prior to local meetings. An external ombudsman, within a reasonable distance or via an electronic platform, will be used when and will be eligible for union leave or stipend where applicable.

## **Appendix A – SGEU Land Acknowledgement and Statement of Equality**

### Land Acknowledgement

We begin this meeting/event by acknowledging that we are meeting on land that has been inhabited by Indigenous peoples from the beginning.

SGEU acknowledges Saskatchewan as the traditional territory of First Nations and Metis people, which includes Treaties 2,4,5,6,8 and 10. We have come together today on Treaty 4 territory, which is the traditional territory of the Cree, Saulteaux, Stoney, Nakota, and Dakota.

We are grateful for the opportunity to meet here, and we thank all generations of people who have taken care of this land for thousands of years. We recognize and deeply appreciate their historic connection to these lands. We also recognize the contributions of the Metis, Inuit and other Indigenous peoples, both in shaping and strengthening in these communities, our province, and country as a whole.

### Statement of Equality

All SGEU meetings and events will be held in an environment free of harassment and/or discrimination. SGEU has a zero-tolerance policy for any harassing and/or discriminatory actions, behaviors and comments.

Harassment is any behavior that undermines the dignity, self-esteem or security of an individual, or creates an intimidating, threatening, hostile or offensive environment.

Our Union will not tolerate any forms of harassment and/or discrimination which violate any persons or class of persons right to be treated with dignity and respect. Such action by a member may result in immediate expulsion from the meeting or event by the Chair or Ombudsman.

## Appendix B – Local Points Form

### SGEU Public Service Sector Local 1105 Points Form

Name:

Convention/Event:

**Points will be calculated on an annual basis, January 1st to December 31st. It is the responsibility of the member to be as accurate as they can when calculating points.**

How many meetings of Local 1105 have you attended in the last 10 months beginning in January? (1) point per meeting\_\_\_ (Max 10) \*July and August have no meetings

Check any of the following Local 1105 positions which you presently hold:

Local Chair (3)\_\_\_ Local Vice Chair (2)\_\_\_ Local Secretary (2)\_\_\_

Treasurer (2)\_\_\_ Provincial Council (3)\_\_\_ Local Bargaining Representative (1)\_\_\_

Chief Steward (3)\_\_\_ Executive member (3)\_\_\_ Steward(2)\_\_\_

Local Committee Chair (3)\_\_\_ Committee Name:\_\_\_\_\_

Local Committee member (2) points per committee\_\_\_\_\_  
(Maximum 6 points-must attend 50% of committee meetings. Committee must be active)

Committee names:\_\_\_\_\_

Local sanctioned Workplace committee (1) per committee\_\_\_\_ (UMC, OH&S, CISM)

Committee names:\_\_\_\_\_

Local Sanctioned Provincial committee (2) points per committee\_\_\_\_\_  
(Maximum 4 points-must attend 50% of committee meetings. Committee must be active)

Committee names:\_\_\_\_\_

Panel Rep(1)\_\_\_ Bargaining council (1)\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

CC: Chair and Secretary

## **Appendix C – Local 1105 Scholarship Application**

### **Public Service Local 1105 Scholarship**

SGEU Local 1105 has two scholarships of \$750 each that will be given to the successful applicants who obtain the highest points as follows:

- Five (5) points will be awarded for an essay of approximately 1,000 words which best describes the reason for the start of unions and some notable accomplishments of unions. The student must express their views on where labour can best aid its members as well as society.
- Two (2) points will be awarded for an essay of 300 words which describes what their spouse, parent, or guardian does in their occupation as a unionized member of SGEU.
- Five (5) points will be awarded for an essay on the student's future goals.
- Three (3) points will be awarded to the student attaining the highest marks.

To Apply: To qualify for one of these scholarships, the following must be submitted with the application form:

- Three essays (reason for the start of unions, spouse/parent/guardian as a union member, and future goals)
- Confirmation of enrolment at a post secondary institution.
- Current transcripts
- Completed application form

The Local 1105 Scholarships are open to all SGEU Local 1105 members, their spouses, dependants, or the dependant's legal guardian(s), enrolled in full or part time studies in a recognized post secondary institution.

Please check the SGEU website for the application.

Application Deadline: Received at the Prince Albert SGEU office before August 15th or postmarked before August 15th.

Applications may be mailed or delivered to: Local 1105 Education Committee Chair, 435 40th Street East, Prince Albert SK S6V 1B9

## Public Service Local 1105 Scholarship Application

Deadline for application is August 15<sup>th</sup>  
Late or incomplete applications will not be accepted.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ SK Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Member: Yes or no Ministry and Position: \_\_\_\_\_

Years of service: \_\_\_\_\_

If you are not a member, are you one of the following of a Local 1105 member:

Spouse of a member: \_\_\_\_\_ Dependent of a member: \_\_\_\_\_ Dependents legal guardian: \_\_\_\_\_

Ministry and position of parent/guardian: \_\_\_\_\_

Years of service of parent/guardian: \_\_\_\_\_

Institution student attending: \_\_\_\_\_

Degree/Certificate sought: \_\_\_\_\_

Full time student: \_\_\_\_\_ Part time student: \_\_\_\_\_

Please include the following with the application form:

- Complete application form
- Current transcripts
- Required essays (3)
- Confirmation of enrollment

If you are the successful applicant, you will be contacted from Local 1105 Education Committee

Please mail application to: SGEU, ATTN Local 1105 Scholarship Committee Chair  
435 40th Street East, Prince Albert SK S6V 1B9

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix D – Code of Ethics for Elected Officials of SGEU**

### **Preamble:**

Unions today play a vital role in the improvement of living and working conditions of all Canadians. Much of our present standard of living and many of the social benefits we all enjoy have come about from organizing and educational work done by our predecessors in the union movement.

Trade unions are the legitimate voice of Canadian workers. In this context, trade unions have had an extremely difficult and controversial role in today's society. As such, unions are subject to more scrutiny on actions taken by our elected officials than any other democratic organization.

Officers of this Union have a responsibility to protect the members' rights and promote solidarity by keeping the membership informed and united.

SGEU expects a high standard of conduct of its elected officials and in return will, at all times, support and protect them in the performance of the duties of their office.

SGEU commits to elected officials (including stewards) to take swift action when they face retaliation or harassment.

In order to ensure that these standards are upheld, SGEU has adopted the following standards that are expected of all its elected officials.

### **Policy:**

Officials shall be elected or appointed as provided for in the bargaining guidelines, Sector/Local Bylaws, the Constitution and the Policies of the Saskatchewan Government and General Employees' Union and accept the Oath of Office as provided for in the SGEU Constitution.

### **All Elected Officials shall:**

1. In all aspects of Union activity, conduct themselves in accordance with Union Policy and in a manner which reflects well on SGEU and its membership.
2. Become knowledgeable in the internal structure of the Union and the applicable collective agreement.
3. Enforce the collective agreements of the various bargaining units in SGEU and shall not accept less than the negotiated provisions for the members.

4. At all times represent the members without personal bias or discrimination and observe confidentiality when dealing with sensitive matters regarding membership servicing.
5. Attend all functions, meetings and educationals when called upon by the Union, as directed by the bylaws, bargaining guidelines, policies and Constitution.
6. Reflect the official Union policy at all times when dealing with management. Co-chairpersons of Occupational Health and Safety Committees, and the membership of any other committees sanctioned by the Union shall be elected.
7. Not participate in management committees other than those sanctioned by the Union, irrespective of the name or intention of said committees.
8. Discharge their duties in the best interests of the membership without consideration for personal gain, and shall refuse all gifts, gratuities, favours or other considerations, which might be perceived to influence decisions on union policy.
9. Shall administer the records and assets of the Union in a responsible manner, consistent with the Union's policy as developed from time to time.
10. Shall work at all times within the Union structure when expressing disagreements or criticisms about the internal workings or policy of the Union, other Union members or the paid staff of the Union.
11. Take swift action when they become aware of incidents of retaliation and harassment experience by other elected officials and, if they themselves face harassment, report to designated union representative.

Failure to comply with these rules of conduct will be grounds for disciplinary action as provided for in the SGEU Constitution.

## Chief Steward Job Description

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

As Chief Steward, you fulfill the duties of a Steward, but also work with other Stewards in your zone to do the following:

### *Communication*

- Encourage Stewards to approach you first with questions about processes and contract interpretation and with reports of workplace conflicts and issues (rather than going directly to the LRO)
- Advise Stewards and members about union activities and advise bargaining unit and sector leaders about workplace developments
- Ensure new-member orientations are occurring as needed
- Inform Stewards and members of changes in the collective agreement or interpretation, and of relevant arbitration decisions
- Be accessible to your Stewards by telephone or in person

### *Grievance Co-ordination*

- Assign complaints and grievances to Stewards in your zone, taking into account:
  - o Stewards' specialized knowledge
  - o The chance for new Stewards to gain experience
  - o The need to prevent Steward burn-out
- Members' right to the Steward of their choice shall be adhered to
- Assist Stewards, as needed, in writing and investigating grievances properly and in judging whether a complaint is a grievance
- In communications with LRO keep track of filed grievances, to ensure that they are moving through the process in a timely fashion and that necessary tasks are completed
- Educate Stewards about the grievance and appeal processes, including about the need to discuss potential grievances with you first before filing
- Ensure contract enforcement by:
  - o Not agreeing to any deals that violates the collective agreement or other rights in statute
  - o Challenging violations of collective-agreement and other rights in statute

### *Leadership*

- Promote maximum involvement by members in union activities, especially including collective bargaining
- Delegate duties to Stewards (and panel reps where relevant)
- Call and chair regular Steward meetings to strategize, share information, identify best practices, and review grievance and other workplace issues

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

#### *Conflict Resolution*

- Assist in resolving conflicts between members or between members and the employer
- Be knowledgeable about both workplace and union harassment policies and procedures
- Encourage Stewards to talk to you when they encounter harassment in the union or in the workplace and work with Stewards to resolve the problem
- Hold regular meetings of all Stewards. Topics should include current workplace issues, barriers facing equity-group Stewards, discrimination/harassment of Stewards and in the workplace, and strategies to address issues.
- Work to dispel, not encourage, rumours

#### *Recruitment*

- Actively recruit new Stewards with the goal of achieving a representative Steward body in SGEU

#### *Mentoring & Training*

- Ensure you are familiar with your collective agreement, related legislation, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Complete training as set out in SGEU policy
- Orient new Stewards and support them to meet the expectations set out in the Steward job description
- Provide or arrange mentoring for new Stewards
- Encourage Stewards to take appropriate training, such as ULD 10, ULD 11, ULD 20, ULD 30, and conflict-resolution
- Update Stewards about education opportunities
- Encourage Stewards to set appropriate limits to prevent stress and burn-out

#### *Administrative Duties*

- Ensure elections are held for Stewards and OH & S committee
- Ensure that Stewards are being registered with SGEU Membership Records after each election
- Ensure distribution and posting of union information within your zone

*(Approved by Provincial Council, December 2009)*

## SGEU Steward Job Description

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

### Duties:

- **Advocate**
  - Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
  - Deal with harassment and other conflicts in the workplace
  - Identify future collective agreement proposals
- **Be a Sounding Board**
  - Listen to members' concerns while maintaining confidentiality
  - Empower members to help themselves by providing them with information and support
  - Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans
- **Educate**
  - Answer questions about your collective agreement
  - Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
  - Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community
- **Organize**
  - Be familiar with your workplace and your members
  - Welcome and orient new employees
  - Advise other elected SGEU leaders of issues and developments in your workplace
  - Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
  - Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.

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

### **You bring these qualities to the role of Steward:**

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the Chief Steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively
- Care about the well-being of others

### **SGEU will provide education and support so you can:**

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

### **Working Environment:**

- ❖ Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- ❖ Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other Stewards, your Chief Steward, your Agreement Administration Advisor, and the larger union are there for advice and support.
- ❖ It's a rewarding experience to help others and be part of a larger union family.

*(Approved by Provincial Council April 2009)*