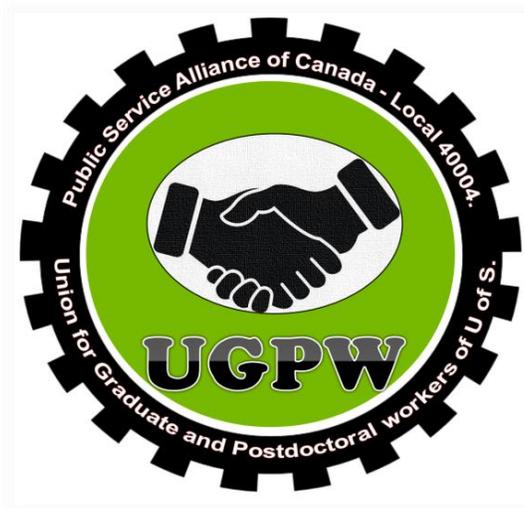


**Bylaws**  
**of the**  
**Union of Graduate and Postdoctoral Workers (UGPW)**  
**University of Saskatchewan**  
**Directly Chartered Local 40004 of the Public Service Alliance of**  
**Canada (PSAC)**



Presented March 2018

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Article 1: NAME, AFFILIATION, JURISDICTION AND AUTHORITY

- 1.1 The University of Saskatchewan Union of Graduate and Postdoctoral Workers (UGPW), Directly Chartered Local 40004 of the Public Service Alliance of Canada (PSAC), hereinafter referred to as the Union.
- 1.2 The UGPW comprises Graduate Student Workers (GSW) and Postdoctoral Fellows (PDF) who are included in the Bargaining Unit 1 or Bargaining Unit 2 (Articles 2.4 & 2.6).
- 1.3 The authority of these Bylaws derives from the Constitution of the Public Service Alliance of Canada, and the affairs of the Local shall be conducted in accordance with the Constitution and regulations of the PSAC.
- 1.4 These Bylaws, and any future amendments, are superseded only by the laws of the land and the Constitution of the Public Service Alliance of Canada.
- 1.5 The Local shall, whenever it deems it necessary, affiliate with other labour councils.

Article 2: DEFINITION OF KEY TERMS

- 2.1 The "Local" shall refer to PSAC Local 40004: Directly Chartered Local 40004 of the Public Service Alliance of Canada.
- 2.2 The "University" shall refer to the University of Saskatchewan, Saskatoon, Saskatchewan, Canada.
- 2.3 A "Graduate Student Worker" (GSW) shall be any person who is currently employed or is employed for any term within the current academic year (September-August) by the University to fulfil duties as a Teaching Assistant, Research Assistant, Student Assistant and/or Teaching Fellow, and who is currently registered as a student in the College of Graduate and Postdoctoral Studies at the University and shall be part of the Bargaining Unit that the Local represents, and have the right to attend and speak at (Annual) General Meetings, and the right to vote as required by relevant legislation.
- 2.4 "Bargaining Unit 1" shall consist of all Graduate Student Workers.
- 2.5 A "Postdoctoral Fellow" (PDF) shall be any person who is currently employed to fulfil the duties as a Postdoctoral Fellow, and who is appointed through the College of Graduate and Postdoctoral Studies (CGPS).
- 2.6 "Bargaining Unit 2" shall consist of all Postdoctoral Fellows.

- 2.7 The "PSAC" shall refer to the larger entity of the Public Service Alliance of Canada, of which the Local is a Directly Chartered Local.
- 2.8 A "Member" is any graduate student worker or postdoctoral fellow who has joined the Local (as defined in the conditions of their respective Collective Agreement).
- 2.9 A Member shall meet all of the following:
- 2.9.1 be considered in "good standing" so long as s/he has paid the required dues and has not been declared "not in good standing" as a disciplinary measure;
  - 2.9.2 have the right to attend, speak, move and second motions, and vote at (Annual) General Meetings;
  - 2.9.3 have equal rights to the benefits of union membership as provided for by the Collective Agreement (CA) and/or union policy.
- 2.10 A "Former Member" shall be any person who is no longer a Member and who has not been employed within the past academic year (Sept-Aug) as a GSW or PDF, and who is no longer eligible for Local benefits as defined by the PSAC Constitution.
- 2.11 A "Department" shall:
- 2.11.1 be an administrative unit as defined by the University;
  - 2.11.2 refer to the Department within which the GSW/PDF completes his/her work duties.
- 2.12 "Union" refers to the Public Service Alliance of Canada and its Directly Chartered Local 40004, the Union of Graduate and Postdoctoral Workers.
- 2.13 "Annual General Meeting" refers to the general meeting of all members held in March where the Executive Committee renders account.

Article 3: LOCAL 40004 OBJECTIVES

- 3.1 The objectives of Local 40004 are:
- (a) To promote, protect, and advance the professional, socio-economic, political and cultural interests and rights of its members, and that of workers in general;
  - (b) To promote values of freedom, democracy, equity, peace, progress, tolerance, social unionism, social solidarity, and sharing to build a society free of harassment, violence, oppression, exploitation and discrimination. We shall protect these ideals in order to ensure that every worker develops to hers/his fullest potential in a safe and respectful work environment;

- (c) To provide a platform and opportunity for its members to have a voice and partake in shaping their future through free trade unionism in the workplace, and to provide members an avenue to show commitment to the unity of the labour movement;
- (d) To ensure, promote, respect, and protect a safe working and studying environment and the knowledge produced therefrom;
- (e) To protect the quality of education and training at the University of Saskatchewan and in Canada;
- (f) To encourage a free and fair interaction between members (and their Local) and their Employer and ensure the resolution of employer-employee grievances, disputes and conflicts, in the first instance, through mediation and negotiation;
- (g) To encourage, support and be in solidarity with the organizing efforts of non-member workers and other unions at the University of Saskatchewan;
- (h) To maintain good relations, communicate, and cooperate with other workers and their organizations at the University of Saskatchewan, and with respective Labour Councils;
- (i) To unite members by fostering a shared understanding of the fundamental differences between the interests, rights and responsibilities of the members and those of the Employer.

Article 4: MEANS OF ACHIEVING THE OBJECTIVES

4.1 Local 40004 proposes to achieve these objectives by:

- (a) Mobilizing, developing and maintaining a well-organized membership that supports the objectives of the Local;
- (b) Developing impactful education and training programs to improve awareness and understanding of the trade union movement, principles, and practices;
- (c) Regulating relations between the members and the Employer by means of collective bargaining;
- (d) Bargaining and negotiating to demand and obtain better wages, benefits, and welfare packages to improve the standard of living and working conditions for members;
- (e) Encouraging members to participate in the activities of other unions, popular organizations, and organizations established by the Local of affiliated with it;
- (f) Establishing beneficial links our immediate and neighbouring communities and the general public;
- (g) Providing transparent, accountable and responsible administration of the Local.

Article 5: PSAC STATEMENT ON HARRASSMENT

- 5.1 This statement is to be read out and distributed at all Union events.

Our union is made strong by Sisters and Brothers working together to improve our working lives and to preserve the rights that we have struggled to achieve. Mutual respect is the cornerstone of this cooperation. The Alliance Constitution states that every member is entitled to be free from discrimination and harassment, both in the union and the workplace, on the basis of age, sex, colour, national or ethnic origin, race, religion, marital status, criminal record, disability, sexual orientation, gender identity, language, class or political belief.

If you experience harassment at this event, contact the identified Harassment Complaint Coordinator to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate our members speaking directly with one another to resolve the matter. If this is not successful or possible, the Constitutional and policy mandates on the issue of harassment will be fully and quickly enforced.

Harassment in all its forms, detracts from our common purpose and weakens our union. Let each one of us, as we work together on the important task at hand, treat each other with dignity and respect.

Article 6: MEMBERSHIP

- 6.1 All graduate and postdoctoral employees of University of Saskatchewan whose employment is covered by the Certification Orders issued on April 23, 2015 or November 1, 2016 respectively by the Saskatchewan Labour and Employment Board or any amendment thereto may become a member of the Union.
- 6.2 Employees who fill out and sign a Union membership card, and who are accepted as members by the Union, are members in good standing.
- 6.3 Members must pay established Union and Local dues.
- 6.4 Employees must abide by the provisions of these Bylaws, the PSAC Constitution and regulations, as well as any legal agreement entered into by the Union on behalf of members.
- 6.5 Employees whose contracts have expired may retain their rights and responsibilities as a member for a period of twelve (12) months. However, they must always be enrolled at the university or on a paid or unpaid leave authorized by the regulations of the Employer.

- 6.6 All persons who can prove that they will sign a contract with the Employer that will be starting within the following three months can become members. The contract must deal with employment subject to the accreditation certificates issued on April 23, 2015 or November 1, 2016 by the Saskatchewan Labour and Employment Board.
- 6.7 All employees who upon graduation continue to hold a valid contract with the Employer, covered by the accreditation certificate issued on April 23, 2015 by the Saskatchewan Labour and Employment Board may remain members for the duration of their contract.
- 6.8 Employees who have been dismissed but have filed a grievance supported by the Union with respect to the dismissal remain members of the Union.
- 6.9 Employees laid off from a position under the Union's jurisdiction who maintain the right to be recalled may remain members.

Article 7: MEMBERSHIP RIGHTS AND PRIVILEGES

- 7.1 All members of the Local subject to Articles 7 and 8 of these By-Laws, shall enjoy the rights and privileges conferred by the Local's Bylaws and Union's Regulations as outlined below:
  - (a) To be represented by the Union;
  - (b) To be free from any act or omission on the part of the Union, or other members, that would discriminate against the member based on the grounds enumerated in the definition of discrimination. This includes both the actions of the individual members of the Union and systemic institutional practices and policies of the Union;
  - (c) To be free from harassment by another member, both within the Union and in the workplace, on the basis of any of the grounds mentioned in Article 5;
  - (d) To file a complaint with the Executive Committee or PSAC if believing any of his/her rights defined in these Bylaws has been violated by any member or bodies of the Union or Employer;
  - (e) On request, members shall have access to financial statements/records and meeting minutes of the Local;
  - (f) They must have access to electronic copies of the Collective Agreement, the Bylaws, and Union's Regulations and Code of Rules of Order. Where it is impossible for a member to access electronic copies, paper copies will be provided upon request.
- 7.2 No person shall be excluded from the membership of the Union based on discriminative grounds enumerated in the definition of discrimination.

- 7.3 No person otherwise eligible for membership in the Union shall be admitted to membership if that person has been fined, suspended, or expelled from PSAC or any Local of PSAC until that person has complied with the terms of such fine, suspension, or expulsion.
- 7.4 Employees whose Union membership request is rejected can exercise their rights of appeal as stipulated in the PSAC Constitution and Regulations.

Article 8: SUSPENSION OR EXCLUSION OF MEMBERS

- 8.1 The Executive Committee shall recommend the suspension or exclusion of a member to the membership, and it shall only take effect upon ratification at the Annual General Meeting of General Membership Meeting.
- 8.2 Any member suspended from the Union loses all entitlements to Union rights and privileges as defined in Article 7 until their suspension is rescinded.
- 8.3 An expulsion from the Union shall not be reconsidered until at least one (1) year after ratification of the expulsion by the membership.
- 8.4 Suspended or excluded employees of the University of Saskatchewan who are included in the Bargaining Unit described in the accreditation certificates or any amendment thereto still fall within the Union's jurisdiction and continue to pay dues accordingly.
- 8.5 Before declaring the suspension or exclusion, the Executive Committee must give the said member at least fourteen (14) calendar days notice, inviting him or her before the Executive Committee to explain and defend their position, and indicating, in writing, the charges against the member as well as the time and the place of the proposed encounter.
- 8.6 Exclusion and suspension of members shall be dealt with in accordance with the provisions therein and of Section 25 of the PSAC Constitution and Regulation 19 of PSAC Constitution.

Article 9: DUES

- 9.1 The Annual General Meeting sets the amount to be paid as Local dues beyond the agreed upon dues formula used by PSAC National.
- 9.2 All employees, regardless of their membership status, whose employment is covered by the accreditation certificate issued by the Saskatchewan Labour and Employment Board or any amendment thereto, shall pay such Union and Local dues.

9.3 The notice of the Annual General Meeting must mention the planned change in the Local dues.

9.4 Two-thirds (2/3) majority of the votes recorded at the Annual General Meeting are required to change the Local dues.

Article 10: ORGANIZATIONAL STRUCTURE AND GOVERNANCE

10.1 The organizational and governance structure of Local 40004 shall be as follows:

- (a) Annual General Meeting
- (b) General Meeting
- (c) Executive Committee
- (d) Standing Committees
- (e) Ad Hoc Committee

10.2 The decision-making bodies of the Local, in order of importance, are:

- (a) Annual General Meeting
- (b) General Membership Meeting
- (c) Emergency General Membership Meeting
- (d) Executive Committee

10.3 The decisions of Committees must be approved by one of the decision-making bodies of the Local in order to be official.

10.4 Executive Officers

10.4.1 The Executive Officers of the Local shall be:

- (a) The President
- (b) The Vice President Graduate Workers
- (c) The Vice President Postdoctoral Fellows
- (d) The Secretary
- (e) The Treasurer
- (f) The Chief Steward

10.5 Non-Elected Officers of the Local

10.5.1 The Chief Returning Officer (CRO) shall:

- (a) be nominated by the Executive and elected at an Executive meeting;
- (b) ensure all elections procedures are properly conducted, including providing ballot boxes and ballots, supervising ballot counting and being arbiter of "spoiled ballots," excepting the election of the Chief Returning Officer;
- (c) authorize all official notices, announcements and publicity related to Local elections;
- (d) issue calls for nominations, including those of all Executive Officers, which shall be publicized during the month of the election, and each month thereafter until all Executive positions are filled;

- (e) receive and announce all nominations, after ensuring the eligibility of nominees for all positions, excepting the Chief Returning Officer;
- (f) candidates deemed ineligible must be informed of the reasons for disqualification, and this must be publicly announced at the election;
- (g) stipulate restrictions on and disseminate the candidates' mail out;
- (h) announce any late nominees for any office normally elected at the Annual General Meeting;
- (i) announce all official election results, both at the relevant meetings and to the broader membership;
- (j) in the event of an invalid election process, this shall be reported at the next General meeting;
- (k) schedule and chair an "All Candidates" meeting, as requested;
- (l) appoint, supervise, and issue ballots and ballot boxes to Returning Officers;
- (m) report to PSAC as required by the PSAC Constitution.

Article 11: MEETINGS

11.1 The following meetings are approved for the Local:

- (a) Annual General Meeting
- (b) General Membership Meeting
- (c) Emergency General Membership Meeting
- (d) Executive Committee Meeting
- (e) Standing Committee Meeting
- (f) Ad Hoc Committee Meeting

11.2 Annual General Meeting (AGM)

11.2.1 The Annual General Meeting consists of all members in good standing of the Union.

11.2.2 The Annual General Meeting is the highest authority of the Local for all issues excluding deciding for strike.

11.2.3 Powers of the Annual General Meeting

11.2.3.1 The Annual General Meeting has the following powers:

- (a) To determine the overall policies of the Local;
- (b) To elect members to the Executive Committee;
- (c) To receive, amend, accept, or reject all reports and accounts forwarded from the Executive Committee or any other Committee;
- (d) To ratify, amend, or reject any decision forwarded by the Executive Committee;
- (e) To create any Committee that it deems necessary to fulfill the Local's functions, and in particular to designate the Bargaining Committee to prepare for negotiation of the Collective Agreement;

- (f) To accept or reject all proposed Collective Agreements, and to accept or reject the Employer's offer(s);
- (g) To amend the Local's Bylaws;
- (h) To set the amount of Union dues;
- (i) To vote on the annual budget submitted for approval by the Executive Committee;
- (j) To ratify the Financial Report approved by the Financial Committee, and all other documents related to the administration of the Local's funds;
- (k) To determine the details of any job action, including a strike;
- (l) To act upon and decide on all matters that are so judged to be in the interests of the proper functioning of the Local.
- (m) Quorum for the AGM shall be the President, four other executive members, and the 50% (fifty percent) of the total number of members in good standing in attendance at the beginning of the meeting.

11.2.4 The right to vote at the Annual General Meeting is not transferable. If a member does not attend a meeting or misses a part of that meeting during which a vote is required, the member cannot vote.

11.2.5 Secret ballot shall be used when voting for elections, ratification of a Collective Agreement, and a strike vote.

11.2.6 The Executive Committee organizes one Annual General Meetings per fiscal year; the Annual General Meeting (AGM), to be held in March. At the AGM, the membership elects the Executive Officers and any Non-Executive officers of the Local. The membership receives, discusses, accepts, or rejects the financial report and modifies or approves the proposed budget for the upcoming fiscal year.

11.2.7 Motions passed at the Annual General Meeting shall be binding.

11.2.8 At the AGM, Executive Officers shall present written reports on the past year's activities. The Treasurer shall present a Financial Report for the past year, a current year financial statement, and a Budget for the upcoming year. Committee chairs shall make oral reports.

11.2.9 The Executive Committee must give fourteen (14) calendar days notice before the Annual General Meeting takes place. The Executive Committee will use posters, electronic means, and internal media at University of Saskatchewan whenever possible, to communicate the date, the agenda, and location of the meeting.

11.2.10 The following items must always appear on the agenda:

- (a) Call to Order;
- (b) Reading of the PSAC Statement on Harassment
- (c) Approval of the Chair;
- (d) Approval of the Agenda;
- (e) Approval of the previous Annual General Meeting minutes;
- (f) Business arising from the minutes;
- (g) Reports of the Executive Officers and Committee Chairs;
- (h) New business;
- (i) Other business;
- (j) Adjournment.

11.2.11 Quorum at the AGM meeting shall be the President, four other executive members, and 15 other members in good standing.

11.2.12 Documents pertaining to the Annual General Meeting must be made available to members at least fourteen (14) calendar days prior to the Annual General Meeting.

11.2.13 The draft minutes of the Annual General Meeting must be available to the Members within fourteen (14) calendar days after that meeting.

#### 11.6 General Membership Meeting

11.6.1 The General Meeting shall be called by the President, a General Meeting, or a petition signed by ten percent (10%) of members in good standing.

11.6.2 Normally be chaired by the President, or a designate.

11.6.3 Be open to all members of the Local in good standing, and during which these members shall have full speaking and voting rights.

11.6.4 Have quorum set at five percent (5%) of the total number of members in good standing, which shall be calculated each term by the President and publicized at each General Meeting.

11.6.5 Be open to non-members, who shall have speaking rights but not voting rights; non-members may be excluded from the proceedings, in part or in whole, by a motion from voting members.

11.6.6 Have the draft agenda distributed to all members of the Local and invited guests at least three (3) weeks prior to the meeting, including and reports and a call for agenda items to be added.

- 11.6.7 Make binding decisions on all other bodies of the Local, excepting the Annual General Meeting.
  - 11.6.8 Be promoted to all members via accepted media (i.e. email, social media, telephone, et al.), informing them of the time and location of the meeting at least three (3) weeks prior to the meeting.
  - 11.6.9 Ratify any tentative Collective Agreement in accordance with PSAC Regulation 15C which supersedes these bylaws.
  - 11.6.10 Not permit any changes to the proposed agenda from the floor.
  - 11.6.11 Follow the PSAC's Rules of Order, except where the Rules contradict these bylaws in which case the bylaws take precedence.
  - 11.6.12 Allow, under unusual circumstances, a meeting to be called with less than two-weeks-notice, excepting the Annual General Meeting.
  - 11.6.13 Not address disciplinary matters beyond bylaw (discipline of 8.3).
  - 11.6.14 Be held not more than twice in a year.
  - 11.6.15 Documents pertaining to the General Membership Meeting must be made available to members at least fourteen (14) calendar days prior to a regular General Membership Meeting.
  - 11.6.16 The draft minutes of each General Membership Meeting must be available to the Members within fourteen (14) calendar days after that meeting.
  - 11.6.17 Elections of Executive Officers and Non-Executive officers conducted during a General Membership Meeting shall be handled in accordance with the election procedures of the Union.
- 11.7 Emergency General Membership Meetings
- 11.7.1 Emergency General Membership Meetings can be called by a simple majority of the Executive Committee or following a written request to the President from at least twenty-five (25) members.
  - 11.7.2 Emergency General Membership Meetings can be called as often as the Local requires. A simple majority of the Executive can call an Emergency General Membership Meeting at any time. The agenda for this meeting is sent to members seven (7) days before the meeting is held. Members must be informed of the reasons for calling the meeting when the

meeting is called. The Executive Committee will use posters, electronic means, and internal media at University of Saskatchewan, whenever possible, to communicate the date, the agenda, and location of the Emergency General Membership Meeting.

11. 7.3 The Executive Committee upon receipt of a written request from at least ten (10) members must call an Emergency General Membership Meeting.

11. 7.4 Any decisions made at the Emergency General Membership Meeting shall pertain only to the subject that meeting was called for.

11. 7.5 Quorum at all Emergency General Membership Meetings shall be the President, the Vice Presidents Graduate Workers and Postdoctoral Fellows, and at least seven (7) other members, for a total of nine (9) persons. In the case of an Emergency General Membership Meeting requested by members, quorum shall include those members who submitted the request.

11. 7.6 Documents pertaining to the Emergency General Membership Meeting must be made available to members upon request at least fourteen (14) calendar days prior to the Emergency General Membership Meetings.

11. 7.7 The draft minutes of each Emergency General Membership Meeting must be available to the Members within fourteen (14) calendar days after that meeting.

#### 11.8 Executive Committee Meetings

11.8.1 An Executive Committee Meeting quorum will consist of a minimum of three (3) Executive Officers, one of which must be any of the following: President, a Vice-President, or Secretary.

11.8.2 The Chair of the Executive Committee Meeting shall be the President, If absent then either Vice President as approved by the majority. In the absence of the President and Vice-President, any member of the Executive Committee approved by majority present can chair. Any person who chairs a meeting must be familiar with these Bylaws and the PSAC Rules of Order.

11.8.3 Executive Officers shall meet as deemed necessary in order for the Local to operate smoothly, but no less than once every month.

11.8.4 An Executive Committee Meeting must be called at least five (5) calendar days beforehand by notifying all Executive Officers, unless the scheduling of a meeting is made in the preceding Executive Committee Meeting.

11.8.5 The notice of Executive Committee Meeting is sent by the President, or either Vice President, using email, and it must contain the date, time, and location of the meeting, as well as the agenda.

11.8.6 In an emergency situation, a Special Executive Committee Meeting may be convened by the President or either Vice-President, usually after an official notice of at least forty-eight (48) hours via both e-mail and telephone communication.

11.8.7 The President or either Vice President, must call for a Special Executive Meeting upon the request of at least three (3) members of Executive Committee. The agenda of the meeting must be proposed by the members requesting the meeting. The meeting must be called within forty-eight (48) hours after receiving the request.

11.8.9 In case an Executive position is vacant, the quorum of the Executive shall be 50% of the seated members of the Executive.

Article 12: DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

12.1 President

- (a) Is the spokesperson of the Local;
- (b) Is recommended to chair Executive Meetings;
- (c) Liaises between the Local and: general membership; University administration; and external bodies relevant to the Local's objectives, including other Unions and organizations within the University of Saskatchewan;
- (d) Facilitates the smooth operation of the Executive Committee in order to meet the Union's long- and short-term goals;
- (e) Schedules meetings and prepares the agenda and the materials with the assistance of the Secretary;
- (f) May co-sign, with the Treasurer, any cheque or Financial Report;
- (g) Has the right to be a member ex-officio of all committees of the Local;
- (h) Monitors compliance with the Bylaws and ensures that each member of the Executive Committee diligently carries out the duties of their position;
- (i) Monitors Local activities;
- (j) Monitors, with the assistance of the Secretary, all documents produced by bodies that have direct or indirect relations with the activities of the Local;
- (k) Reports on their activities to the Executive Committee and to the Annual General Meeting and General Membership Meeting in order to update its members on the activities made by the committees and bodies on which they are seated;
- (l) Represents the Executive Committee at the negotiation table with the Employer;

- (m) Informs the Executive Committee of the status of negotiations with the Employer;
- (n) In the event that the President is absent for three (3) months or less, one of the Vice President will act as President;
- (o) If the President is absent for more than three (3) months, the position will be deemed to be vacant;
- (p) Hands over to their successor, at the end of their mandate, all Local property in their custody.

#### 12.2 Vice President Graduate Workers

- (a) Assists the President as necessary, in the conduct of duties and responsibilities;
- (b) Maintains and updates the Local's website(s) and social media pages in cooperation with the Vice President Postdoctoral Fellows;
- (c) Organizes for membership drives, relates with members and keeps the Executive Committee updated regarding membership welfare and condition;
- (d) Works with the Stewards to encourage engagement of Bargaining Unit 1 workers; and brings forward issues specific to Bargaining Unit 1 to the Executive;
- (e) Reports on activities to the Executive Committee and to the Annual General Meeting and the General Membership Meeting where necessary;
- (f) May co-sign, with the Treasurer, any cheque or Financial Report;
- (g) Hands over to their successor, at the end of their mandate, all Local property.

#### 12.3 Vice President Postdoctoral Fellows

- (a) Assists the President as necessary, in the conduct of duties and responsibilities;
- (b) Maintains and updates the Local's website(s) and social media pages in cooperation with the Vice President Graduate Workers;
- (c) Organizes for membership drives, relates with members and keeps the Executive Committee updated regarding membership welfare and condition;
- (d) Works with the Stewards to encourage engagement of Bargaining Unit 2 workers; and brings forward issues specific to Bargaining Unit 2 to the Executive;
- (e) Reports on activities to the Executive Committee and to the Annual General Meeting and the General Membership Meeting where necessary;
- (f) May co-sign, with the Treasurer, any cheque or Financial Report;
- (g) Hands over to their successor, at the end of their mandate, all Local property

#### 12.4 Secretary

- (a) Keeps a record of the proceedings of General Membership Meetings and Executive Committee meetings that is correct, full and impartial;
- (b) Makes available the minutes of Executive Committee Meetings to all members prior to the next meeting;
- (c) Is responsible for keeping the member list updated;
- (d) Is responsible for filing all Local documents;

- (e) Is responsible for meeting logistics;
- (f) Ensures that all Local communications are accurate, current and kept on file;
- (g) Ensures that all alterations to the Bylaws are recorded and forwarded to PSAC;
- (h) Reports on activities to the Executive Committee and to the Annual General Meeting and the General Membership Meeting;
- (i) May co-sign, with the Treasurer, any cheque or Financial Report;
- (j) Hands over to their successor, at the end of their mandate, all Local property in their custody.

#### 12.5 Treasurer

- (a) Maintains accurately the financial accounts of the Local;
- (b) Receives all revenue, fees and dues and ensures that all monies are promptly paid into the Local's bank account;
- (c) Co-signs, with any other Executive Officer, all cheques and Financial Reports;
- (d) Issues receipts as necessary;
- (e) Provides the Executive Committee with a brief financial report at every Executive Committee meeting;
- (f) Makes disbursements as authorized by the Executive Committee or the Annual General Meeting;
- (g) Provides access to his/her books upon the request of any Executive Committee member of the Local;
- (h) Prepares the Budget, in consultation with the Executive Committee, and subsequently submits the same to the Annual General Meeting for approval;
- (i) Provides the Financial Committee with any information that may be needed to complete the Audit Report;
- (j) Responds to recommendations and concerns raised by the Financial Committee in writing and within a reasonable timeframe;
- (k) Reports on his/her activities to the Executive Committee and to the Annual General Meeting;
- (l) Prepares the annual Financial Report, to be approved by the Financial Committee, and submits the same to the Executive Committee in preparation for presentation to the Annual General Meeting;
- (m) Hands over to their successor, at the end of their mandate, all Local property in their custody.

#### 12.6 Chief Steward

- (a) Recruits Stewards
- (b) Is familiar with the PSAC *Steward's Handbook*; and ensures the familiarity of all Stewards with the PSAC *Steward's Handbook*;
- (c) Organizes, chairs and maintains the Steward's Committee/Network which acts a body that brings together all Stewards to provide support and information; there shall be a monthly meeting of the Steward's Committee which all Stewards should attend;

- (d) Establishes and maintains a Steward's Network communication system;
- (e) Ensures the proper application of the current Collective Agreement by both the Employer and the Local;
- (f) Assist the Executive Committee as appropriate; and provides information to the Executive on the activities of the Steward's Committee and its members;
- (g) Acts as liaison between the Vice Presidents and the Steward's Network
- (h) Reports on their activities to the Executive Committee and to the Annual General Meeting;
- (i) May co-sign, with the Treasurer, any cheque or Financial Report;
- (j) Prepare and file grievances; or assists stewards in the preparation and filing of grievances as necessary;
- (k) Hands over to their successor, at the end of their mandate, all Local property in their custody.

12.7 The Executive Committee shall also participate in various labour organizations on campus and off campus such and any PSAC committee or Area Councils as deemed necessary.

12.8 Order of Correspondence

12.8.1 The order of issuing correspondence shall be: first President, second either Vice President, and third Secretary.

12.8.2 The President shall respond to all emails of Administration and Membership.

12.8.2.1 The President can delegate this role to any member of the executive.

Article 13: THE EXECUTIVE COMMITTEE

13.1 The Executive Committee consists of six Executive Officers:

- (a) President
- (b) Vice-President Graduate Workers
- (c) Vic President Postdoctoral Fellows
- (d) Secretary
- (e) Treasurer
- (f) Chief Steward

13.2 Any member of the Union who meets the criteria below shall be eligible for election to the Executive Committee. The Election Officer must approve the eligibility of the candidates.

13.3 The candidate must be a member in good standing.

13.4 The Executive Committee promotes equal access to all executive positions for eligible members with the goal of having an Executive Committee that reflects the diversity of the membership.

- 13.5 Members of the Executive Committee are elected at the Annual General Meeting for a term of one (1) year (April to March). All Executive Officers shall be present at the meeting during which they are elected unless a signed letter attesting to their nomination is provided to the Executive. If a position remains unfilled, the Executive Committee may appoint a member to fill the position until an election for the position is held.
- 13.6 All members of the Executive Committee are accountable to the membership.
- 13.7 The Executive Committee shall:
- (a) Prepare and call Annual General Meeting and General Membership Meetings;
  - (b) Ensure that positions taken by the Local are implemented and enforced;
  - (c) Administer the day-to-day business and assets of the Local;
  - (d) Inform the Membership of their important decisions;
  - (e) Ensure that the Collective Agreement is enforced;
  - (f) Support and develop inter-Union relations;
  - (g) Gather and distribute information relevant to members;
  - (h) Prepare Local policies that must be defined and approved by the Annual General Meeting and General Membership Meetings;
  - (i) Approve any press releases or other communication with the public;
  - (j) Authorize disbursement, the maximum amount of which is \$700 unless approved otherwise by the membership in the adoption of the budget;
  - (k) Ensure that rules and regulations adopted by the membership are respected;
  - (l) Obey decisions made during the Annual General Meetings and General Membership Meetings, which constitute a mandate to be executed on behalf of all the members of the Union;
  - (m) Establish any committee required to study, discuss and promote the goals of the Local and its members;
  - (n) Appoint members in good standing to represent the Local to various bodies in which the Local participates;
  - (o) Authorize all of the procedures and legal acts necessary to promote the best interests of the Local, receiving direction from the Union and the General Membership as needed;
  - (p) Appoint the Finance Committee;
  - (q) Act as stewards for their respective departments.
- 13.8 If any Executive Officer fails to be present at the call to order for three (3) Executive Meetings in a year, excluding emergency meetings, the Executive Committee may declare the position vacant.
- 13.9 Should the President resign from her/his position or vacate the office for any reason, the position is filled by either of the current Vice Presidents based on consensus or vote as determined by the Executive. The office of the Vice

President who became President shall be deemed vacant until the Executive has made an interim appointment or until the next election.

13.10 Should any other office within the Executive Committee fall vacant for any reason, including resignation of an Executive Officer, the Executive Committee may appoint an interim replacement. Interim office holders shall be denoted by including "Standing" before the name of the office being temporarily held.

13.11 Executive Honoraria

(a) Any annual administrative allowance received from the University of Saskatchewan shall be divided equally among the Executive.

(b) The amount received by each Executive Officer shall be divided into three parts and the Executive Officer shall receive one part each at the end of each term.

(c) If a position is vacant the amount allocated to the vacant position Executive Officer shall be divided among the remaining executive for sharing their responsibilities dependent upon the participation of the Executive.

Article 14: OTHER COMMITTEES

14.1 The Annual General Meeting or the Executive Committee may create or dissolve standing or ad hoc committees;

14.2 There shall be a standing Financial Committee;

14.3 There shall be the following ad hoc committees: Bargaining Committee, Discipline Committee, and any others deemed necessary by the Executive Committee;

14.3 Any member in good standing is eligible for membership on ad hoc and standing committees;

14.3 All committees of the Local shall be responsible for maintaining adequate records of their deliberations. Such records shall be kept on file;

14.4 The committees are only advisory in nature, and do not enjoy any enforceable influence;

14.5 At the time that any standing or ad hoc committee is created, the mandate, the requirements for membership, and the duration of activity will be described by the creating body;

14.6 Unless otherwise described at the standing or ad hoc committee's creation, the committee shall report to and advise the body that created it;

- 14.7 All standing or ad hoc committees are accountable to the body that created them;
- 14.8 Standing or ad hoc committees can work towards new policy and advice regarding existing policy, but they cannot contravene the Local's Bylaws or PSAC Constitution, policies or regulations. They must not act to undermine the work of the Local or the Union.
- 14.9 Financial Committee
- 14.9.1 The Executive Committee shall appoint three (3) Financial Committee members. These members shall be members in good standing, who are not also members of the Executive Committee; or qualified accountants.
- 14.9.2 The Financial Committee shall:
- (a) Be given access to the accounting books and other invoices describing any expenditure;
  - (b) Review the books and accounts of the Local at least once per year, prior to the Annual General Meeting;
  - (c) Monitor and approve the Financial Report prepared by the Treasurer before being presented to the Executive Committee in preparation for the presentation to the Annual General Meeting;
  - (d) Submit a written Audit Report of their work to the Annual General Meeting following the completion of the audit. This report may include any recommendations deemed appropriate to ensure that the Local's funds, records, and accounts are being maintained in a correct and proper manner. The report and recommendations shall be submitted to the Executive Committee before the Annual General Meeting.
- 14.10 Ad Hoc Committees
- 14.10.1 Ad Hoc Committees are distinct from Standing Committees in that they are not ongoing. Such committees are created by the Executive to deal with a particular issue that is neither permanent nor regular, including but not limited to dealing with a disciplinary matter, or any other subject falling outside the scope of a Standing Committee and its Subcommittees. The Local recognizes two permanently defined Ad Hoc Committees: the Bargaining Committee and the Discipline Committee.
- 14.10.2 All Ad Hoc Committees shall:
- (a) Be chaired by the President, unless otherwise stated at inception;

- (b) Establish a mandate in writing prior to being convened in the case of Ad Hoc Committees not already defined in these bylaws; this mandate shall include budgetary considerations;
- (c) Be approved by an Executive Meeting, and subsequently reported to Annual General Meeting or General Membership Meeting;
- (d) Consist of a minimum of three (3) members and no maximum, excepting the Bargaining Committee;
- (e) Be dissolved automatically once the matter for which the committee was convened has been resolved;

#### 14.11 Bargaining Committee

14.11.1 The Bargaining Committee shall:

- (a) Be formed when the Local anticipates entering into negotiations with the Employer;
- (b) Be constituted by the President, and approved by the Executive Committee, and with representation from each of the divisions of the Local to be determined by the Collective Agreement;
- (c) The committee and its members shall strive to represent the diversity of the Local as much as possible, including but not limited to consideration of gender, sexual orientation, ethnicity, familial status or religion;
- (e) Solicit and prioritize bargaining demands from the membership;
- (f) Review the Collective Agreement in its entirety to determine if it meets member demands or needs;
- (g) Report on progress at the Annual General Meetings and General Membership Meetings through its chair or designate;
- (h) Act as a consultative committee for the duly elected bargaining team in accordance with PSAC Constitution Regulation 15;
- (i) Encourage bargaining teams to consider using the concept of open bargaining as appropriate to the situation;
- (j) Act as liaison and report to executive and membership as necessary;
- (k) Dissolve automatically when a Collective Agreement has been ratified.

#### 14.12 Discipline Committee

14.12.1 The Discipline Committee shall:

- (a) Be convened to investigate charges of misconduct and recommend appropriate disciplinary measures where it is deemed appropriate;
- (b) Be governed by the PSAC Regulation 19: Regulation Governing Membership Discipline, which is defined in Appendix A.

Article 15: ELECTIONS AND ELECTIONS PROCEDURE

15.1 Nominations

15.1.1 All nominations for executive committee positions, except nominations for the position of Chief Returning Officer shall:

- (a) Be open for a period of at least two (2) weeks, ending one (1) week prior to the election in question, at which point the campaign period shall begin;
- (b) Be submitted in writing to the Chief Returning Officer
- (c) Be proposed from the floor only if no nomination is received during the nomination period.

15.2 Procedures

15.2.1 Elections shall:

- (a) Be conducted by a secret and secure method in a manner to be determined by the Chief Returning Officer, consistent with the procedures in this section of the bylaws, such that each Member eligible to vote may only vote for one candidate per position;
- (b) Be held at the Annual General Meeting, or through use of polling stations, or through electronic voting methods;
- (c) Be resolved, normally, in a single round such that the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote);
- (d) Be resolved, in the event of a tie, by a second secret ballot of the Members present, in which case each eligible Member shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote);
- (e) Be resolved, in the event of a second tie, by a secret ballot of the Executive, in which each Executive Officer shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote).

15.2.2 The Chief Returning Officer shall:

- (a) Permit a 'Question Period' of not more than twenty (20) minutes preceding the vote for Executive Officers, during which time members may ask

- questions of any candidate for the Executive Committee positions;
- (b) Permit candidates running for offices to address the assembly for up to three minutes, preceding voting;
- (c) Only open balloting following the end of all the candidates' speeches.

Article 16: VACANT POSITIONS AND FILLING VACANT POSITIONS

16.1 A position shall be declared vacant by the Chief Returning Officer, or the President in the case of a vacancy for the Chief Returning Officer, when:

- (a) The term of office has expired and no replacement has been found
- (b) In the case of the President, the position is unfilled at the end of the Annual General Meeting;
- (c) An officer resigns or is removed from office.

16.2 Filling Vacant Positions

16.2.1 In the event of a vacancy, the positions shall be filled according to the following regulations:

- (a) The office of the President shall be filled by the Vice-President immediately until an election can be held;
- (b) In the event of a vacancy in any other Executive positions, the duties of the vacant position shall fall to the remainder of the Executive and be divided as they see fit;
- (c) Should the vacancy be longer than three months the Executive may appoint somebody to fill the position. Anyone appointed to a position by the Executive must be a member in good standing at the time of the appointment and reasonably expect to continue as a member in good standing for the duration of their appointment.
- (d) In the event of a vacancy in any other position normally elected at the Annual General Meeting, the Chief Returning Officer shall receive nominations for that position at any time;
- (e) If a nomination is received, the Chief Returning Officer shall issue a call-out for additional nominations and, if none are received, the position shall be declared acclaimed;
- (f) In the event that multiple nominations are received, the Chief Returning Officer shall declare a General Election;
- (f) In the event of a vacancy in a position not normally elected at the Annual General Meeting, if the Chief Returning Officer receives a nomination they shall wait three (3) days before declaring the position acclaimed;
- (g) In the event of multiple nominations for a single vacancy, the Chief Returning Officer shall forward the names of the candidates to the Executive, who will then vote to create an acting position.

16.3 Campaigning

16.3.1 All prospective candidates must attend an all-candidates meeting

- scheduled by the Chief Returning Officer;
- 16.3.2 No candidate may engage in mass electronic mailing of any kind, including but not limited to list-serve or recipient lists of more than five (5) persons;
  - 16.3.3 Campaigning via social networking (e.g. Facebook, Twitter, et al.) shall be permitted
  - 16.3.4 No money is permitted to be spent on any electronic media for campaign purposes;
  - 16.3.5 Each candidate shall be permitted to distribute a half page mail out, subject to the limitations outlined by the Chief Returning Officer, that shall be distributed to the membership by the Secretary, or posted on the electronic election platform one (1) week prior to the commencement of the elections;
  - 16.3.6 Candidate profiles shall be posted by the Secretary to the Local's website and distributed through an email to all members;
  - 16.3.7 The campaign period shall begin one (1) week prior to the election;
  - 16.3.8 No campaigning materials shall be circulated once the Annual General Meeting has begun.

16.4 Proxy Voting

- 16.4.1 No proxy voting shall be allowed.

Article 17: TERM OF OFFICE

- 17.1 The terms of office of Executive Officers, other elected officers and appointed officers shall end as follows, except when otherwise provided for in this bylaw:
  - (a) The term of office of the President, Acting President or Interim President shall end on March 31;
  - (b) The term of office of the Vice President Graduate Workers, Vice President Postdoctoral Fellows, Secretary, and Treasurer shall end on March 31;
  - (c) The term of office for the Chief Steward shall end on March 31;
  - (d) The term of the Chief Returning Officer shall end the day after the Annual General Meeting, except otherwise approved by the AGM.

Article 18: POLICY DOCUMENTS

- 18.1 Policy documents are intended to provide a set of procedures and best practices for the functioning of the Local. Terms of Reference (TOR) documents will be considered policy documents. They shall not contradict the Constitution of the PSAC or the Bylaws of the PSAC Local 40004.
- 18.2 Administration of Policy
  - 18.2.1 Policy documents shall be subject to yearly review by the body to whom they apply (e.g. committees review their own policies);

- 18.2.2 The reviewed policy document shall be forwarded to the Executive Committee for endorsement;
- 18.2.3 The Executive Committee may create, amend, endorse, or reject policy documents;
- 18.2.4 Policy documents shall carry the enforceable weight of bylaws for the duration of an academic year during which they have been endorsed;
- 18.2.5 Policy changes shall be included in Executive reports for the next Annual General Meeting;
- 18.2.6 Previous policies shall remain in effect pending revision, alteration or suspension.

18.3 Storage and Dissemination of Policy

- 18.3.1 Policy documents shall be added as an Appendix to the bylaws after being endorsed by the Executive Committee;
- 18.3.2 Policy documents shall be included in the Local's paper and electronic records for posterity and ease of reference, and shall be stored subsequently in order to track changes;
- 18.3.3 Upon adoption, the Executive Officers shall inform relevant parties (e.g. committees) of policy changes.

Article 19: FINANCES AND COMPENSATION

19.1 Finances and Banking

- (a) The Executive shall be responsible for administering the Local's funds in the best interests of the Membership;
- (b) An independent, external agent selected by the Executive in conjunction with the treasurer and the financial committee shall prepare a statement of the Local's financial position for the preceding year, and this statement shall be available to the membership at the Annual General Meeting;
- (c) The fiscal year for the Local shall begin April 1 and end March 31;
- (d) The banking affairs of the Local shall be transacted with such reputable banks, or other reputable corporations carrying on a banking business; as the Executive may determine;
- (e) The signatures of two (2) executive officers with signing authority shall be required to authorize withdrawals of funds from the Local's bank account;
- (f) The President and Treasurer shall normally be the first and second signatories for withdrawals;
- (g) Loan agreements on behalf of the Local shall be authorized by the Executive and the PSAC;
- (h) Such agreements shall be signed by the President and the Treasurer;
- (i) The Executive shall have the authority to disburse funds as allocated by the budget approved by the membership;

- (j) The Local may administer financial support and welfare programs to its Members, subject to regulatory approval by the Annual General Meeting;
- (k) The term of any financial investment made by the Local may not exceed the duration of the collective agreement.

Article 20: CONFLICT OF INTEREST

20.1 Definition

A 'Conflict of Interest' arises when a member of the Local has or could be seen to have an opportunity to use the authority, knowledge or influence derived from his or her position to benefit improperly the member or another person with whom the member has a close relationship (spouse, business partner, family member, etc.). Such situations may include, but are not limited to the following:

- (a) Participating as an officer or in a managerial capacity with a firm that is a supplier of materials or services to the Local;
- (b) Having personal financial dealings with an individual whose business with the Local involves the member's sphere of responsibility;
- (c) Participating in the hiring or contract review of anyone with whom the member has a close relationship;
- (d) Participating in the decision-making process regarding the member's own employment or financial compensation.

20.2 Obligation to Report

If any member or employee of the Local is faced with an existing or potential Conflict of Interest, then s/he must immediately report this situation to their relevant committee chair, President, or another Executive Officer as appropriate. Failure to declare a potential Conflict of Interest is grounds for discipline under 14.12.1 (a) of these bylaws.

20.3 Treatment

Upon a report that a Member is faced with an existing or potential Conflict of Interest, the President or committee chair shall determine if such Conflict of Interest actually exists. No action shall be taken if it is deemed there is no Conflict of Interest. The member is not obligated to accept these stipulations, though this may result in disciplinary action according to Article 14.12 of these bylaws. If it is determined that there is a Conflict of Interest, the following actions may be taken, singly or in combination, and in descending order of preference whenever possible, depending upon the severity of the matter:

- (a) Stipulate that the member refrain from voting on the issue, with the abstention noted in the assembly or committee minutes;
- (b) Stipulate that the member refrain from participating in debate on the issue, with the abstention noted in the assembly or committee minutes;
- (c) Stipulate that the member excuse him/herself from any meeting in which the issue arises, with the reason for absence noted in the minutes;
- (d) Stipulate that the member withdraw from the activity or situation in

- which the Conflict of Interest arises;
- (e) Stipulate the member step down from their position of authority in the Local.

Article 21: PERSONNEL POLICIES

21.1 Job Descriptions

Job descriptions shall be written by the Executive and approved at the Annual General Meeting or General Membership Meeting before any individual shall be hired by the Local. Job descriptions shall include, but are not limited to: job title, duration of employment, duties, and compensation.

Article 22: STRIKES

22.1 The Local shall embark on strike action only if a strike is authorized by a Local strike vote and the PSAC (according to PSAC Regulations 15);

22.2 Strike votes and related publicity shall be conducted as per PSAC regulations and relevant legislation;

Article 23: AMENDMENTS TO THE CONSTITUTION OR BYLAWS

23.1 The following procedure in its entirety shall be required to make amendments to these Bylaws:

- (a) Proposed changes to these Bylaws shall take the form of a written submission to the Local President;
- (b) Any submission that involves the creation of a new Standing Committee must include the proposed structure of the new committee (including who will chair the committee, the composition of the committee, the duties of the committee, and who reports to the Executive on behalf of the committee), the purpose of the new committee, and any relevant background material supporting the creation of the new committee;
- (c) Proposed changes shall be reviewed by the Executive before becoming a 'proposal' for vote at the next Annual General Meeting;
- (d) Notwithstanding 23.1 (c), a petition signed by at least fifty members shall serve as a proposal to the next General Meeting (in the case of amendments to these Bylaws), provided that the petition includes the exact wording of the proposed amendment and the exact wording of the relevant sections of the current Bylaws;
- (e) For a proposal to amend these Bylaws to be successful, it must be approved by two thirds vote at the Annual General Meeting, and no amendments to the proposal are permitted at this meeting;
- (f) Amendments to these bylaws become effective upon the adjournment of the meeting in which a successful proposal was approved, unless otherwise specified in the proposal.

Article 24: CODE OF RULES AND PROCEDURE

24.1 Proceedings at AGM, General Membership Meetings, Committee Meetings and other meetings of the Local shall be conducted in accordance with the Code of Rules of Procedure of the Public Service Alliance of Canada.

24.2 If there is conflicting interpretation of these bylaws the President shall make the final decision.