



NAME OF SECTOR/LOCAL

BYLAWS
(Year)

Approved by the _____ Sector/Local
on {insert date}

Approved by the Membership, Constitution and Legislation Committee
on {insert date}

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SECTOR/LOCAL BYLAWS

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

NAME OF SECTOR/LOCAL

BYLAWS

1.0 NAME

All bylaws will contain a clause stating the name of the Sector/Local as determined by Annual Convention.

2.0 LOCATION

All Local Bylaws should include a description of the local and name of the largest centre which is the Local headquarters. Public Service Locals should reference the Public Service Sector Bylaws Appendix A, which outlines the geographical boundaries for all the Locals. *{This article can be deleted if not applicable}*

3.0 OBJECTIVES

All bylaws will contain a clause outlining the objectives of the Sector/Local. Such are to be consistent with the Constitution and the Policies of the Union.

4.0 MEMBERSHIP

All bylaws will contain a clause defining the membership of the Sector/Local.

5.0 SECTOR/LOCAL LIFE MEMBERSHIPS

All bylaws will state the conditions through which the Sector/Local confers Sector/Local Life Membership and the rights, responsibilities, etc. that these members have.

6.0 STRUCTURE AND DUTIES OF THE SECTOR/LOCAL EXECUTIVE

6.1 All bylaws will include a clause outlining the structure and size of the Sector/Local Executive. Such will provide how representatives are composed of members throughout the Sector/Local.

6.2 All bylaws will include how often the Sector/Local Executive meets, how special meetings are called and what constitutes quorum.

6.3 All bylaws will include articles that outline the Sector/Local Executive positions, term of office and the duties and responsibilities of each.

6.4 All elected representatives will take the Oath of Office per Article 5.2 of the SGEU Constitution.

- 6.5 All bylaws will contain clauses outlining the eligibility criteria, nomination, election, recall and vacancy procedures for elected representatives. The Sector/Local shall include representation from the equity groups.
- 6.6 Reference shall be made to the fact that Elected Official shall, in all aspects of Union activity, conduct themselves in accordance with SGEU Constitution, Policies, Code of Ethics for Elected Officials, and Sector/Local Bylaws.

7.0 PROVINCIAL COUNCIL

- 7.1 All bylaws will contain clauses outlining the eligibility criteria, nomination, election and length of term for Provincial Council members and their alternates.
- 7.2 Sectors/Locals may have automatic Provincial Council representatives. The bylaws will outline which positions are automatics.
- 7.3 State criteria for additional representatives being elected to Provincial Council and their alternates; and the length of the term of each representative.
- 7.4 All bylaws will identify when the elections for Provincial Council members shall occur.
- 7.5 All bylaws will contain clauses outlining the process for filling vacant positions.
- 7.6 Provincial Council members elect will be automatic delegates to the next Annual Convention.
- 7.7 Provincial Council members elect will assume office at the close of Convention.

8.0 TABLE OFFICERS

- 8.1 All bylaws will contain clauses indicating the Table Officers of the Sector/Local. These officers will include, at a minimum, the Chairperson/Local President, Vice-Chairperson/Local Vice-President and the Secretary/Treasurer.
- 8.2 All bylaws will contain clauses outlining the eligibility criteria, nomination, election and length of term of office (to a maximum of two years) for the various Sector/Local Executive positions.
- 8.3 All bylaws will contain clauses outlining the procedures for filling vacancies.
- 8.4 Duties and Responsibilities of the Table Officers**
Each set of bylaws will contain clauses on the duties and responsibilities of the identified Table Officers.

8.4.1 Chairperson/Local President

- 8.4.1.1 The Chairperson/Local President's duties and responsibilities are as follows: *{List the duties/responsibilities. The articles below contain sample wording/articles. Amend as necessary}*
- 8.4.1.1.1 Preside at all meetings and enforce due observance of the SGEU Constitution, Policies and Bylaws of the Local/Sector.
- 8.4.1.1.2 Responsibilities relating to authorizing payment from Sector/Local funds.
- 8.4.1.1.3 Voting only in the case of a tie.
- 8.4.1.1.4 Whether is an automatic representative to Conventions, meetings, and other Union events.
- 8.4.1.1.5 Be an ex-officio member of all Sector/Local committees.
- 8.4.1.1.6 Be responsible for approving all union leave for the Sector/Local members on business for the Sector/Local.
- 8.4.1.1.7 Through the secretary, ensure that all seats allotted to the Sector/Local for any convention/event are filled.
- 8.4.1.1.8 Sign and date the attendance register, immediately following the last name, at the conclusion of the meeting.

8.4.2 Vice Chairperson/Local Vice President

- 8.4.2.1 The Vice Chairperson/Local Vice President's duties and responsibilities are as follows: *{List the duties/responsibilities. The articles below contain sample wording/articles. Amend as necessary}*
- 8.4.2.1.1 In the absence of the Chairperson/Local President, assume the duties of the Chairperson/Local President.
- 8.4.2.1.2 Responsibility relating to signing on Sector/Local funds.

8.4.3 Secretary/Treasurer

- 8.4.3.1 The Secretary/Treasurer's duties and responsibility are as follows: *{List the duties/responsibilities. The articles below contain sample wording/articles. Amend as necessary}*
- 8.4.3.1.1 **Secretary**
- 8.4.3.1.1.1 Keep an accurate and signed record of the proceedings of all meetings of the Sector/Local and send a copy to the sector President or the Sector Vice President.
- 8.4.3.1.1.2 Be responsible for the attendance register's safekeeping and availability at meetings.
- 8.4.3.1.1.3 Maintain a list of all representatives, delegates and alternates.
- 8.4.3.1.1.4 Conduct all Sector/Local correspondence.
- 8.4.3.1.2 **Treasurer**
- 8.4.3.1.2.1 Collect and deposit all funds into a chartered bank or credit union to the credit of the Union.
- 8.4.3.1.2.2 Keep a proper record of accounts, subject to examination by the auditor.
- 8.4.3.1.2.3 Submit to the Union Treasurer, an annual financial statement following the Sector/Local AGM.

9.0 OTHER ELECTED OFFICIALS

Duties/responsibilities of other elected officials as follows: *{List the duties/responsibilities. The articles below contain sample wording/articles. Amend as necessary}*

9.1 Chief Steward

9.1.1 Sectors/Local shall be responsible for dividing into Zones of approximately 250 members or less. There shall be one Chief Steward for each Zone.

9.1.2 Roles and Responsibilities (attach Chief Steward Job Description):

9.1.2.1 Strengthen the Union and to build support for its programs.

9.1.2.2 Protect worker's rights.

9.1.2.3 Act as an advocate on behalf of the Union membership.

9.1.2.4 Educate and be educated.

9.1.2.5 Provide leadership.

9.1.2.6 Be an organizer.

9.1.2.7 Build and provide support for bargaining.

9.1.2.8 Act as a communication link between the Union and the Stewards, specifically to chair any regular educational and information sharing meetings with Stewards.

9.1.2.9 Actively recruit Stewards when a vacancy occurs.

9.1.2.10 Deal with members' concerns about the Collective Agreement.

9.1.2.11 Assist Stewards with grievances at the pre-arbitration level.

9.1.2.12 Complete advance training courses.

9.1.3 Nominations and Elections:

9.1.3.1 Sector/Local bylaws shall indicate the process for Chief Steward elections including eligibility criteria, length of term, nomination process (including appropriate forms), length of posting for nominations, identifying nominees, secret ballot, who votes for the Chief Steward (Stewards or membership of the Zone), is the vote done at a meeting or is it done by some other process.

9.1.3.2 Sector/Locals shall register the Chief Steward by numbered Zones with Membership Records.

9.1.3.3 Nominees have the right to name a scrutineer for the election.

9.1.3.4 Nominees for the office of Chief Steward shall signify in writing their acceptance by signing the Chief Steward Registration form including the Oath of Office.

9.2 Steward

9.2.1 Zones shall be divided into Steward districts of 25 or fewer members in a definable work unit

9.2.2 Roles and Responsibilities: (attach Steward Job Description):

- 9.2.2.1 Enforce the Collective Agreement and advocate for the members during disputes with the employer through the problem-solving process.
- 9.2.2.2 Educate the membership about their rights and responsibilities under the Collective Agreement.
- 9.2.2.3 Meet with new members to explain the role of the Union and the Collective Agreement.
- 9.2.2.4 Keep the Union bulletin Board updated.
- 9.2.2.5 Participate in Zone meetings and educationals.
- 9.2.2.6 Be a good communicator.
- 9.2.3 Nominations and Elections:
 - 9.2.3.1 Sectors/Locals shall be responsible for the maintenance of the Steward Structure.
 - 9.2.3.2 A call for nominations shall be posted in each district in the zone for 10 - 14 days.
 - 9.2.3.3 Any member in good standing is eligible for nomination for Steward in their district.
 - 9.2.3.4 Members in the Steward district shall elect a Steward every two years and whenever a vacancy occurs.
 - 9.2.3.5 Elections for Steward shall be conducted by secret ballot. Candidates receiving the highest number of votes or 50% plus 1 of the votes will be declared elected. Indicate the decision-making process in the event of a tie.
 - 9.2.3.6 If there are not enough candidates to fill the vacancies the Chief Steward may fill the vacancies by election or appointment.
 - 9.2.3.7 The Sector/Local shall register the Stewards by numbered districts with Membership Records.
 - 9.2.3.8 Nominees for the office of Steward shall signify in writing their acceptance by signing the Steward Registration form including the Oath of Office.
 - 9.2.3.9 The office of Steward becomes vacant automatically if the Steward moves to a different location, changes departments or resigns. If such vacancies occur prior to the expiry of the term, the Chief Steward shall call an election within 30 days of the vacancy occurring and the district shall replace the Steward for the unexpired term involved.
 - 9.2.3.10 Nominees have the right to name a scrutineer for the election.

9.3 Members-At-Large

- 9.3.1 Roles and Responsibilities:
 - 9.3.1.1 Outline any specific responsibilities that members-at-large have with the Sector/Local executive.
- 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 shall be by secret ballot.
- 9.3.2.4 Nominees have the right to name 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. Outline the decision-making process in the event of a tie.
- 9.3.2.7 If there are not enough candidates to fill the vacancies, those nominated will be acclaimed elected. A process should be outlined for any vacancies remaining.

9.4 **Local Bargaining Representative** (this applies to the PSS Locals only)

- 9.4.1 Roles and Responsibilities:
 - 9.4.1.1 As outlined in the Bargaining Guidelines.
 - 9.4.2 Nomination and Election:
 - 9.4.2.1 As outlined in the Bargaining Guidelines.

10.0 STANDING COMMITTEES

10.1 Provincial Council Standing Committees

- 10.1.1 Election:
 - 10.1.1.1 Bylaws will contain clauses on nomination, election of the representative and alternate, length of term, recall and vacancy procedures. The bylaws will articulate that all members of the Sector are eligible for election.
 - 10.1.1.2 The election process shall comply with Constitutional Article 6.10.3.1.
 - 10.1.1.3 The election process shall outline the process for electing alternates to the Provincial Council Standing Committees.
 - 10.1.1.4 The Provincial Council Standing Committees shall be those outlined in Article 6.10.1 of the Constitution.
 - 10.1.1.5 Sector representatives to the Provincial Council Standing Committee shall report back to their Sector and the Sector Bylaws will outline that reporting back mechanism.
 - 10.1.1.6 Standing Committee members elected at their AGM will assume office at the close of Convention.

10.2 Sector/Local Committee

- 10.2.1 Outline the election/selection process for membership to Sector/Local committees and subcommittees: posting, term of office, secret ballot, 50% plus 1 or highest number of votes to be elected, scrutineer, etc.
- 10.2.2 Outline the mandate of the committee.

11.0 RECALL OF ELECTED OFFICIALS

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

- 11.1.1.1 Recall must be petitioned for by 25% of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear concise language.
- 11.1.1.2 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date, location and purpose.
- 11.1.1.3 The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall be at least fourteen (14) days prior to the meeting.
- 11.1.2 Recall Process
- 11.1.2.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- 11.1.2.2 The two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the committee/councils or delegates to the body that elected the person being recalled can vote on the recall.

12.0 MEETINGS

All bylaws will contain clauses providing for meetings, to be defined with a purpose as follows: Annual General, General, Special and Executive. Reference Policy Article 7.0. All bylaws will contain clauses indicating the notice (posted/mailed) and agenda required for each type of meeting, as well as frequency and quorum.

12.1 Annual General Meeting (AGM)/Biennial General Meeting (BGM)

- 12.1.1 All bylaws should state who is eligible to attend the AGM/BGM.
- 12.1.2 All bylaws will contain a clause indicating when the AGM/BGM will be held.
- 12.1.3 All bylaws will indicate who, how and when notice shall be sent out to members, time frames and what is sent before the AGM/BGM.
- 12.1.4 All bylaws will contain clauses providing for the processing of resolutions.
- 12.1.5 Bylaws will include the process for emergency resolutions or emergency bylaw changes.
- 12.1.6 Bylaws will indicate the quorum for the AGM/BGM.
- 12.1.7 Bylaws will indicate the Order of Business to govern the AGM/BGM.
- 12.1.8 Bylaws will indicate how the representatives to the Provincial Council Standing Committees report back to the Sector.
- 12.1.9 Bylaws will contain clauses stating the provisions for voice and vote of members attending the AGM/BGM.

12.2 General Meetings

- 12.2.1 Bylaws will indicate how often general meetings are held and when notice is posted/mailed with the agenda.
- 12.2.2 Bylaws will indicate what constitutes quorum.
- 12.2.3 Bylaws will indicate the Order of Business for the General Meeting.

12.2.4 Bylaws will indicate that an Attendance Register will be kept in book form for all meetings.

12.2.5 Bylaws will contain clauses stating the provisions for voice and vote of members.

12.3 Special Meetings

12.3.1 Bylaws will indicate who calls special meetings and the minimum number of days' notice. The purpose of the meeting must be included on the meeting notice.

12.3.2 Bylaws will indicate what constitutes quorum for special meetings.

12.3.3 The Order of Business in a Special meeting shall be at the discretion of the Chairperson/Local President except that no business shall be dealt with which is not indicated on the notice of the meeting.

12.4 Executive Meetings

12.4.1 Bylaws will contain clauses stating the notice for executive meetings as well as frequency, quorum and order of business.

12.4.2 Bylaws will contain clauses stating the provisions for voice and vote of members attending executive meetings.

13.0 CONVENTION DELEGATES

13.1 Bylaws will include how delegates to SGEU Annual Convention, SFL, CLC, Labour Council and NUPGE Conventions will be elected/selected in accordance with the SGEU Constitution.

13.2 Bylaws will indicate who is eligible to attend.

13.3 Bylaws will indicate deadlines for each of the conventions in the case of withdrawal of delegates.

13.4 Bylaws will include representatives from the equity groups.

13.5 Bylaws shall address sending observers to conventions (who is responsible for payment for their expenses, number of observers that will be sent) in accordance with SGEU Policy.

14.0 RULES OF ORDER

14.1 All bylaws will contain a clause outlining the rules of order to be followed by the Sector/Local in accordance with Article 11 of the Constitution and Bourinot's Rules of Order.

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

14.3 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 and the register will be kept. They will be the official records of all business done by the meeting.

14.4 At the close of each meeting the chairperson/Local President will sign his/her name directly below the last person's name who signed in and add the time and date.

- 14.5 The Chairperson/Local President of the meeting will vote only in the event of a tie.
- 14.6 There will be no proxy voting at meetings.
- 15.0 AUDITOR(S)**
- 15.1 All bylaws will contain a clause providing for the appointment of an independent auditor or individual(s) who is independent of the Financial Statement and not a member of the Sector/Local Executive.
- 16.0 FISCAL YEAR**
- All bylaws will have a clause defining the fiscal year ending March 31.
- 17.0 FINANCIAL REPORTING**
- 17.1 All bylaws will contain a clause stating Sector and Local treasurers will use the SGEU approved financial spreadsheet for their recordkeeping that is supplied by the 1st Vice President.
- 18.0 COMMUNICATION**
- 18.1 Bylaws will indicate the Sector/Local strategy for communication between the Executive and the membership with respect to major issues, bargaining and other pertinent information.
- 18.2 Public statements will adhere to the reference set out in the Constitution under Duties of the President.
- 19.0 SECTOR BUDGET GUIDELINES**
- 19.1 Sectors will adhere to Policy Article 5.3 with respect to the guidelines for budget submissions.
- 20.0 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS**
- 20.1 Sector/Local bylaws will indicate the process for affiliation to the Saskatchewan Federation of Labour and Local Labour Councils.
- 21.0 AMENDMENTS TO BYLAWS**
- 21.1 Outline the process for amendment to Sector/Local bylaws, including the need for a 2/3 majority vote of those members present and voting and notice of intent to amend the bylaws – time, date, place and agenda for the meeting.
- 21.2 Outline when the amendments come into effect.
- 21.3 Outline how much in advance of the meeting at which the amendments will be deliberated that the amendments must be submitted.
- 21.4 Changes to Sector/Local bylaws must be submitted to the SGEU Membership, Constitution and Legislation Committee for final approval as per SGEU Policy 5.1.2.2.
- 21.5 All bylaws will contain clauses providing for the amendment of the bylaws.

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 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:
 - 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 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:
 - 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)