



Constitution of the Saskatoon Civic Middle Management Association

Article 1: Name

- 1.01 This organization shall be known as the “Saskatoon Civic Middle Management Association”, and shall be hereafter referred to as “the Association.”

Article 2: Jurisdiction

- 2.01 The Association shall be composed exclusively of persons employed by the City of Saskatoon.
- 2.02 No person, otherwise eligible for membership in the Association shall be discriminated against or denied membership by reason of race, creed, religion, colour, sex, marital status, disability, nationality, ancestry, place of origin or by reason of other grounds of discrimination prohibited by The Saskatchewan Human Rights Code. All members of the Association shall have equal rights and equal responsibilities.
- 2.03 (2021) SCMMA is affiliated to the IFPTE and CLC and is governed by their Constitutions and by the Affiliation Agreement between SCMMA and IFPTE signed in October 2019. Notwithstanding its affiliation with IFPTE and CLC, SCMMA is an autonomous labour organization governed pursuant to the within Constitution and Bylaws.
- 2.04 (2021) Where there is a clear conflict between the IFPTE Constitution and the SCMMA Constitution, the IFPTE Constitution shall have paramountcy.

Article 3: Objectives

- 3.01 The Association is formed with the objective of uniting all workers so employed in order to advance and safeguard their economic and social welfare and to represent their interests in transactions between such as employees and their employer, the City of Saskatoon. To accomplish this objective, the Association pledges itself to achieve the following goals:
- a) Adequate wage standards and working conditions for its members;
 - b) Reasonable assurance of certainty of employment for its members;
 - c) Preservation of the rights of collective bargaining of its members in order to obtain and maintain Collective Bargaining Agreements;
 - d) Regulation of relations between employees.



Article 4: Officers

- 4.01 The Officers of the Association shall be elected at the Annual General Meeting of the membership by a majority vote of the members attending such Annual Meetings.
- 4.02 The Officers of the Association shall be: President, the Vice President, Secretary, Treasurer, Director Member Services, Director Pension Committee, Director Labour Relations, Director Position Classification, and Director of Communications. These Officers shall constitute the Executive Board.
- 4.03 All Officers shall commence their official duties as of the 1st day of November each calendar year and shall be elected for a term of three years:
- a) **President:** Year 3 of the election cycle.
 - b) **Vice-President:** Year 1 of the election cycle.
 - d) **Secretary:** Year 1 of the election cycle.
 - e) **Treasurer:** Year 2 of the election cycle.
 - f) **Director Member Services:** every Year 3 of the election cycle.
 - g) **Director Labour Relations:** Year 2 of the election cycle.
 - h) **Director Pensions Benefits Committee:** Year 3 of the election cycle.
 - i) **Director of Position Classification:** Year 2 of the election cycle.
 - j) **Director of Communications:** Year 1 of the election cycle
- 4.04 The Board of Directors election cycle shall be defined as
- a) Year one starting in 2020
 - b) Year two starting in 2021
 - c) Year three starting in 2022
- 4.05 The duties of the Officers shall be as follows:
- a) The **President** shall preside at all meetings of the Association. They shall enforce the provisions of this Constitution. They shall appoint all such Committees as the Executive Board may deem necessary or expedient for furthering the objectives of the Association, and shall be an ex-officio member of such Committees. They shall perform such other duties as the Association or the Executive Board may assign to them.
 - b) The **Vice President** shall assist the President in the discharge of their duties and during their absence shall perform the duties of the President. In the event that a vacancy occurs in the office of the President, the Vice President shall act as President for the unexpired term.
 - c) The **Secretary** shall keep correct Minutes of all meetings of the Association and the Executive Board. They shall conduct all correspondence in accordance with instructions given to them by the President and Executive Board. They shall furnish such information as may be deemed necessary relating to the functions of the Association. They shall perform such other



duties as are prescribed by this Constitution and by the President and Executive Board.

d) The **Treasurer** shall receive all monies paid into the Association and give official receipts for all monies received. They shall make such detailed Financial Reports as the President or Executive Board shall, from time to time, require. They shall keep regular books and records of the Association finances and shall submit the same for inspection and audit at the end of each quarter. They shall deposit all monies received in the name of the Association in such financial institutions as the Executive Board may direct. They shall keep a complete and active list of members of the Association in good standing.

e) The **Director Member Services** is responsible for the planning, delivery, and evaluation of Association sponsored programs and services (e.g. Wellness, Social committee). They serve as a liaison between the City, other unions, and the Association regarding joint programs and services. They recruit Association members to participate on other committees as required.

f) The **Director of Labour Relations** coordinates the efforts of the Association in matters that pertain to the Labour Relations Board and jurisdictional issues between the City and other unions. They advise the Executive Board and Association members on matters relating to employee rights and responsibilities outlined in the Labour Standards Act and Regulations. They coordinate the efforts of the Association in matters that pertain to contract negotiations and related issues. They will advise the Executive Board and Association members on matters relating to the interpretation of the Collective Agreement.

g) The **Director Pension Benefits Committee** shall represent the Association at the City of Saskatoon Pension Benefit Committee. They will review benefits available arising out of Plan surpluses and to recommend benefit improvements to the Board and membership. They bring forward to the Board any recommendations for plan improvements not arising out of Plan surpluses made to the City and the employee organizations as subjects to be dealt with as part of the collective bargaining process. They are responsible for the planning, delivery, and evaluation of the Employee and Family Assistance Program. They attend the Quarterly meeting of the Board of Trustees – General Superannuation Plan and report to the Board.

h) The **Director of Position Classification** is responsible to coordinate the efforts of the Association in matters that pertain to the Job Classification process. They will assist members to prepare their presentation to the Classification Committee and take forward a request for appeal, as required. They will recruit members to represent the Association at the Classification Committee meetings. They serve as liaison.

i) The **Director of Communications** plays a central role in shaping SCMMA's communication strategy to effectively engage members, stakeholders, and the public. They are responsible for leading the executive board in annual communications planning, providing strategic advice on messaging and outreach, and supporting member engagement in collaboration with the



Director of Member Services. If required, they shall manage media relations, including drafting press releases and organizing press conferences, while ensuring consistent messaging across digital, social media, and other platforms.

Article 5: Stewards

- 5.01 The Stewards of the Association shall be elected at the Annual General Meeting of the membership by a majority vote of the members attending such Annual Meetings.
- 5.02 All Stewards shall commence their official duties as of the 1st day of November each calendar year and shall be elected for a term of three years. The Association shall elect three (3) Stewards - for a three (3) year period, or in the case of vacancies occurring, elect Stewards to fill only the unexpired terms in order to preserve overlapping terms of office.
- 5.03 The Stewards' election cycle shall be defined as
- a) Year one starting in 2023, the election of three (3) Stewards
 - b) Year two starting in 2024, the election of three (3) Stewards
 - c) Year three starting in 2025, the election of three (3) Stewards
- 5.04 Stewards are responsible for advocating for Association members by providing education on their rights, enforcing the collective agreement, and representing Association colleagues in complaints and grievances. They help resolve workplace issues, mobilize members for collective agreement negotiations and initiatives, and encourage active participation in Association events like the Annual General Meeting. Additionally, the Stewards attend executive board meetings to represent their colleagues and assist board members in fulfilling their duties.
- 5.05 Stewards shall initially be elected so that three (3) shall serve for a period of three (3) years, three (3) shall serve for a period of two (2) years, and three (3) shall serve for a period of one (1) year. Each year thereafter shall follow the standard election cycle.

Article 6: IFPTE Delegates

- 6.01 IFPTE Convention Delegates shall be elected at the Annual General Meeting immediately preceding the IFPTE Convention, by a majority vote of the members attending such Annual meeting. Nominations from the floor at the Annual General Meeting for members wishing to be considered by the membership to attend and be a delegate for SCMMA at the IFPTE Convention must be present and in attendance to accept the nomination.

Article 7: Membership

- 7.01 Any person employed as set forth in Article 2 hereof shall be eligible for membership in the Association, save and except for such employees who are:



- a) Employed in a capacity which would require them to perform duties inconsistent with the objectives of the Association; or
- b) Employed in a position where their primary responsibility is actually to exercise authority and actually perform functions that are of a managerial character; or
- c) Employed in a position where they are acting on behalf of management in a confidential capacity in respect of the industrial relations of the employer.

- 7.02 Members are expected to attend all meetings of the Association if reasonably possible.
- 7.03 All members are subject to the orders, rulings and decisions of the Association and its Officers.

Article 8: Dues

- 8.01 The Association dues shall be determined by the majority at a duly authorized General Meeting of the Association when they exceed .50% and may be amended only by a General Meeting of the Association.

Article 9: By-laws

- 9.01 (2021) By-laws for the government of the Association, not inconsistent with the Constitution, may be enacted and may be amended from time to time at the Annual General Meeting of the Association by a majority vote of the members present provided that a notice of motion to so amend has been filed with the Secretary at least two (2) weeks prior to the Annual General Meeting.
- 9.02 The powers of the Board of Directors to govern shall be exercised through By-Law.
- 9.03 (2021) Notice of intention to amend the Bylaws of the Association shall be given to the membership not less than one (1) week prior to the Annual General Meeting.

Article 10: Amendments

- 10.01 (2021) This Constitution may be amended at the Annual General Meeting of the Association by a two-thirds vote of those present at a meeting who are eligible to vote and who actually cast votes at such a meeting provided that a notice of motion to so amend has been filed with the Secretary at least two (2) weeks prior to the Annual General Meeting.
- 10.02 (2021) Notice of intention to amend the Constitution of the Association shall be given to the membership not less than one (1) week prior to the Annual General Meeting.



Article 11: Effective Date

- 11.01 The Constitution shall be effective upon the adoption thereof by a majority of those attending the meeting of this organization held at Saskatoon, Saskatchewan, on the **3rd day of October, 2024.**