

**CORRECTIONAL AND SHERIFF SERVICES COMPONENT BYLAWS  
APPROVED BY PROVINCIAL EXECUTIVE ON JANUARY 23 AND 24, 2002**

*File No. 4480-002*

**1. NAME**

(a) This Component shall be known as the B.C. Government and Service Employees' Union Correctional and Sheriff Services Component, hereinafter referred to as the "Component."

(b) The Component shall consist of all union members within the bargaining units, as defined under the Public Service Labour Relations Act, and covered by the Correctional and Sheriff Services Component under the terms of the Master Agreement entered into between the B.C. Government and Service Employees' Union and the Government of British Columbia.

**2. HEADQUARTERS**

The headquarters of the Component shall be established in accordance with Article 2 of the Union's Constitution.

**3. OBJECTS**

The objects of the Component shall be:

(c) To unite all members of the Component in a single, democratic organization capable of acting on their behalf;

(d) To negotiate on behalf of the Component members all those matters referred to the Component by the Master Agreement and other matters relevant to the Component.

**4. MEMBERSHIP**

(a) Any person covered by the Correctional and Sheriff Services Component as defined in the Master Agreement referred to in Section 1(b) of the Component Bylaws shall be eligible to make application for membership forthwith upon employment. Applications shall be made by way of the "Application for Membership" card supplied by the Union and application shall be made through the appropriate Local of the Component.

(b) The Local shall have the right to recommend rejection of any application for membership subject to the provisions of Article 4.2(a) of the Union's Constitution.

(c) The Component Executive shall have the right to reject any application for membership subject to the provisions of Article 4.2 of the Union's Constitution.

(d) Rejections may be appealed under the provisions of Article 4.2 of the Union's Constitution and the appeal procedure set out in Articles 7.19 and 7.20 shall apply.

**5. INITIATION FEE**

An initiation fee, if prescribed by Law, shall be payable to the Union.

**6. LOCAL BYLAWS**

The Bylaws of a Local shall not be in any way inconsistent with the Bylaws of the Component or with the Bylaws and Constitution of the Union, and the Constitution of the Union shall be paramount.

**7. LOCALS**

(a) A Local shall be formed in each of the areas coinciding with the geographic boundaries of an Area pursuant to Articles 5.3 and 5.5 of the Union's Constitution, as described in Appendix "A" of these Bylaws.

(b) The geographic boundaries of a Local may only be changed pursuant to the policy adopted by the Union's Provincial Executive and contained in Appendix "B" of these Bylaws.

**8. MEETINGS**

(c) For the purpose of meetings "Component" shall be defined as the Component Executive as per Section 1(c)(i)(ii)(iii) of the Union's Bylaws and contained in the Constitution.

(d) Component meetings shall be held as determined by the Chairperson, or at the call of the representatives of 30% of the Locals of the Component.

(e) Seven (7) clear days' written notice shall be given of Component meetings with the exception of assembling the Bargaining Committee or in a crisis situation.

(f) Component Executive meetings shall be held at least quarterly at the call of the Chairperson.

(g) The Table Officers of the Component Executive shall meet at the call of the Chairperson to conduct normal business of the Component Executive, between executive meetings.

(h) Each Local should meet as often as necessary but in any event not less than twice a year. Such meetings shall be at the call of the Local Chairperson.

(i) The order of business at Component Executive meetings may be:

1. Call to Order
2. Reading of Minutes
3. Business Arising from Minutes
4. Communications
5. Convention Report
6. Provincial Executive Report
7. Financial Report
8. Reports of Officers and Committees
9. Reports of Local Chairpersons
10. Affiliation Reports (CLC, NUPGE, BCFL, Labour Council)
11. Unfinished Business
12. Nominations, Elections and Installation of Officers
13. New Business
14. Good and Welfare
15. Adjournment

(j) As soon as possible and not more than thirty (30) days after the date of the annual meeting, the Secretary-Treasurer of the Component shall forward to the President an audited financial statement of the books of the Component.

(k) As soon as possible and not more than thirty (30) days after the date of the triennial elections, the Component Chairperson shall forward to the President a list of the officers and executive of the Component.

## 9. ELECTIONS

- (l) Local nominating meetings of the Local shall be held at least thirty (30) clear days before the date set for Local elections for the purpose of nominating candidates for all executive positions in the Local for the ensuing three-year term. The Component shall encourage locals to designate one (1) member-at-large position to be filled by a young worker representative. (Young workers are defined as twenty-nine (29) years of age or younger.)
- (m) The Chairperson of each Local shall sit on the Component Executive as of right. Additional members shall be elected to the Component Executive by the Local Executive from the Local Executive on a per capita basis. One (1) for the first one hundred (100) members or major part thereof who shall be the Chairperson of the Local and one (1) for each additional nine hundred (900) members or major part thereof. One (1) Component Executive member position may be designated for a young worker representative chosen by the Component Executive.
- (n) Component elections shall be held triennially by May 31<sup>st</sup> by the Component Executive.
- (o) Table Officers to be elected at Component elections are a Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary-Treasurer and Recording Secretary. These officers shall be elected for a three-year term by a vote of the Component Executive from among the Component Executive.
- (p) The staff member assigned to the Component shall be a member ex officio of the Component Executive.
- (q) All elections shall be by the absolute majority and second ballot system of elections as described in the Union Bylaws.
- (r) There shall be no "plumping." Where vacancies in office exist and more than one (1) seat is to be filled, the membership will be clearly instructed as to how many vacancies are to be filled and the number of candidates they must vote for. Where practical, this information will be contained on the ballot.
- (s) **Election Dispute Procedure**
- A. A member of a Local, eligible to cast a ballot in a Local election, who alleges there has been an irregularity in the election procedure and wishes to challenge the election, may do so by advising the Chairperson of the Component, in writing, stating the reason(s) and the alleged irregularity. Where the local election being challenged is the same local as the Component Chairperson, the President shall appoint an alternate to investigate the complaint.
- B. The written challenges must be received by the Chairperson of the Component within ten (10) calendar days of the results of the election being published. The Balloting Committee shall retain all ballots cast in a Local election in safekeeping for a minimum of thirty (30) calendar days of the results of the election being published.
- C. The Chairperson, upon receiving a complaint as per (A) and (B) above, shall investigate the matter. If, in the opinion of the Chairperson, there has been an irregularity, he/she shall order another ballot in respect to the election where the irregularity has occurred. The Chairperson's decision shall be final subject to the right of the member alleging the irregularity appealing to the Union's Provincial Executive through the President.
- D. For the purposes of this procedure an irregularity shall be defined as any variance which may have affected the result of the election.
- (i) In the case of nominations for Local Executive positions, a nomination form shall be made available to all members so that any member may nominate or be nominated for local office. The nomination forms will be provided by the Component and distributed through the stewards. In accordance with the

BCGEU Constitution and Bylaws, Bylaw section 2(g), all elections for local officers shall be by referendum.

**10. QUORUM**

Two-thirds of the Component Executive shall constitute a quorum at Component Executive meetings.

**11. ATTENDANCE**

Absence of a Component Executive member from two (2) consecutive meetings without just cause shall constitute grounds for dismissal from the Component Executive.

**12. NEGOTIATIONS**

(t) The chairperson of the Component or his/her designate shall be a member of the Master Bargaining Committee pursuant to Article 5.8(a)(i) of the Union's Constitution.

(u) The Component shall establish a six (6) member Negotiating Committee co-chaired by the Chairperson of the Component and the staff member assigned to the Component, the remaining five (5) members to be elected from among the Component Executive. The Component Executive shall have the power to appoint such additional members as they may deem from time to time to be advisable as per Article 2.10(a)(4) of the Master Agreement. The President shall be a member ex officio of the Component Negotiating Committee.

**13. GRIEVANCE PROCEDURE**

(a) The Component Table Officers shall be consulted on interpretive grievances.

(b) No member will discuss any grievance with a supervisor without notifying his/her steward.

(c) Grievances will be processed according to the provisions of the Master Agreement and standard forms provided by the Union will be used.

**14. FINANCING**

(a) The Component will be financed through a portion of monthly union dues determined by the Union Executive pursuant to Article 10.7 of the Union's Constitution.

(b) There shall be a standing Finance Committee which shall consist of the Secretary-Treasurer as Chairperson and at least two (2) other Executive Members as members. This committee will periodically examine the accounts of the Locals and shall investigate all reported irregularities.

(c) The Secretary-Treasurer shall remit to the President approved quarterly financial statements not later than thirty (30) days after the quarter in question.

(d) The Component's financial policy shall conform to the Union's financial policies as outlined in the BCGEU Financial Manual.

(e) In the event of irregularities, the Secretary-Treasurer shall refer the matter to the Finance Committee for appropriate action.

**15. RULES OF ORDER**

Rules of Order and procedure shall be those contained in Roberts' Rules of Order Revised where not inconsistent with the Constitution and Bylaws of the Union.

**16. EXECUTIVE**

- (a) The fiscal year of the Component and Locals shall end on the last day of December of each year.
- (b) Their respective officers shall act for the Component and Local between meetings.
- (c) If a Component office becomes vacant during the term of the office, a replacement shall be elected from among the Executive at the call of the Chairperson or 1st Vice-Chairperson if the Chairperson's office is vacant.
- (d) It shall be the duty of the Chairperson to preside at all meetings of the Component Executive and to exercise supervision over Component affairs.
- (e) The Chairperson of the Component shall sit as a member of the Provincial Executive of the Union.
- (f) It shall be the duty of the 1st Vice-Chairperson to act in the absence of the Chairperson and to assist the Chairperson in the discharge of the duties of the Chair. In the absence of the Chairperson and the 1st Vice-Chairperson, the 2nd Vice-Chairperson shall so act.
- (g) It shall be the duty of the Recording Secretary to keep the minutes of the Component in a minute book and to render such other services as directed by the Component Executive. A copy of the minutes of Component meetings shall be forwarded to the President.
- (h) It shall be the duty of the Secretary-Treasurer to establish an account in a chartered bank or credit union and to deal with all Component funds and to issue receipts and issue all cheques and prepare necessary financial statements and to render such other services as may be directed by the Component Executive. The Chairperson, Secretary-Treasurer and 1st Vice-Chairperson shall be signing officers of such an account. All disbursements shall require the signatures of at least two (2) signing officers. The Component Executive can vote to appoint the 2<sup>nd</sup> Vice-Chairperson and Recording Secretary as additional signing officers at any time.

**17. CONVENTIONS**

- (a) Delegates to B.C. Government and Service Employees' Union Triennial Constitutional Convention shall be elected from each Local's membership on the following basis: the Chairperson of each local within a component shall be a delegate for the first one hundred (100) members or part thereof and the local may elect one additional delegate for each additional two hundred (200) members or major part thereof.
- (b) When a local elects its delegates to the Triennial Constitutional Convention, nominations shall exceed the number of delegates to be elected by at least two (2). The unsuccessful candidates shall be regarded as alternate delegates ranking in accordance with the number of votes received by them.
- (c) Local Chairs, and members of the Provincial Executive who are not already delegates by virtue of being a local chair, shall be delegates to the Triennial Policy Convention as of right. If entitled to additional delegates, components shall elect these in a manner to be determined by each Component Executive on the following basis: the component shall be entitled to a delegation, inclusive of local chairs, equal to one-third of the number of delegates which the locals of the component would be eligible to send to a triennial constitutional convention if held in the same year. Component Executives shall elect one (1) alternate delegate for each five (5) accredited delegates.
- (d)
  - (i) The Component Executive shall approve or disapprove all resolutions submitted by the Locals to Conventions of organizations to which we are affiliated.
  - (ii) Approved resolutions to BCGEU Conventions will be submitted to Union Headquarters as per Article 8.4 of the Constitution. Locals must submit resolutions to the Component at least ninety (90) days prior to Convention to be considered.

(e) Delegates to conventions of the Canadian Labour Congress and the B.C. Federation of Labour shall be selected by the Component Executive after delegate entitlement and allocation has been determined by the Provincial Executive.

**18. GENERAL**

(a) No agreements contrary to the bargaining unit collective agreements or the general policy of the Union shall be entered into by this Component, its Locals, or any of its members, nor may this Component or its Locals affiliate with any other organization without express written authority from the Union's Provincial Executive.

(b) Members wishing to lay charges against other member(s) for breach of duty under the Constitution and Bylaws shall do so pursuant to Article 7 of the Union's Constitution.

(c) These Bylaws may be altered and/or amended by a majority vote of those members of the Component Executive present at a meeting, providing that notice of motion has been served at least seven (7) days prior to the meeting.

(d) For the purpose of these Bylaws, the number of members in a Local shall be that figure provided by Headquarters for the purpose of determining convention delegate entitlement. In special circumstances that figure can be adjusted by majority vote of the Component Executive.

(e) These Bylaws and subsequent amendments must be submitted to the Union's Provincial Executive for approval.

## APPENDIX "A"

*Local Boundaries*(a) **Region 1 - Vancouver Island**

(1) *Victoria and vicinity*, consisting of that part of Vancouver Island from Chemainus south including the lower Gulf Islands of Saltspring, Mayne, Galiano, Saturna and Pender.

(2) *Courtenay and vicinity*, consisting of the remainder of Vancouver Island and the mainland coast north of Jervis Inlet as far as Owikeno Lakes.

(b) **Region 2 - Lower Mainland/Fraser Valley**

(3) *Vancouver and vicinity*, consisting of the area north of the South Arm of the Fraser River inland as far as Golden Ears Park and north to Jervis Inlet and Pemberton.

(4) *Langley and vicinity*, consisting of the area south of the South Arm of the Fraser River to the Pitt River and the Fraser Valley and Canyon to include Lytton. Eastward the area includes Manning Park.

(c) **Region 3 - Southern Interior**

(5) *Kamloops and vicinity*, which includes the area centred at Kamloops and includes Lillooet, the North Thompson to Blue River and east to Revelstoke.

(7) *Kelowna and vicinity*, which includes the Okanagan Valley from Enderby to the U.S. border and also includes Princeton.

(8) *Cranbrook and vicinity*, which includes the Kootenays east of the Rogers Pass and the Salmo-Creston summit.

(9) *Nelson and vicinity*, which includes the West Kootenays from Midway and Galena Bay and includes the area east of the Monashee Pass and Crawford Bay.

(d) **Region 4 - Northern**

(6) *Williams Lake and vicinity*, which includes the large central plateau centred at Williams Lake and including Clinton, Ocean Falls, Quesnel and the Bowron Lakes.

(10) *Ft. St. John and vicinity*, which centres at Dawson Creek, includes the Peace River country east of Pine Pass and the Alaska Highway to Lower Post.

(11) *Prince George and vicinity*, including that area west to Fraser Lake.

(12) *Terrace and vicinity*, including the northwest part of the province to Burns Lake and the Queen Charlotte Islands.

**APPENDIX "B"****Union Policy Regarding Changing of Local Boundaries**

The Union's Provincial Executive at its regularly scheduled meeting held March 16, 1978 adopted the following procedure for the changing of Local boundaries. This policy has been adopted in response to the change in the Constitution and the commitment made at the 1977 BCGEU Convention to provide a method by which Locals could alter their boundaries to better serve the needs of the membership.

1. The Local wishing to change its boundaries shall serve the appropriate Component with a notice of motion containing the reasons why the request is being made, and reasonable proof that the proposed change is endorsed by the majority of the Local membership affected.
2. The motion referred to in (1) above must provide the Component with specific information on the change requested, including a description of the proposed new boundaries.
3. The Component, after considering the foregoing motion and hearing the views of the other Local(s) affected, will refer the matter to the Committee on Constitution & Structure with a recommendation for or against the change.
4. The Committee on Constitution & Structure, upon receiving a request for a Local boundary change endorsed by the appropriate Component, will have the Committee Secretary obtain a joint report from the area representatives concerned.
5. After considering all available information, the Committee on Constitution & Structure will make the appropriate recommendations to the Union's Provincial Executive for action.

This policy has been formulated not to discourage Locals from changing their boundaries, but to ensure that the rights and wishes of all the members concerned are fully protected. The Provincial Executive considers the changing of Local boundaries to be an important matter, and a great deal of care must be taken before any binding decisions are made.

All Locals considering changing their boundaries should pay special attention to the section of the policy which requires proof that the membership affected are involved in the decision and have an opportunity to have their views heard.

APPENDIX "C"

The Component shall establish the following committees whose members will be appointed by the Component Chairperson:

- 1. Bylaws Committee: Component Chairperson (Chairperson)  
Two (2) Executive Members
- 2. Finance Committee: Secretary-Treasurer (Chairperson) and at least  
Two (2) Executive Members

The Component may establish the following committees whose members will be appointed by the Component Chairperson:

- 1. Membership Committee: Recording Secretary (Chairperson)  
Three (3) Executive Members
- 2. Resolutions Committee: 1st Vice-Chairperson (Chairperson)  
Three (3) Executive Members
- 3. Occupational Health & Safety: Chairperson  
Two (2) Executive Members
- 4. Any other Committees deemed necessary.

The Component shall establish the following committees whose members shall be elected:

- 1. Negotiating Committee: Component Chairperson ) Co-Chairperson  
Staff Member assigned )  
Five (5) Executive Members

**APPENDIX "D"****Component Executive - Duties of the Table Officers****1. CHAIRPERSON**

- (a) It shall be the duty of the Chairperson to preside at all meetings of the Component Executive and to exercise supervision over Component affairs.
- (b) The Chairperson shall co-chair the Component Negotiating Committee, and chair the Component Bylaws Committee.
- (c) The Chairperson shall be a member of the Master Bargaining Committee.
- (d) The Chairperson shall sit as a member of the Union's Provincial Executive and serve on committees as appointed by the President of the Union.
- (e) The Chairperson shall represent the Component at Conventions of the Union and other organizations to which the Union is affiliated.

**2. 1st VICE-CHAIRPERSON**

- (a) It shall be the duty of the 1st Vice-Chairperson to act in the absence of the Chairperson and to assist the Chairperson in the discharge of the duties of the Chair.
- (b) The 1st Vice-Chairperson shall chair the Component Resolutions Committee.
- (c) Shall perform such other duties as assigned by the Chairperson.

**3. SECRETARY-TREASURER**

- (a) It shall be the duty of the Secretary-Treasurer to establish an account in a chartered bank or credit union and to deal with all Component funds, to issue receipts and issue all cheques and prepare necessary financial statements and to render such other services as may be directed by the Component Executive and required by the Financial Manual.
- (b) The Secretary-Treasurer shall arrange for the annual audit of the Component's finances and shall submit financial statements as per Article 4.2 of the Financial Manual. The Secretary-Treasurer shall be responsible for the handling of the Component's financial correspondence.
- (c) The Secretary-Treasurer shall forward to the President, within thirty (30) days of the annual meeting, a list of the officers and executive of the Component.
- (d) The Secretary-Treasurer shall chair the Component Finance Committee.

**4. 2nd VICE-CHAIRPERSON**

- (a) It shall be the duty of the 2nd Vice-Chairperson in the absence of the Chairperson and 1st Vice-Chairperson to assume the Chair and discharge the duties of the Chair according to the Bylaws.
- (b) Such other duties as might be assigned by the Chairperson.

**5. RECORDING SECRETARY**

- (a) It shall be the duty of the Recording Secretary to keep the minutes of the Component in a minute book and to ensure that all members of the Component Executive receive an attested copy of the minutes following each Component Executive meeting.
- (b) The Recording Secretary shall chair the Component Membership Committee.
- (c) Assume such other responsibilities as assigned by the Chairperson.

Approved by the Component Executive on September 19, 2001

Approved by the Provincial Executive on January 23 & 24, 2002

*(Amendments to Section 16(h) Executive, pursuant to Component Model Bylaw change Apr. 2007)*