



Manitoba
Government
and General
Employees'
Union

Constitution and Bylaws 2010

Constitution

of

The Manitoba Government and General Employees' Union

Approved by:

**The 61st Convention
October 2010**



**Manitoba
Government
and General
Employees'
Union**

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2010 MGEU CONSTITUTION

Name

- 1: The Union's name is "The Manitoba Government and General Employees' Union." In this document, it will be called "the Union." (2000)

Jurisdiction

Jurisdiction
The area that someone has authority over

- 2: Only union members have the power to make bylaws, rules and regulations to manage the Union and control its members.

Badge, Emblems

- 3: The Union Board of Directors may adopt or change its badge, emblems, or similar symbols.

Location

- 4: The Union headquarters are in Winnipeg, Manitoba.

Objectives

Collective Bargaining
to negotiate and work together to improve wages and working conditions

- 5:1:1 The Union will provide a means to take united action on any issue between you and your employer.
- 5:1:2 Obtain through *collective bargaining*, the best possible pay, benefits, and working conditions for you, and to protect your rights and interests in matters concerning you and your employer. The Union will provide this for:
- employees of the Government of Manitoba
 - employees of boards, agencies, and commissions established under provincial legislation
 - public employees in related employment

- Crown Corporations
 - and other groups whose employees may apply to join the Union
- 5:1:3 To act as a non-partisan, non-sectarian organization. The Union will not be tied or bound to a particular political party or religious group. It will be free of verbal, mental and sexual harassment and discrimination. This includes discrimination as defined in the Manitoba Human Rights Code. (2008)
- 5:1:4 Represent you in discussions with employers and their representatives about your general welfare and your working conditions.
- 5:1:5 Encourage participation in approved provincial and national labour organizations.
- 5:1:6 Function independently and be autonomous (stand on its own) and subject only to the authority of the will and decisions of its membership.

Membership

- 6:1:1 You are considered a rand member if you belong to any group in Article 5:1:2 and pay membership dues to the Union and your union application card has not been signed. (See Article 6:2 for more details or exceptions.) (2010)
- 6:1:2 You become an official union member when your union application card is co-signed by an authorized representative of the Board of Directors (this could include a Steward or Local Table Officer).
- 6:1:3 Ongoing union membership, with all its rights and privileges, can be granted to you, or taken from you, on the approval of the Board of Directors. If you are currently not working, you can keep your membership active by arranging to pay your dues directly to the Central Office. (See Articles 9:1 through 9:6:2 for more details and exceptions.) (2010)
- 6:1:4 Associate Membership
- a) Associate members:

- are not required to pay dues
- will have their rights and privileges protected by the Union
- cannot vote
- cannot hold office

If you are on:

- sick leave without pay or
- leave of absence without pay or
- a temporary lay off or
- the re-employment list

you can apply to the Board of Directors for Associate membership. (1999)

b) A union staff person can apply to the Board of Directors for Associate membership. No dues will be collected.

6:1:5 New groups meeting requirements found in Articles 5:1:2 and 6:1:1 may apply to the Union President for membership. Their membership must then be ratified (approved) by a majority vote of the Board of Directors.

6:1:6 The Board of Directors may set an initiation fee for a group asking for union membership.

6:2 If you hold a position not included under the terms of any agreement for which the Union is the bargaining agent, you will not be eligible for active membership. (1999)

6:3 The granting of Honourary Life memberships and the rights of Honourary Life members is governed by the Bylaws.

6:4 The granting of Solidarity Awards and the rights of the members receiving these awards is governed by the Bylaws. (1993)

- 6:5 The granting of Life membership and the rights of Life members is governed by the Bylaws. (1984)
- 6:6 The granting of Affiliate membership and the rights of Affiliate members is governed by the Bylaws.
- 6:7 The Board of Directors has the power to enter into a special service contract with groups not eligible for active membership in the Union.

Division of Membership

- 7:1 Union membership is divided into Locals set up by the Board of Directors. Locals are under the authority of the Board. (1999)
- 7:2 The jurisdiction and location of the Locals are governed by the Bylaws. (1999)

Membership Dues

- 8:1 Membership dues or special assessment are set every two years at Convention or at a Special Convention. Two-thirds of the elected delegates present during the voting must approve the proposed amount. Dues will be paid by payroll deduction or by cash instalments. (2010)
- 8:2 The Board of Directors may increase your current dues by up to 25% with a two-thirds vote, if:
- the *Defence Fund* drops below 50% of what it was before the strike started or
 - it drops to less than \$1,000,000 at any time and
 - the increase is used only for the Defence Fund (1996)
- 8:3 You will pay extra dues if you work when your own bargaining unit is on a *lockout* or *strike*. These dues will be deducted from your paycheque. This includes when you are required by law to provide essential or emergency services, as well as when you choose to keep working during a strike or lockout. In these cases, you will pay dues of 30% of your basic pay (before deductions). These dues will be in addition to your regular dues and will be put into the Defence Fund. (1996)

Defence Fund
an account set up to financially support strike action

Lockout
when an employer locks workers out of their workplace during a labour dispute

Strike
stopping work or refusing to work to try to influence an employer to agree to better job conditions. It is usually only used when the collective bargaining process has failed

8:4 You will pay extra dues if you work during an alternate job action. This could include escalating strikes, when increasing numbers of members go out on strike. This could also include rotating strikes, when different Locals go out at different times. The Board of Directors and bargaining committee may decide together if you will be assessed these dues. In these situations, you may pay dues of 30% of your basic pay (before deductions). These dues will be deducted from your paycheque. These dues will be in addition to your regular dues and will be put into the Defence Fund. (1996)

Withdrawal or Discipline

9:1 You can cancel your membership at any time by notifying the Union President in writing, unless your collective agreement does not allow you to.

9:2 You, or a group of members, may be charged and disciplined for an offence against the Union if you or they:

9:2:1 Knowingly do not follow the Constitution or Bylaws;

9:2:2 Misuse or steal union money or property;

9:2:3 Encourage, or knowingly help others to encourage, members to leave the Union;

9:2:4 Use the following without the Union's permission:

- the name of the Union or
- your position in the Union or
- lists of members

for raising money, advertising or for personal financial gains;

9:2:5 Do not support a legal strike called by the Union (fine only);

9:2:6 Disrupt or keep any union meeting or Convention from being able to do its business fairly and reasonably;

9:2:7 Interfere with union representatives doing their jobs;

- 9:2:8 Do not carry out the duties of your elected position;
- 9:2:9 Do things that damage the good order and discipline of the Union.
- 9:3 Allegations of the violations listed above must be submitted to the Provincial Officers in writing. (2008)
- 9:3:1 The Provincial Officers will establish a committee by appointment of five members following each biennial convention that will serve as a Disciplinary Committee for two years. The committee will have three members with two members as alternates. (2008)
- 9:4 The Disciplinary Committee will investigate the allegation(s) by holding informal hearings, interviewing witnesses and reviewing relevant documents. (2008)
- 9:4:1 You will be informed in writing as to the specifics of the allegation(s) and who made the complaint(s). (2008)
- 9:4:2 If you face allegation(s), you will be given an opportunity to appear before the Disciplinary Committee to defend yourself prior to a final decision by the Disciplinary Committee. You will be allowed to bring another member to assist you in your representation. The Disciplinary Committee will forward its findings in writing to the Provincial Officers and to the members concerned. (2008)
- 9:5 If discipline is necessary, the Disciplinary Committee may impose or recommend any combination of the following disciplinary actions: (2008)
- 9:5:1 Be *reprimanded*;
- 9:5:2 Have your membership rights and privileges temporarily taken away (suspended) for a definite period of time;
- 9:5:3 Have your membership permanently taken away (cancelled);
- 9:5:4 Be fined, based on your hourly pay rate;
- 9:5:5 Be removed from your elected position;
- 9:5:6 The Component or Local being disciplined will be placed under *trusteeship*.
- 9:6 If you are subject to disciplinary action you may *appeal* by using the following steps: (2008)

Reprimand

verbal/written
reproach

Trusteeship

placed under
control

Appeal

ask another person
or group to
reconsider your
case

9:6:1 Step 1:

Appeal to the Board of Directors within thirty days of receiving the written decision of the Disciplinary Committee. The Board of Directors will make a decision within sixty days from the date of receipt of the appeal. The Board of Directors may allow or dismiss the appeal or vary the decision. The Board of Directors will provide you with their decision in writing. (2008)

9:6:2 Step 2:

Appeal to the President of the National Union of Public and General Employees within thirty days following the decision of the Board of Directors. The President will make a decision within ninety days from the date of receipt of the appeal and may allow or dismiss the appeal or vary the decision. The President will provide you with his or her decision in writing. (2008)

Election or Appointment of Officers

10:1 All Provincial Officers are elected:

- for a two-year term and
- by secret *ballot* and
- by majority vote and
- at Convention (1993)

10:2 To run for a Provincial Officer position, you must:

- file a letter of intent and
- be nominated by a delegate by noon on the first day of Convention. (2010)

10:3 Elections are to be conducted separately for each individual office and the count will be announced after each ballot. If two or more ballots are needed to get a majority, the candidate(s) with the lowest number of votes will be taken off the ballot. A new vote will be taken. The process will be repeated until a candidate has been elected. (2010)

Ballot
the piece of paper
you write on to
cast your vote

- 10:4 If you nominate someone, you can make a speech of up to three minutes listing the nominated person's qualifications and service. If you are nominated for a Provincial Officer position, you can make a speech of up to five minutes. (2006)
- 10:5 You can only be nominated as a union Provincial Officer if you are an active member in good standing. (2006)

Vacancies in Office

- 11:1 If the office of President becomes vacant, the First Vice-President will take over the President's duties and responsibilities while keeping his or her own.
- 11:2 If a Provincial Officer (other than the President) leaves a position during their term, the position will be filled by and from the Board of Directors by a majority vote of the Board. The voting will be held as outlined in Article 10:3. (1984)
- 11:3 If you take office under Articles 11:1 and 11:2, you will hold the office until the next *biennial* Convention. (1994)

Biennial
happening every
two years

Officers

- 12:1 The Provincial Officers of the Union are:
 - 12:1:1 President
 - 12:1:2 First Vice-President
 - 12:1:3 Second Vice-President
 - 12:1:4 Third Vice-President
 - 12:1:5 Fourth Vice-President
- 12:2 Duties and responsibilities of the Provincial Officers are listed in the Bylaws.

Constitutional Amendments

- Resolution**
written motion
expressing
opinion, will or
intent, voted by
an official body
- 13:1 All *resolutions* for constitutional *amendments* that come from members who are not part of the Constitution, Bylaw and Structure Committee, must be given to the Union President in writing by July 15th before Convention. (2010)
- 13:2 When the Union President gets a resolution to change the Constitution, the President will provide a copy of the resolution to each Local President and to each member of the Constitution, Bylaw and Structure Committee. (1999)
- Amendments**
changes
- 13:3 A resolution to change the Constitution requires a two-thirds majority vote of those delegates present and voting. (2010)
- 13:4 The Union's Constitution can be changed only by Convention or by a Special Convention called for this purpose. (1993)
- 13:5 Changes made to the Constitution become official the day after Convention.

Amendments to the Bylaws

- Motion**
a proposal that is
presented in a
formal way
- 14:1:1 The Union Bylaws may be changed by Convention or by the Board of Directors. The Board requires notice of these changes at two meetings in a row with the suggested changes to be dealt with at the following, third meeting.
- 14:1:2 A *motion* to change the Bylaws needs a majority vote.
- 14:1:3 All Bylaw changes passed by the Board of Directors need approval at the next Convention to remain in force.
- 14:1:4 Any suggested Bylaw changes that fail to pass at Convention will not be reintroduced at a Board meeting before the next Convention.
- 14:1:5 If a Component, Local, Area Council, or Component Executive decides that any rules or regulations are needed to help them do their job well, they will suggest their ideas to the Board of Directors. If these

suggestions are approved, they will be included in the Union Bylaws following the process listed in Article 14:1:1 of the Constitution.

Rules of Procedure

- 15:1 Unless otherwise stated, “Bourinot’s Rules of Order” will be followed. These are on file in the Central Office. Under no circumstances will the President or a committee Chairperson cast more than one vote on any one question.

Convention

- 16:1 The Union meets:

- every second year in October at the biennial Convention and
- at a set time and place decided on by the Board of Directors

With a two-thirds majority vote, the Board of Directors can call a Special Convention if the Board thinks there are major issues to be dealt with. (1993)

- 16:2 **Notice of Meeting**

- 16:2:1 The President must give 30 days’ notice of the time and place of any Convention to all officers, elected delegates, and Honourary Life members. (1993)

- 16:3 **Notice of Business**

- 16:3:1 You can present any subject of general interest to the Union if:

- it has been approved by a Local or Area Council, Component Executive or Standing Committee and
- it is in writing to the President and received by July 15th in a Convention year (2006)

- 16:3:2 The Union President ensures that copies of all resolutions or other notices that have been received by July 15th are then sent, no later than three (3) weeks prior to the date of the Biennial Convention, to:

- all Convention delegates
- Honourary Life members and Local Executive Committee members (by request). (2010)

16:3:3 Resolutions received after July 15th in a Convention year, are called emergency resolutions. The Board of Directors and Provincial Officers will decide whether to introduce them on the floor of the Convention. Constitutional resolutions received after July 15th will not be accepted. (2000)

16:3:4 Other business (except for Constitutional changes) may be considered at the Convention, if approved by a majority vote. (1993)

16:4 **Representation**

16:4:1 Board of Director members are automatically considered Convention delegates.

16:4:2

- a) Each Local can have at least one delegate to Convention. (2010)
In this section only, members mean the average number of official union members of the Local who have paid dues for twelve months before the Convention call (notice). If a Local was chartered (established) after that twelve month period began, then they can send delegates according to the average number of members who have paid dues.
- b) Each union Local can send one delegate for its first 150 members. It can send one more delegate for each additional 100 members, or a major portion thereof. For example:
 - 1 – 200 members = 1 delegate
 - 201 – 300 members = 2 delegates
 - 301 – 400 members = 3 delegates
 - 401 – 500 members = 4 delegates, etc. (2010)

Alternates

substitute delegates
to Convention

16:4:3 A Local will nominate and elect one or more *alternates* to replace a delegate who cannot attend.

16:4:4 The Union will pay for reasonable expenses submitted by a delegate attending Convention.

Election and Appointment of Delegates

- 17:1 Each Local will hold a meeting before Convention to elect its delegates. (See Article 29:3(b) for details.) These delegates will serve for a two-year term. (2010)
- 17:2 A Convention delegate:
- must be an official union member
 - may also be an officer of the Local (2010)
- 17:3 Alternate delegates must be named at the start of Convention.

Visiting Members

- 18:1:1 You may be present at any Convention as a union member if there is enough seating for you.
- 18:1:2 You may address the Convention as a visitor if you have permission from the Chairperson.

Voting, Entitlement, Method and Poll Vote

- 19:1:1 Each elected delegate has one vote.
- 19:1:2 The Chairperson may vote in two situations:
- in a secret ballot or
 - when necessary to break a tie vote (2010)
- 19:1:3 Voting on elections will be by ballot. Motions will be voted on by a show of hands unless:
- a passed motion allows for another way or
 - the Chairperson decides otherwise
- 19:1:4 *Poll vote* will be made if demanded by a motion approved and passed by a two-thirds majority vote.

Poll vote
a formal count of
voting delegates

Biennial Convention Business

- 20:1 Call to Order.
- 20:2 Report of Committee on Credentials.
- 20:3 Minutes of the Last Convention. (1993)
- 20:4 Communications.
- 20:5 Appointment of Committees.
- 20:6 Reports. (1993)
 - 20:6:1 Board of Directors.
 - 20:6:2 President's Report.
 - 20:6:3 Financial Statement and Auditor's Report.
 - 20:6:4 Standing Committee Reports and Standing Committee Resolutions.
 - 20:6:5 Honourariums.
- 20:7 Amendments to the Constitution.
- 20:8 Candidate Forum. (1990)
- 20:9 Election of Officers and Committees.
- 20:10 Appointment of Auditors.
- 20:11 New Business.
- 20:12 Good and Welfare.
- 20:13 Adjournment.

Powers of Convention

- 21:1 Any decision the Board of Directors makes can be reversed by Convention with a majority vote, only if that reversal does not affect or threaten the legal status of any past decisions and contracts. (1993)
- 21:2 Convention establishes and sets the levels of honorariums. (1993)

Board of Directors

- 22:1 The Board of Directors includes:
- 22:1:1 President;
- 22:1:2 First Vice-President;
- 22:1:3 Second Vice-President;
- 22:1:4 Third Vice-President;
- 22:1:5 Fourth Vice-President;
- 22:1:6 One Director elected by each Component (see Articles 25:3:1 and 25:4); (1999)
- 22:1:7 One Director elected by each Local that qualifies (see Article 29:1:2); (1999)
- 22:1:8 One Director elected by each Area Council (see Article 24); (1999)
- 22:1:9 All members are elected for a two-year term. (1999)
- 22:1:10 Area, Component, or Local Directors are elected in a Convention year for a two-year term. (1999)
- 22:1:11 A member can only hold one position on the Board of Directors. Board members may run for a vacant position without first resigning from their existing position.
- 22:2 The Board of Directors meets at least six times a year at a time and place chosen by the President. Its first meeting following Convention must be held within five weeks. The President can call special meetings. If the

Classification
job category

President refuses to call a meeting, any two officers or any five members of the Board of Directors can call one. (1993)

22:3 The Board of Directors has the power to carry on the Union's day-to-day business. The Board will report to the biennial Convention. (1993)

22:4 The Board of Directors is responsible for making sure proper negotiations are carried out throughout the province. The Board consults with the proper negotiating committees. They will tell them about any major action that would affect negotiations before that action is taken. (1999)

22:5 Members within a *classification* can object to their assignment to a particular Component if:

- at least one-quarter of these members agree with the objection and
- they send their objections in writing to the Board of Directors

The Board of Directors will immediately have a vote within the classification. If two-thirds of the membership objects to the assignment, the Board will rule on the issue by a two-thirds majority vote.

22:6 The Board of Directors will not consider transfer requests from one Local or Component to another during a bargaining process. (1999)

22:7 The Board of Directors has the authority to decide on what expenses will be paid to union members on union business.

Standing Committees

23:1 All Standing Committees are directly responsible to the Board of Directors between Conventions. They report to:

- the Board of Directors
- Convention

23:2 The structure, duties and responsibilities of Standing Committees are outlined in the Bylaws.

- 23:3 Each Area Council elects its Standing Committee members for a two-year term in each Convention year. The elected members will report their committee activities to their Area Council. (1999)
- 23:4 Every Standing Committee has a Chairperson elected by and from the Board of Directors for a two-year term in a Convention year. (See Bylaw 7 for more details.) (1999)
- 23:5 Every Standing Committee elects a Vice-Chairperson for a two-year term from its committee members. In the temporary absence of the Chairperson, the Vice-Chairperson carries out the Chairperson's duties. (1999)

Areas

24:1 The Province of Manitoba is divided into seven Areas. (1999)

24:2 These Areas are:

24:2:1 Area 1

This area includes all employees whose work headquarters lie between these boundaries:

Northern Boundary: 55th parallel of latitude

Southern Boundary: 53rd parallel of latitude

Eastern Boundary: 99th line of longitude

Western Boundary: Saskatchewan border

This area includes the communities of Fay Lake and Sherridon. (2008)

See Map

24:2:2 Area 2

This area includes all employees whose work headquarters lie between these boundaries:

Northern Boundary: 53rd parallel of latitude

Southern Boundary: From the Saskatchewan border, east along Highway #549 to Highway #482.

(Note: Shellmouth is north of the boundary and therefore in Area 2). West on Highway #482 to Highway #83 to Highway #264. East on Highway #264 to the southwest corner of the Riding Mountain National Park and east all along the southern boundary of the Park. From the southeast corner of the Park, east to Highway #5. South on Highway #5 to Highway #265. East on Highway #265 to Langruth and on to Lake Manitoba.

Eastern Boundary: 99th line of longitude through the centre of Lake Manitoba, to Highway #5

Western Boundary: Saskatchewan border (2010)

See Map

24:2:3 Area 3

This area includes all employees whose work headquarters lie between these boundaries:

Northern Boundary: From the Saskatchewan Border, the southern boundary of Area 2 to Plumas.

Southern Boundary: U.S. border

Eastern Boundary: Highway #260 (the western side, including the town of Plumas), to Highway #16, to Highway #34 (not including the town of Gladstone), to the U.S. border

Western Boundary: Saskatchewan border (2010)

See Map

24:2:4 Area 4

This area includes all employees whose work headquarters lie between these boundaries:

Northern Boundary: Area #2 boundary, east to Highway #6

Southern Boundary: U.S. border

Eastern Boundary: Highway #6, south to the Winnipeg city limits, then to Highway #75, south to the U.S. border (including Morris)

Western Boundary: Area 2 and Area 3 boundaries (2010)

See Map

24:2:5 Area 5

This area includes all employees whose work headquarters lie between these boundaries:

Northern Boundary: 53rd parallel of latitude

Southern Boundary: U.S. border (not including Morris)

Eastern Boundary: Ontario border

Western Boundary: 99th line of longitude, south to and through the centre of Lake Manitoba to Area 2 boundary, east to Highway #6, south to the Winnipeg city limits to Highway #75, south to the U.S. border (1990)

See Map

24:2:6 Area 6/7 – Winnipeg Area

Includes all employees whose work headquarters lie within the City of Winnipeg proper. (1999)

See Map

24:2:7 Area 6/7 – Winnipeg Area

The Winnipeg Area will be made up of two Area Councils. The Locals will be assigned to an area by the Board of Directors. Area 6 Council will be comprised of, but not limited to, health and social service related locals. Area 7 Council will be comprised of, but not limited to, Civil Service, Government Agencies, Crown Corporations, Colleges and Universities. The two Area Directors will be elected from only those locals in their respective areas. (2008)

24:2:8 Area 8

Includes all employees whose work headquarters lie north of the 53rd parallel of latitude, not including the members in Area 1.

See Map

24:3 Members' work locations will normally determine which geographic Area they belong to.

24:4:1 A staff representative is assigned to each Area. The Board of Directors will decide on the representative's office location.

24:4:2 The Board of Directors may sometimes allow minor changes in the Area boundaries.

Components

25:1 A Component is made up of one or more of the following:

- a) two or more Locals that share a common collective agreement;
- b) two or more Locals that share a common employer;
- c) two or more Locals that share employment-related interests. (1999)

25:2:1 Two or more Locals may apply in writing to the Board of Directors for approval to form a Component. (1999)

25:2:2 After receiving an application under Article 25:2:1, the Board of Directors may form a Component from two or more Locals if the affected Locals have been consulted and have given their approval.

The Board of Directors may also form a Component from two or more Locals by its own motion if the affected Locals have been consulted and given their approval. (1999)

25:3:1 A Component of 500 members or more has one seat on the Board of Directors. (1999)

Liaison
a person who
connects one group
to another

- 25:3:2 When a Component has less than 500 members and therefore no seat on the Board, a Board member will be assigned to be a *liaison* between that Component and the Board of Directors.
- 25:4 If a vacancy occurs for either the Component Director, Chairperson, or Vice-Chairperson, the position will be filled by and from the Component Executive Committee by majority vote. (1999)

Component Executive Committee

- 26:1:1 The Component Executive Committee is made up of:
- the President
 - the Chief Steward
 - the Vice-President, and
 - the Members-at-Large
- These members represent Locals from each of the Areas where a Local exists. (See Article 26:1:3 for more details.) (1999)
- 26:1:2 The Local Representatives to Component Executive are:
- the President
 - the Chief Steward
 - the Vice-President, and
 - the Members-at-Large (with a maximum of three)
- (See Article 26:1:3 for more details.) (1999)
- 26:1:3 Each Local of a Component is allowed to elect one member or more to the Component Executive Committee following this formula:
- | | |
|---------------|-----------|
| 1–150 members | President |
|---------------|-----------|

151–250 members	President, Chief Steward
251–350 members	President, Chief Steward, Vice-President
351–450 members	President, Chief Steward, Vice-President, one Member-at-Large
451–550 members	President, Chief Steward, Vice-President, two Members-at-Large
551 +	President, Chief Steward, Vice-President, three Members-at-Large (1999)

Each Local of a Component can send representatives to Component Executive based on the average number of official union members of the Local who have paid dues during the preceding twelve months before Biennial Convention. (See Articles 6:1:1 and 6:1:2.) (2010)

- 26:1:4 If there is a Local that is allowed to send only one member to a Component Executive Committee meeting, that Local may send the Chief Steward as the alternate if the President is not able to attend. (1999)
- 26:2 The Component Executive Committee is responsible for Component members' concerns across the province.
- 26:3 The Component Executive Committee is responsible for decisions or matters that concern only those members within its own Component jurisdiction.
- 26:4 The Component Executive Committee elects, for a two-year term, from its own Component Executive membership:
- a Component Director
 - a Chairperson and
 - a Vice-Chairperson
- It must do this:
- at its first meeting following the biennial Convention and
 - according to Article 25:3:1. (1999)

- 26:5 The Component Executive Committee must hold its first meeting before the end of November in a biennial Convention year. (1999)
- 26:6 The Component Executive Committee must hold at least one meeting in a calendar year. (2002)

Negotiating Committee

Ratification
accept or approve

- 27:1 A staff representative will be assigned to each negotiating committee. (1999)
- 27:2 The negotiating committee chooses the method of contract *ratification*. (1993)
- 27:3 The Chairperson of the Civil Service Negotiating Committee is responsible for calling Bargaining Council meetings. (1993)

Area Councils

- 28:1:1 Area Councils are made up of the Local Table Officers of each Local within their Areas according to Articles 24:2:6 and 24:2:7. (1999)
- 28:1:2 If a Local is spread over two or more geographic areas, a member elected as Local Table Officer in an area outside the geographic area of their own Local may apply to the Board of Directors to have membership in the Area Council where the member's work is located. As described in Articles 24:2:6 and 24:2:7, there will be two separate Councils in the Winnipeg Area. (1999)
- 28:1:3 Area Councils elect from their own voting membership at their first meeting in November following the Biennial Convention for a two-year term:
- an Area Director
 - a Chairperson and
 - a Vice-Chairperson
- (2010)

- 28:1:4 Area Councils must hold at least six meetings a year. (2004)
- 28:1:5 Area Councils are responsible for:
- members' concerns in their Area
 - Locals assigned in their Area, especially those with common concerns
 - all duties described in the Bylaws (1999)
- 28:1:6 Area Councils must report to the Board of Directors.
- 28:2 If the positions of Area Director, Chairperson, or Vice-Chairperson become vacant, the positions must be filled by and from the Area Council by majority vote. (1999)
- 28:3:1 Each Area Council must elect Standing Committee representatives from Area membership for a two-year term. This is done at their first meeting following the biennial Convention. (See Article 23:3.) (1999)
- 28:3:2 If there is a vacancy on a Standing Committee, the position will be filled from the Area membership by a majority vote of the Area Council.

Locals

- 29:1:1 A Local is made up of one of the following:
- a) members within a certified bargaining unit;
 - b) members within two or more certified bargaining units who have merged to form a single Local;
 - c) members in an Area who are covered by a collective agreement that applies to members in more than one area. (2010)
- 29:1:2 A Local that is not part of a Component and has 500 members or more, has a seat on the Board of Directors. (1999)

- 29:2:1 Two or more Locals may apply in writing to the Board of Directors to join into one Local if one-quarter of the affected members support the application. (2010)
- 29:2:2 After receiving an application under Article 29:2:1, or by its own motion, the Board of Directors may join two or more Locals after:
- a) appropriate consultation with the members affected, and
 - b) two-thirds of these members (of each Local) approve it by vote, and
 - c) two-thirds of the Board of Directors approves it. (2008)
- 29:2:3 If vacancies occur in the positions of a Local representative of the Board of Directors, President, Chief Steward, Vice-President or Member-at-Large, these vacancies will be filled by and from the Local by majority vote. (1999)
- 29:3 Locals must hold meetings as follows:
- a) in September of each biennial Convention year to elect, for two-year terms, Table Officers, Stewards and Members-at-Large, and to deal with other business as necessary;
 - b) between April 1st and June 30th in a biennial Convention year to make constitutional and general resolutions for Convention, to elect Convention delegates and alternates, and to deal with other business as necessary;
 - c) to get proposals for collective bargaining, and to deal with other business as necessary;
 - d) at least once in each non-Convention year;
 - e) as called by the Local President. (2010)
- 29:4 If a Local President refuses to or does not call a meeting, one Local Table Officer plus any five members can call one.
- 29:5 All Locals can elect the following as their Local Table Officers:

- a) President
- b) Chief Steward
- c) Vice-President (optional) (1999)

- 29:6 Each Local can elect a President who will serve on the Local Executive and the Local Executive Committee. The President will be elected according to Article 29 of the Constitution. For Locals who meet the requirements under 29:1:2, the Local President will be the Board representative. The President’s duties are outlined in the Bylaws. (1999)
- 29:7 Each Local can elect a Chief Steward who will serve on the Local Executive and the Local Executive Committee. The Chief Steward will be elected according to Article 29 of the Constitution. The Chief Steward’s duties are outlined in the Bylaws. (1999)
- 29:8 Each Local can elect a Vice-President who will serve on the Local Executive and the Local Executive Committee. The Vice-President will be elected according to Article 29 of the Constitution. The Vice-President’s duties are outlined in the Bylaws. (1999)
- 29:9 Subject to Article 26, Locals may elect up to a maximum of three Members-at-Large. Members-at-Large form part of the Component Executive and the Local Executive Committee. Members-at-large shall have full voice and vote at the Component Executive. The duties of a Member-at-Large are defined in the Bylaws. (2008)

Stewards

Designated
assigned

- 30:1 The Union has a province-wide Steward system.
- 30:2 Every Local elects one Steward for each 50 members (or any part of a group of 50 members) in a work location or *designated* headquarters. These Stewards serve a two-year term. (1999)
- 30:3 Stewards are elected for a two-year term in their work location or designated headquarters. This happens during September in a Convention year. (1999)

30:4 Stewards may be appointed by the Local Executive if members in a work location or designated headquarters do not elect Stewards as allowed for in Article 30:3 of the Constitution. (1999)

Workplace Representative

31:1 Locals with more than one work location in an Area are allowed one Workplace Representative at each work location. The Workplace Representative is part of the Local Executive Committee. Workplace Representatives will be Stewards and will be elected or appointed by the group of Stewards at a work location. Where there is only one Steward at a work location, that Steward will be the Workplace Representative. (1999)

Local Executive Committee

32:1:1 Local Executive Committees are made up of:

- a President
- a Chief Steward and/or
- a Vice-President
- Members-at-Large and
- Workplace Representatives (1999)

32:1:2 The President, Chief Steward, and Vice-President each serve for a two-year term. These Table Officers are elected at a Local meeting according to Article 29:3(a) of the Constitution. (1999)

32:2 The Local Executive Committee takes office immediately following the biennial Convention. (1999)

32:3 If a Local vacancy occurs in the offices of the President, Chief Steward, Vice-President, or Members-at-Large, the position(s) will be filled by a member of the Local by majority vote of the Local members. (1999)

32:4 The Local Executive Committee works in close cooperation with the Local Staff Representative.

Structural Change

- 33:1 A structural change is a major change in Area, Local, or Component membership. (1999)
- 33:2 Proposed structural changes must be approved by Convention Resolutions for study by the Constitution, Bylaw and Structure Committee.
- 33:3 The Constitution, Bylaw and Structure Committee studies the proposed changes and polls the affected membership.
- 33:4 Results of the Constitution, Bylaw and Structure Committee's study and poll must be presented to the next Biennial Convention for final decision. This vote needs a two-thirds majority of elected delegates present during the voting. (2010)

Financial Structure

- 34:1 The financial structure of the Union is established through a budget system. This system will be handled and controlled by the Board of Directors.
- 34:2 The Union's fiscal year is from August 1st to July 31st.

Minutes

- 35:1 All Locals, Area Councils, Component Executives, and Committees file their meeting minutes with the Union President. This must be done within 14 days following their meeting.

By-elections

- 36:1 If an office becomes vacant, by-elections will be held as soon as possible. The successful candidate holds the office for the rest of the original term.

Successor Clause

- 37:1 All elected union officials hold office until a new person is elected into their position. (See Articles 6 and 29 of the Constitution for more details.)

Telephone Conference Calls

- 38:1 The Board of Directors, Standing Committees, Component Executive Committees, Component Negotiating Committees, Area Councils, and Local Executive Committees may hold regular or special meetings by telephone conference calls when appropriate. They may not hold telephone conference call meetings when the agenda includes an election, by-election, or matters that must be decided by a ballot vote. (1984)

Labour Councils

- 39:1 Each Local may affiliate with Labour Councils or Labour Coordinating Committees in their area. (1999)
- 39:2 Locals may put a motion forward for affiliation to Labour Councils and Coordinating Committees and pass that motion by a simple majority of voting members present at that meeting. (1999)
- 39:2:1 A notice of affiliation must be presented in writing to the Union President.
- 39:3 *Disaffiliation* of Locals to Labour Councils or Labour Coordinating Committees are made by a motion and vote with a simple majority of voting members at a Local meeting. (1999)
- 39:3:1 A notice of disaffiliation must be presented in writing to the Union President.
- 39:4 The number of elected delegates from the Local is set according to the Constitution and Bylaws of the Labour Councils or the Labour Coordinating Committees in the specific area. (1999)
- 39:5 After a majority vote to affiliate with the Labour Council or Labour Coordinating Committee, the Local elects delegates at a Local meeting. These delegates will begin their service immediately and serve for a two year-term. (1999)

Disaffiliation
to stop being part
of a group

Workplace Safety and Health Committee

- 40:1 A Local Executive Committee may elect or appoint Workplace Safety and Health Committee member(s) or a Workplace Safety and Health representative. These members will be elected or appointed from the Local membership. (1999)
- 40:2 The duties of the Workplace Safety and Health Committee member(s) or representatives are limited to workplace safety and health issues. (1999)
- 40:3 Members are elected for a term that complies with the Workplace Safety and Health Act and Regulations. (2002)

Bylaws

of

The Manitoba Government and General Employees' Union

Approved by:

**The 61st Convention
October 2010**



**Manitoba
Government
and General
Employees'
Union**

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2010 MGEU BYLAWS

Life Membership

- B1:1 At retirement, Union members in good standing will be given a Life Membership Award. (1986)
- B1:2 Life memberships are given according to policy. (1991)

Solidarity Award

- B2:1 A Solidarity Award can be given to active members or staff who have contributed to the advancement of the Union through their participation at the Local, Component or Area levels, and would include those who have held elected positions, been members of provincial Standing Committees, Component Executives or served in other activities of the Union. The President will appoint a special committee to make recommendations to the Board of Directors. (2010)
- B2:2 The Solidarity Award would be presented to a member or staff at the point in time that he/she was withdrawing from active participation in the Union because of promotion, personal consideration, or other circumstances. (2010)
- B2:3 The Solidarity Award will be given according to policy. (2010)

Honourary Life Membership

- B3:1 An Honourary Life Membership Award may be given for outstanding or meritorious service to the Union and/or labour movement. This Award will be granted to only those people who are current or past MGEU members. The following groups can nominate people for the Honourary Life Membership Award:
- Locals
 - Areas
 - Components

- The Board of Directors

The nominations must be filed with the President on or before the 15th of July in a biennial Convention year. After receiving nominations from Locals, Areas, Components and the Board of Directors, the President will appoint a special committee to make recommendations to the Board of Directors. (2010)

- B3:2 There are two kinds of Honourary Life Membership Awards.
- B3:2:1 Active, dues paying.
- B3:2:2 Non-active, non dues paying.
- B3:2:3 The Honourary Life Membership Awards will be given according to policy. (1991)

Affiliate Membership

- B4:1 If you work for an employer where a collective agreement is in place with the Union, but you are not covered by that agreement, you are eligible to apply for affiliate membership. (1985)
- B4:2 New groups who qualify under Article 5:1:2 of the Constitution may apply to the Board of Directors for affiliate membership.
- B4:3 If you have been an active member but are no longer active because of resigning or having been permanently laid off, you can apply for affiliate membership. You can renew this membership each year by paying the fee set by the Board of Directors. (1987)
- B4:4 Affiliate members are not allowed to vote or hold union offices. (1985)

Associate Membership

- B5:1 The Board of Directors grants Associate membership to applicants who qualify under Article 6:1:4 of the Constitution. Associate members have all the privileges of membership except for voting and holding office.

Committees

B6:1 The Civil Service Agreement Negotiating Committee:

- B6:1:1 Has the President as its Chairperson, or the First Vice-President, and the Director from each of the work related Components covered by the Civil Service Agreement. (1994)
- B6:1:2 Is responsible for negotiating the Civil Service Agreement, reporting on negotiations and deciding the ratification process to be followed by the work-related Components. (1993)
- B6:1:3 Has staff assigned to it as decided by the Director of Negotiations.
- B6:1:4 Has a Bargaining Council made up of all the Presidents of the Locals who are part of the Civil Service Agreement. (1999)

B6:2 The Joint Council Committee:

- B6:2:1 Has the President as Chairperson, First Vice-President and one Director affected by the Civil Service Agreement and one designated staff person.

Standing Committees

B7:1 The Finance Committee:

- B7:1:1 Has the Second Vice-President as Chairperson plus one member elected by each Area Council.
- B7:1:2 Has general supervision over all union financial transactions.
- B7:1:3 Prepares monthly financial statements for the Board of Directors.
- B7:1:4
 - Prepares a budget
 - Makes recommendations regarding yearly dues
 - Presents both of the above, first to the Board of Directors, and next to the biennial Convention. (1993)

B7:2 The Constitution, Bylaw and Structure Committee:

B7:2:1 Has the First Vice-President as Chairperson, plus one member elected by each Area Council.

B7:2:2 Is responsible for all matters related to the Constitution and Bylaws.

B7:2:3 Has all its members attend as delegates to Convention. These committee members will not vote unless they are at Convention in another role that allows them to vote. (1993)

B7:3 The Grievance and Appeals Committee:

B7:3:1 Has a Chairperson elected by and from the Board of Directors plus one member elected by each Area Council.

B7:3:2 Reviews grievances in an overall manner.

B7:3:3 Reviews grievance forms and procedures and suggest changes as needed.

B7:3:4 Acts as an appeal board for a member who feels that a grievance has not been handled correctly.

B7:3:5 Provides support to the Membership Education Committee and its programming regarding grievance issues.

B7:4 The Pension and Benefits Committee:

B7:4:1 Has a Chairperson elected by and from the Board of Directors plus one member elected by each Area Council.

If, through this election process, the Committee does not have representation from members belonging to:

1. Civil Service Superannuation Fund
2. Healthcare Employees' Pension Plan
3. Manitoba Home Care Pension Plan and
4. An additional member either belonging to another pension plan or who is not a pension plan member

the President, on the recommendation of the Chairperson, may appoint additional members to ensure representation. (2008)

- B7:4:2 Investigates all matters concerning pensions and benefits and makes recommendations to the Board of Directors as necessary. (1996)
- B7:4:3 Supports and promotes the continuation of the Superannuation and Insurance Liaison Committee. (1993)
- B7:4:4 Provides support to the Membership Education Committee and its programming regarding pensions and benefits. (1996)
- B7:4:5 Appoints those committee member(s) who are also contributors to the Civil Service Superannuation Plan, to the Superannuation and Insurance Liaison Committee. (1996)
- B7:4:6 When an Area's elected representative to the Pension and Benefits Committee is not a contributor to the Civil Service Superannuation Plan, the Pension and Benefits Committee must hold an Area Council election to fill the representative position to the Superannuation and Insurance Liaison Committee. (See B7:4:5) (1996)
- B7:4:7 Recommends to the Chairperson other members to be appointed to the Superannuation and Insurance Liaison Committee. The Chairperson then passes on this recommendation to the Provincial Officers and Board of Directors. Age and gender balance must be considered when making these appointments. (2010)
- B7:4:8 Appoints members to the Superannuation and Insurance Liaison Committee for a two-year term. (See B7:4:7) (1996)
- B7:5 **The Membership Education Committee:**
 - B7:5:1 Has the Third Vice-President as its Chairperson plus one member elected by each Area Council.
 - B7:5:2 Ensure that an education and skills training program for member activists is developed and delivered. (2008)
 - B7:5:3 Ensure that a Union Orientation program open to rank and file members is developed and delivered. (2008)

B7:6 **The Safety, Health and Environment Committee:** (1992)

B7:6:1 Has a Chairperson elected by and from the Board of Directors plus one member elected by each Area Council.

B7:6:2 Promotes setting up and maintaining the Workplace Safety and Health Committees in all workplaces where members are employed, according to the Provincial Workplace Safety and Health Act, as well as other legislation that regulates and supports good working conditions and practices. (1993)

B7:6:3 Promotes environmentally responsible practices within the Union, amongst its members, at members' workplaces, and within the community. (1992)

B7:6:4 Provides support to the Membership Education Committee and its programming regarding safety, health and environmental issues.

B7:6:5 Elects from its membership a representative(s) to the Manitoba Federation of Labour Health and Safety/Environment Committee. (2010)

B7:7 **The Equity and Human Rights Committee:**

Equity seeking
working for
equality and
justice

B7:7:1 Has a Chairperson elected by and from the Board of Directors plus one member elected by each Area Council. If this selection process does not provide a representative from each of the *equity-seeking* groups, the President may, on the recommendation of the Chairperson, appoint additional members to ensure all groups are represented. (2004)

B7:7:2 Advises the Board of Directors on issues concerning members from the following four equity-seeking groups:

- Aboriginal Peoples
- Visible Minorities
- Persons with Disabilities
- Gays, Lesbians, Bisexuals, Transgendered (2004)

- B7:7:3 Works with the Board of Directors in helping the Union identify social justice issues affecting the equity-seeking groups. (2004)
- B7:7:4 Promotes a discrimination-free workplace according to provincial and federal laws designed to protect workers from discrimination. (2004)
- B7:7:5 Provides support to the Membership Education Committee to ensure its programs appreciate and value the Union's diverse membership and promote an end to discrimination faced by all equity-seeking groups. (2004)
- B7:7:6 Works with other provincial, federal, and international equity and human rights committees to promote equality and solidarity among all equity-seeking groups. (2004)
- B7:7:7 Helps the Union to develop contract language that stops discrimination faced by all equity-seeking groups. (2004)
- B7:7:8 Encourages all equity-seeking groups to participate in the Union. (2004)
- B7:7:9 Conducts a *biennial* review to see how well the equity policy is working and recommend changes as necessary. (2004)
- B7:8 **The Technological Change Committee:**
- B7:8:1 Has a Chairperson elected by and from the Board of Directors plus one member elected from each Area Council. (1984)
- B7:8:2 Keeps track of legislative and workplace changes and makes recommendations to the Board of Directors on how to protect union members. (1984)
- B7:8:3 Assists with the development of contract language to protect against job loss because of technological changes. (1984)
- B7:8:4 Provides support to the Membership Education Committee regarding technological change issues. (1984)

Biennial
every two years

B7:9 The Women's Committee:

- B7:9:1 Has a Chairperson elected by and from the Board of Directors plus one member elected by each Area Council. (1985)
- B7:9:2 Supports the Union in its goal to advance women's rights in employment and related fields. (2002)
- B7:9:3 Works with other provincial and federal women's groups. (1986)
- B7:9:4 Develops and distributes information on important issues to women. (2002)
- B7:9:5 Provides support to the Membership Education Committee regarding women's issues. (1986)
- B7:9:6 Encourages women's participation in the Union. (2002)
- B7:9:7 Elects from its membership a representative(s) to the Manitoba Federation of Labour Women's Committee. (2010)
- B7:10 Each Standing Committee will hold at least four meetings a year. If they want to meet less often, they need the President's approval. (2004)
- B7:11 In exceptional circumstances, the Board of Directors can approve the President re-assigning committee Chairpersons.

Special Committees

- B8:1 The Union can set up special committees when needed. These special committees will report on their activities when asked to.

Officers

B9:1 President

The President:

- B9:1:1 Chairs Convention and all Board of Director meetings. (1993)
- B9:1:2 Signs all official documents and may sign or countersign all cheques and vouchers.
- B9:1:3 Has the power to:
- examine, or get someone else to examine, all union books and records, and
 - take control of any Union, Local, Component, or Area Council assets, books, documents, etc., if the Board so directs. If these materials are taken over, the President must make a full report at the next Convention. (1993)
- B9:1:4 Is an *ex officio* member (can speak but has no vote) on all committees. (2000)
- B9:1:5 Chairs the Board of Directors, Civil Service Agreement Negotiating Committee, and the Joint Council Committee. (1993)
- B9:1:6 Performs any other duties that the Board of Directors or Convention decides on. (1993)
- B9:1:7 Appoints solidarity guests to attend meetings of other labour organizations. The President is accountable to the Board of Directors for these appointments.
- B9:1:8 Interprets the Constitution if there is a conflict over its meaning. The Board of Directors must ratify (approve) the President's interpretation to make it final.
- B9:1:9 Is responsible for the Union's public relations.
- B9:1:10 Assigns the provincial Vice-Presidents to meet with and represent the Components currently on the Board who do not meet the new requirements for board representation. (1999)
- B9:2 **First Vice-President**
- The First Vice-President:
- B9:2:1 Helps the President.

Ex officio
a committee
member who can
attend and speak at
a meeting but
cannot vote

- B9:2:2 Assumes the President's duties and powers when the President is absent. This includes the authority to sign or countersign all cheques and vouchers.
- B9:2:3 Chairs the Constitution, Bylaw and Structure Committee and carries out its duties. (2000)
- B9:2:4 Serves on the Joint Council Committee.
- B9:2:5 Serves on the Civil Service Agreement Negotiating Committee. (1993)
- B9:2:6 Is an ex officio member (can speak but has no vote) of all committees other than the ones assigned under B9:2.3. The Provincial Officers will decide what committees the First Vice-President is assigned to. (2000)
- B9:3 **Second Vice-President**
- The Second Vice-President:
- B9:3:1 Helps the President and the First Vice-President.
- B9:3:2 Assumes the duties of the President if the President and First Vice-President are absent. This includes the authority to sign or countersign all cheques and vouchers.
- B9:3:3 Chairs the Finance Committee and carries out its duties. (2000)
- B9:3:4 Is an ex officio member (can speak but has no vote) on all committees other than the ones assigned under B9:3.3. The Provincial Officers will decide what committees the Second Vice-President is assigned to. (2000)
- B9:4 **Third Vice-President**
- The Third Vice-President:
- B9:4:1 Helps the President, First Vice-President, and Second Vice-President.
- B9:4:2 Assumes the duties of the President, if the President, First Vice-President, and the Second Vice-President are absent. This includes the authority to sign or countersign all cheques and vouchers.
- B9:4:3 Chairs the Membership Education Committee and carries out its duties. (2000)

B9:4:4 Is an ex officio member (can speak but has no vote) on all committees other than the ones assigned under B9:4:3. The Provincial Officers will decide what committees the Third Vice-President is assigned to. (2000)

B9:5 Fourth Vice-President

The Fourth Vice-President:

B9:5:1 Helps the other officers.

B9:5:2 Assumes the duties of the President if the President and First, Second, and Third Vice-Presidents are absent. (2010)

B9:5:3 Chairs special committees for coordinating union activities involving the Area Directors as determined by the Board of Directors. (1999)

B9:5:4 Is an ex officio member (can speak but has no vote) on all committees other than the ones assigned under B9:5:3. The Provincial Officers will decide what committees the Fourth Vice-President is assigned to. (2000)

Superannuation Liaison Committee

B10:1 The Board of Directors appoints to the Superannuation Liaison Committee the additional number of members the Constitution says that it should have.

Component Jurisdiction

Jurisdiction
the area that
someone has
authority over

B11:1 Components are set up according to Article 25 of the Constitution and have province-wide *jurisdiction* over all the members in that Component.

B11:2 The Component Executive Committee is set up according to Article 26 of the Constitution and has province-wide jurisdiction. (2004)

Duties of the Component Director

B12:1 The Component Director is elected according to Article 26:4 of the Constitution and will:

Applicable
when or if
necessary

- a) be a member of the Board of Directors and report to the Board of Directors the Component's concerns and report back to the Component Executive; (2010)
- b) serve on the Negotiating Committee, where *applicable*;
- c) talk with Local Presidents within their Components;
- d) chair the meetings when the Chairperson and Vice-Chairperson are absent;
- e) report in writing to the Component Executive if unable to attend their meeting, as well as give verbal regrets to the Component Executive Chairperson. (2004)

Duties of the Component Chairperson

- B13:1 The Component Chairperson is elected according to Article 26:4 of the Constitution and will:
- a) chair the Component Executive meeting;
 - b) call the Component Executive meetings according to Articles 26:4, 26:5, and 26:6 of the Constitution, in discussion with the Component Director and the Component Vice-Chairperson;
 - c) ensure an agenda is sent out with the meeting notice;
 - d) ask a member of the Component Executive to take minutes and ensure the minutes are sent out to the committee members. (2004)

Duties of Component Vice-Chairperson

- B14:1 The Vice-Chairperson is elected according to Article 26:4 of the Constitution and will:
- a) perform the duties of the Component Chairperson if that person is absent. (2004)

Area Council Jurisdiction

- B15:1 The Area Council's jurisdiction is set according to Article 28 of the Constitution. (2004)

Duties of Area Director

- B16:1 The Area Director is elected according to Article 28:1:3 of the Constitution and will:
- a) be a member of the Board of Directors and report to the Board of Directors the Area's concerns and report back to the Area Council;
 - b) chair the meeting if the Chairperson and Vice-Chairperson cannot attend;
 - c) attend Area Council meetings to give the Board report;
 - d) report in writing on the Board of Directors meeting to the Area Council if unable to attend their meeting, as well as give verbal regrets to the Area Council Chairperson before the meeting;
 - e) help the Area Council in coordinating union projects and activities within their area. (2010)

Duties of Area Council Chairperson

- B16:2 The Area Council Chairperson is elected according to Article 28:1:3 of the Constitution and will:
- a) chair the Area Council meeting;
 - b) call Area Council meetings according to Articles 28:1:3 and 28:1:4 of the Constitution in discussion with the Area Director and Vice-Chairperson;
 - c) talk with Local Presidents about attendance and reports to Area Council meetings;
 - d) ensure that Standing Committee reports are given at Area Council meetings;
 - e) ask an Area Council member to take the minutes of the meeting and ensure the minutes are sent out to Area Council members. (2004)

Duties of Area Council Vice-Chairperson

- B16:3 The Area Council Vice-Chairperson is elected according to Article 28:1:3 of the Constitution and will:

- a) take on the responsibilities of the Area Council Chairperson if that person is not able to perform them. (2004)

Duties of Standing Committee Members

B16:4:1 Standing Committee members are elected according to Article 28:3:1 of the Constitution and will:

- a) attend Standing Committee meetings and report back to Area Council;
- b) send a written report of Standing Committee meetings to the Area Council if they are unable to attend that meeting, as well as give regrets to the Area Council Chairperson before the meeting. (2004)

B16:4:2 If a Standing Committee member is absent without notice on three occasions (Standing Committee and Area Council meetings combined), he/she will be required to resign from the Standing Committee position. (2010)

Local Jurisdiction

B17:1 Locals are set up according to Article 29 of the Constitution. They have jurisdiction over all members of the Local in the Area concerned.

Duties of Local President

B18:1 The Local President is elected according to Article 29 of the Constitution. (1999)

B18:2 The Local President will:

- a) call Local meetings following the guidelines set in the Constitution;
- b) chair Local meetings;
- c) serve on the Negotiating Committee or the Bargaining Council, if applicable;
- d) serve on Area Council, attend their meetings, and bring Local issues, as necessary;
- e) serve on Component Executive, attend their meetings and bring Local issues, as necessary;

- f) attend Local Labour Management meetings, when necessary;
- g) perform all the duties of a Steward. (1999)

Duties of Chief Steward

B19:1 The Chief Steward is elected according to Article 29 of the Constitution. (1999)

B19:2 The Chief Steward will:

- a) recruit Stewards from the Local where they are members;
- b) coordinate activities of the Stewards within the Local;
- c) provide information and advice to Stewards within the Local;
- d) chair the Local meeting when the Local President is absent, and take minutes of the Local meeting when the Local Vice-President is absent;
- e) attend Area Council on behalf of the Local;
- f) serve on the Component Executive, attend their meetings, if applicable, or attend as an alternate if the Local's President is unable to do so;
- g) perform all the duties of a Steward;
- h) attend Local Labour Management meetings, as required;
- i) communicate with the Local Workplace Safety and Health Committees;
- j) serve as a member of the Negotiating Committee or Bargaining Council, if applicable, as an alternate for the duration of the negotiations if the Local's President is unable to do so. (1999)

Duties of Local Vice-President

B20:1 The Local Vice-President is elected according to Article 29 of the Constitution. (1999)

B20:2 The Local Vice-President will:

- a) chair the Local meeting if both the President and Chief Steward are absent;
- b) help the Local President and Chief Steward with issues within the Local;
- c) serve on the Area Council;
- d) serve on the Component Executive, if applicable;
- e) perform all the duties of a Steward;
- f) take minutes of Local meetings;
- g) attend Local Labour Management meetings, as required;
- h) perform other duties given by the Local President. (2010)

Duties of Members-At-Large

B21:1 Members-At-Large are elected according to Article 29 of the Constitution. (1999)

B21:2 Members-At-Large will:

- a) attend Local meetings
- b) be part of the Local Executive Committee
- c) serve on the Component Executive (see Article 26 of the Constitution)
- d) perform Shop Steward duties (2000)

Duties of Stewards

B22:1 A Steward system will follow Article 30 of the Constitution. (1999)

B22:2 Stewards will:

- a) interpret the collective agreement and ensure it is followed;
- b) interpret legislation that applies to members and make sure it is followed;
- c) review and interpret management's policies and directions;
- d) identify, prepare and present Step 1 grievances for fellow workplace members, with the help of a staff representative, if needed;
- e) provide representation of members in matters affecting their workplace conditions;
- f) sign union members' applications;
- g) inform the Chief Steward of the Local and Union Headquarters when elections have taken place (see Article 30 of the Constitution);
- h) distribute information from the Union Headquarters to the affected workplace members;
- i) inform the Chief Steward about workplace matters that may affect members' rights or welfare;
- j) attend Local meetings whenever possible. (2006)

Nominating Committee

B23:1 A Local may elect a Nominating Committee of up to four people. This committee will be elected at a general meeting and will then report to the Local Annual Meeting, where additional nominations can still be taken from the floor.

Elections

B24 Elections at the Local, Component, and Area Levels will be as follows:

B24:1 All elections will be by secret ballot and by majority vote of the eligible members present and voting at the meeting. (1986)

- B24:2 Nominations for election will be from the floor of the meeting. Absent nominees must say in writing that they are willing to be nominated. (1986)
- B24:3 Elections will be held separately for each office and the result will be announced after each ballot. If more ballots are required, the candidate or candidates with the lowest count on the previous ballot will be taken off the next ballot. The process will be repeated until a candidate has been elected. (1986)
- B24:4 The nominator or nominee for each position can make a speech of up to two minutes outlining the nominee's qualifications and service. (1986)
- B24:5 The order of nominations and elections are:
- B24:5:1 **At the Local Level:**
- a) President
 - b) Chief Steward (1999)
 - c) Vice-President (1999)
 - d) Members-at-Large (2010)
 - e) Stewards (2010)
 - f) Delegate(s) (1999)
 - g) Alternate Delegate(s) (1999)
- B24:5:2 **At the Component Level:**
- a) Component Director (2010)
 - b) Chairperson (1999)
 - c) Vice-Chairperson (1999)

B24:5:3 At the Area Council Level:

- a) Area Director (2010)
- b) Chairperson (1999)
- c) Vice-Chairperson (1999)

B24:6 Notwithstanding B24:1 and B24:3, when delegate elections are held and more members are nominated than the Local's maximum entitlement, a secret ballot will be held, and the member(s) with the most votes (up to the maximum entitlement) will become the delegate(s). The same process would be repeated for the election of the alternate(s). In the case of a tie, the remaining members with an equal number of votes would be placed back on the ballot and another vote held. (2010)

B24:7 Where a workplace operates continuously, the Local may pass a motion on or before July 15th in a Biennial Convention year to ask the Board of Directors, or in between Board meetings, the Provincial Officers to approve the Local's plan to change the normal election process. (2010)

Quorum
minimum number
of participants
required for
business to be
conducted at a
meeting

Quorum

B25:1 A *quorum* for Convention and Board of Directors meetings is a majority of their elected or appointed members. (1999)

B25:2 A quorum for Local meetings is at least one elected Table Officer plus a minimum of two members. (1999)

B25:3 A quorum for all other elected bodies is one Executive member plus a minimum of two members. (1999)

B25:4 Meetings called according to B25:2 and B25:3 must provide reasonable notice. (1999)

Labour Councils

B26:1 Labour Council delegates or Labour Coordinating Committee delegates report to and are responsible to the Local. (1999)

Candidate Forum

B27:1 The Candidate Forum will be held the day before Provincial Officers are elected. (2006)

Protection of Directors, Officers, and Others

B28:1 (This is not intended to be legally binding.)

If a Union Director or Officer has followed The Corporations Act and has tried to do their job to the best of their ability, he or she cannot be held responsible for:

- the acts of other Union Directors, Officers, or employees
- any losses to the Union while he or she is in office, including losses relating to property, investments, or poor judgment. (1996)

B28:2 (This is not intended to be legally binding.)

The Union will cover the reasonable legal costs of:

- a current or former Director or Officer,
- a person the Union asked to act as a Director or Officer on its behalf,
- the heirs or representatives of these Directors or Officers,

if these people are sued, charged, or have any other civil claim against them, as long as they:

- acted honestly and in good faith with the Union's best interest in mind
- in the case of criminal charges or other actions that carry financial penalties, if they had a reasonable basis for believing they were acting lawfully.

B28:3 (This is not intended to be legally binding.)

The Board of Directors can choose to carry insurance to protect its Directors and Officers. (1996)

Terms

(from margins of document)

Terms

These words are defined as they are used in this document.

alternate – back-up or substitute delegate to Convention

amendment – a change made to an article or bylaw

appeal – to ask for your case to be reconsidered by another person or group

applicable – when or if necessary

ballot – the piece of paper you write on to cast your vote

biennial – happening every two years

classification – job category

collective bargaining – when union members work together to try to get better wages and working conditions from their employers

Defence Fund – an account to financially support strike action

designated – assigned

disaffiliation – to stop being affiliated with or part of a group

equity-seeking – working for equality and justice

ex officio – a committee member who can attend and speak at meetings but cannot vote

jurisdiction – the area that someone has authority over

liaison – a person who connects one group to another

lockout – when an employer locks workers out of their work place during a labour dispute

motion – a proposal that is presented in a formal way

poll vote – a formal count of voting delegates

quorum – the minimum number of participants required for business to be conducted at a meeting.

ratify – accept or approve changes

reprimand – disciplinary action

resolution – written motion expressing opinion, will or intent, voted by an official body

strike – stopping work or refusing to work to try to influence an employer to agree to better job conditions. It is usually only used when the collective bargaining process has failed.

- **general strike** – a strike where all union members stop work in a geographical area, usually as a political protest
- **rotating strike** – a strike where certain work units stop work for a limited time while other units work and then they switch or rotate their position (of working or not working)

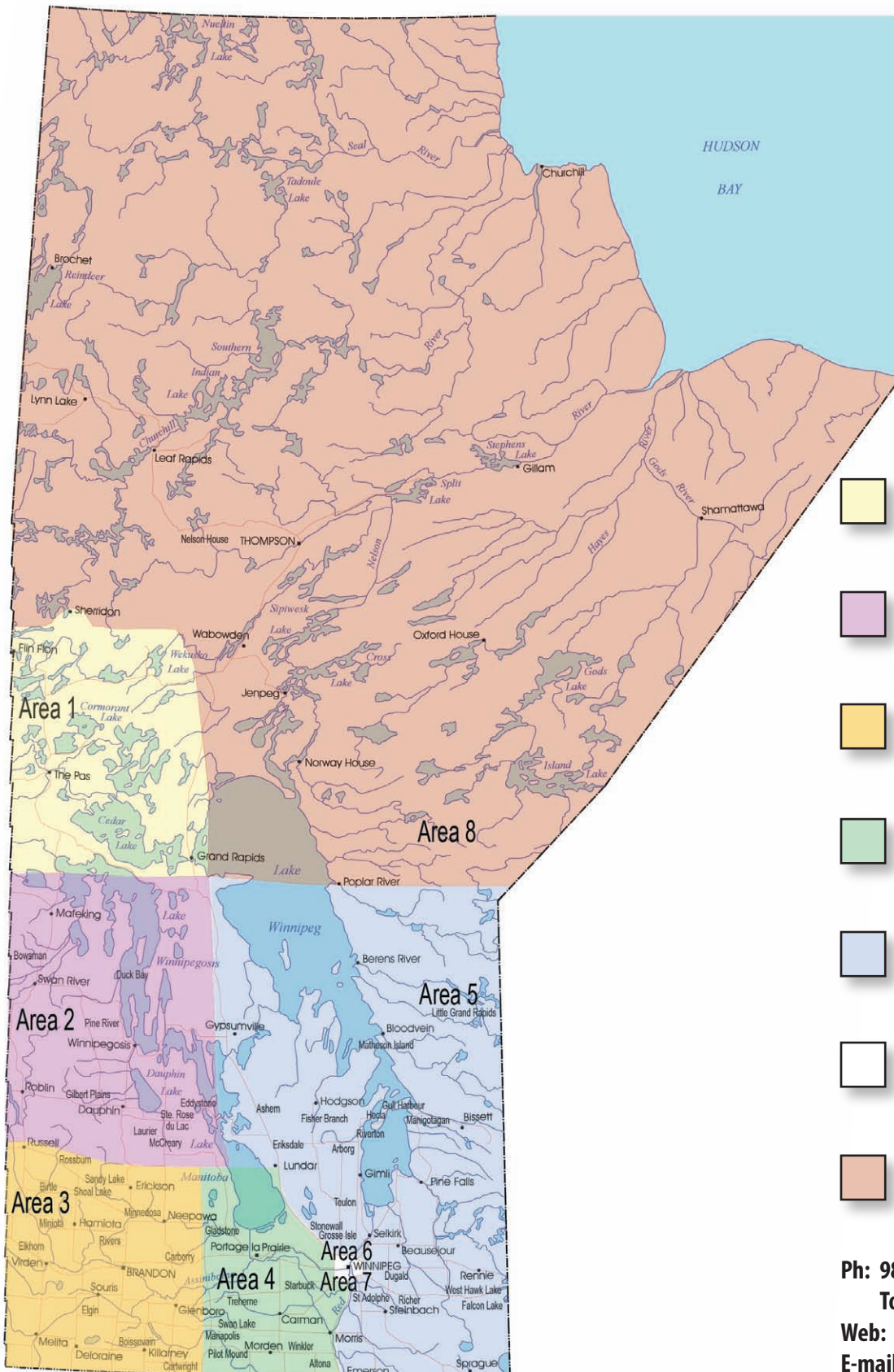
trusteeship – placed under control








**MGEU Areas
and Regional Offices**

MGEU Regional Offices



Manitoba
Government
and General
Employees'
Union



- 
Area 1
 Box 1859 (10 - 11th Street W)
 The Pas MB R9A-1L6
- 
Area 2
 322 Main Street S
 Dauphin, MB R7N 1C6
- 
Area 3
 1665 Parker Blvd
 Brandon, MB R7A 7P7
- 
Area 4
 214 Saskatchewan Avenue East
 Portage la Prairie, MB R1N 0K9
- 
Area 5
 260 Superior Avenue
 Selkirk, MB R1A 2M9
- 
Area 6 & 7
 601-275 Broadway
 Winnipeg, MB R3C 4M6
- 
Area 8
 19 Elizabeth Drive
 Thompson, MB R8N 1S7

Ph: 982-6438 in Winnipeg
 Toll-free 1-866-982-6438
 Web: www.mgeu.ca
 E-mail: resourcecentre@mgeu.ca

MGEU Regional Map Sorted by Areas A-Z

Area 1

Clearwater Lake
Cormorant
Cranberry Portage
Easterville
Flin Flon
Grand Rapids
Moose Lake
Sherridon
Snow Lake
The Pas

Area 2

Benito
Bowsman
Dauphin
Duck Bay
Eddystone
Ethelbert
Gilbert Plains
Grandview
Laurier
Mafeking
McCreary
Minitonas
Ochre River
Pine River
Roblin
Ste. Rose du Lac
Swan River
Winnipegosis

Area 3

Birtle
Boissevain
Brandon
Carberry
Deloraine
Elgin
Erickson
Glenboro
Hamiota
Hartney
Killarney
Melita
Miniota
Neepawa
Reston
Rivers
Rossburn
Russell
Sandy Lake
Shoal Lake
Souris
Virден

Area 4

Altona
Carman
Domain
Gladstone
Manapolls
Morden
Morris
Pilot Mound
Plum Coulee
Portage la Prairie
Rosser
St. Jean Baptiste
Starbuck
Ste. Agathe
Swan Lake
Treherne
Winkler

Area 5

Ashern
Balmoral
Beausejour
Berens River
Bissett
Dugald
Emerson
Falcon Lake
Fisher Branch
Gimli
Grosse Isle
Gull Harbour
Gypsumville
Hodgson
Iles des Chenes
Lac du Bonnet
Little Grand Rapids
Lundar
Manigotagan
Matheson Island
Niverville
Petersfield
Pine Falls
Pinawa
Rennie
Richer
Riverton
Selkirk
Seven Sisters
Ste. Anne
Steinbach
Stonewall
Teulon
West Hawk Lake
Winnipeg Beach

Area 6 (Winnipeg) –
Encompasses groups primarily
working in areas such as social
services and health care
(including Community Support).

Area 7 (Winnipeg) –
Encompasses groups primarily
working in the Civil Service,
Government Agencies, Crown
Corporations, Colleges and
Universities.

Area 8

Churchill
Cross Lake
Gillam
Gods Lake Narrows
Ilford
Kelsey
Leaf Rapids
Lynn Lake
Nelson House
Norway House
Oxford House
Pikwitonei
Poplar River
Pukatawagon
Red Sucker Lake
Shamattawa
South Indian Lake
Split Lake
Thicket Portage
Thompson
Wabowden
York Factory