

**Saskatchewan Federation
of
Police Officers Inc.**

**Constitution and By-Laws
(2001 Revised)**

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**Constitution and By-Laws
of the
Saskatchewan Federation of Police Officers Inc.**

Article 1 – Formation

- 1.1 With this Constitution the Provincial Association is formed under the name of the Saskatchewan Federation of Police Officers Inc. This Provincial Association shall be constituted and governed in accordance with the principles and provisions hereinafter set forth.
- 1.2 This Provincial Association shall be known as the Saskatchewan Federation of Police Officers Inc.
- 1.3 For the purpose of this Constitution the Saskatchewan Federation of Police Officers Inc. hereafter to be known as the “Federation”.

Article 2 – Affiliation

- 2.1 The Federation may affiliate with any other Police Association or Police Organization formed for the purpose of improving conditions in law enforcement.
- 2.2 The Federation may become affiliated with any other organization within the criminal justice system in accordance with this Constitution and By-Laws.

Article 3 – Interpretation

- 3.1 In these Bylaws whenever used in this constitution, and any appendices hereto:
 - (a) Federation means the Saskatchewan Federation of Police Officers;
 - (b) **Executive Board means the President, Executive Vice President and the vice presidents representing member associations;**
 - (c) Member means a police association within Saskatchewan that has collective bargaining rights.

Article 4 – Objects

- 4.1 To advance the cause of police work as a profession, and to support and encourage the Federation’s membership in the pursuit of their individual police careers.

- 4.2 To advance police work as a profession in the eyes of the public on a local, provincial and national level, and to that end to institute, support or maintain such public relations programs, charitable programs and philanthropic programs, and to such extent as the membership of the Federation may decide, from time to time, provided that any such program is approved by the membership of the Federation.
- 4.3 To secure by all proper and legal means the elevation of intellectual and social standards of the members of the Federation.
- 4.4 To give collective expression to legislative requirements and present these requirements to the elected representatives of the legislature.
- 4.5 To establish all benefits of a social nature pertaining to the welfare of the Federation members.
- 4.6 To make recommendations to the Saskatchewan Police Commission on all matters of mutual interest to the Federation members.

Article 5 – Membership

- 5.1 Membership to the Federation shall be those Municipal Police Associations within the Province of Saskatchewan that have bargaining rights for their respective Municipal Police Associations.
- 5.2 In the case of an Association which has not previously been a member of the Federation, such Association, upon applying for membership to the Federation, shall be assessed and pay such sums as may be necessary to establish for the members of the applying Association, all welfare coverage as may be established by the Federation.
- 5.3 The membership of the applying Association shall date back to the commencement of the business year during which the application for membership was made.
- 5.4 The applying Association, in addition to all other payments, shall be liable for payment to the Federation of all dues and assessments of every kind made during that business year and thereafter. (Association shall include any Federation approved police officer.)
- 5.5 An Association may withdraw its membership from the Federation upon giving thirty (30) days notice to **the President** of the Federation.
- 5.6 Upon **the President** of the Federation receiving notice of withdrawal from the Federation, the Association desiring to withdraw its membership from the Federation shall cease to be a member of the Federation.

- 5.7 Upon an Association withdrawing its membership from the Federation, the Association shall be entitled to receive any vested policies, rights or benefits which the Association's membership are entitled to receive, provided that the withdrawing Association assumes the administration of the vested policies, rights or benefits.
- 5.8 Any Association withdrawing from membership of the Federation shall pay to the Federation in full all dues, assessments and monies to the last day of the Federation's current business year which is May 31st.
- 5.9 Any Association making application to rejoin the Federation after withdrawal from the Federation, shall pay to the Federation such sums of money as may be necessary to place the applying Association in the same position as if the Association had not withdrawn from the Federation.
- 5.10 Member Associations who have failed to attend two (2) successive meetings of the Federation, may at the discretion of the Executive Board of the Federation, have their membership to the Federation terminated.
- 5.11 Failure to pay dues to the Federation within thirty (30) days of written notification shall result in termination of membership, privileges and benefits of the Federation.

Article 6 – Application for Membership

- 6.1 Any Association desiring to become a member of the Federation shall submit an application in writing with a copy of the Association's constitution.
- 6.2 Membership to the Federation shall not be granted unless the provisions of the applying Association's constitution are acceptable to the Federation.
- 6.3 The Association seeking membership to the Federation may amend its constitution to provide for such matters and in such manner as the Federation shall require.
- 6.4 Individual law enforcement officers who do not belong to an Association due to their small numbers shall apply in writing for membership in the Federation.
- 6.5 In applying for, and as a condition of, membership in the Federation, the Association must agree in writing that the Association will be bound by the provisions of the Constitution of the Federation and that all members of the Association shall be bound by the Constitution of the Federation.

Article 7 – The Executive Board

- 7.1 **The Executive Board shall consist of the President and Executive Vice President and a vice president representing each member association. The Executive Officer shall not be a member of the Executive Board.**
- 7.2 The Executive Board shall be subject to the direction of the members in good standing of the Federation.
- 7.3 At an Annual Meeting of the Federation, or a Special Meeting of the Federation, members in good standing of the Federation shall be allowed to vote and overrule any act of the Executive Board provided that the meeting is called according to this Constitution.
- 7.4 The Executive Board shall report to the Annual Meeting all matters dealt with by the Executive Board for and on behalf of members of the Federation and such report shall be approved, varied, or dealt with as the members in good standing at the Annual Meeting decide.
- 7.5 The duties of the Executive Board shall be to discuss all business of the Federation with the power to act at any time including the expenditure of monies and establishment of special committees.
- 7.6 The Executive Board may enter into, on behalf of the Federation, any projects that the Board deems advisable.
- 7.7 The Executive Board shall report all activities of the Board at the next Annual Meeting of the Federation.
- 7.8 Unless otherwise provided by resolution of the Executive Board or at an Annual Meeting or Special Meeting of the Federation, all documents, contracts and agreements shall be executed by **the President and Executive Vice-President.**
- 7.9 All bank accounts established by the Federation shall provide for the withdrawal of funds only with the signature of **the President, Executive Vice-President and Executive Officer.**
- 7.10 The Executive Board, subject to the approval of the Federation at an Annual Meeting or Special Meeting of the Federation, has authority to enter into welfare schemes including insurance, pensions, medical and hospital benefits, or such other plans as may be decided upon.
- 7.11 For such purpose the Executive Board shall be authorized to establish such plan either through trustees or by contract with any commercial carrying agency either by purchase or other manner deemed expedient, to enter into contracts and

agreements with respect to same and to undertake and make such payments out of the funds of the Federation as may be required.

- 7.12 For greater certainty, the Executive Board shall be authorized to establish such plans on the basis of individual contributions by members of the Member Associations as may be decided upon.
- 7.13 The Executive Board shall further be entitled to require that any or all members of the Member Associations of the Federation participate in any or all such plans as a condition of membership of the Member Association to the Federation.

Article 8 – Duties of the President

- 8.1 The President shall attend all meetings of the Federation.
- 8.2 The President shall chair all meetings of the Federation and preserve order, enforce provisions of the Constitution, decide upon all questions of order, and announce the results of all votes and ballots.
- 8.3 The President shall decide on all questions of order and shall be allowed to vote on all matters of the Federation.
- 8.4 In the case of a tie vote on any motion or resolution of the Federation, that motion or resolution shall be considered defeated.
- 8.5 The President shall be Ex-Officio to all committees of the Federation.

Article 9 – Duties of the Executive Vice President

- 9.1 The Executive Vice President shall attend all meetings of the Federation.
- 9.2 The Executive Vice President shall perform all duties of the President in the President's absence, disability or refusal to act.
- 9.3 The Executive Vice President shall perform all other duties as assigned by the members of the Federation and assist the President in the affairs of the Federation.

Article 10 – Duties of the Executive Officer

- 10.1 The Executive Officer shall perform all duties incidental to his office and work in accordance with the directives issued by the Federation and the Executive Board.
- 10.2 The Executive Officer shall be a member Ex-Officio of all Committees.

- 10.3** The Executive Officer shall have charge of all articles incidental to his office and shall, in addition thereto, have the care, custody and responsibility of all books pertaining to the business of the Federation, the seal of the Federation, and the funds of the Federation and the securities of the Federation.
- 10.4** The Executive Officer shall sign all cheques and orders for payment of money and shall pay out and dispose of monies under the direction of the Executive Board in accordance with the By-Laws of the Federation. The Executive officer shall keep an accurate record of all monies received and disbursed to the satisfaction of the auditors and produce the record for the auditor, Executive Board, or members of the Federation at any time.
- 10.5** The Executive Officer shall, with the approval of the Executive Board, invest and keep invested from time to time; the funds of the Federation in such securities as may be invested according to law.
- 10.6** The Executive Officer shall prepare an annual report immediately after the close of each fiscal year. Such annual report shall be presented to the Executive Board prior to the Annual Meeting and then presented at the Annual Meeting. Copies of the annual report shall be printed and distributed in confidence for the information of the members and shall be certified by the auditors of the Federation.
- 10.7** The Executive Officer shall record by reliable means the proceedings of all Annual Meetings, Special Meetings and Executive Board meetings and shall transacted as such meetings circulate a summary of those proceedings as is necessary and acceptable to the members of the Federation to acquaint the general membership of the business.

Article 11 – Election of Officers

- 11.1** Election of officers shall take place at the Annual Meeting of the Federation.
- 11.2** Nominations may be filed with the Executive Officer of the Federation in advance of the Annual Meeting or nominations may be made from the floor of the Annual Meeting.
- 11.3** In the event that two (2) or more persons are nominated for a post, an election shall be held by secret ballot and the person receiving the highest number of votes shall be declared elected.
- 11.4** The President and the Executive Vice President shall be elected for alternating two year terms – the President for the even years and the Executive Vice President for the odd years. The vice presidents shall be

appointed at the Annual General Meeting by the association that they represent for a one-year term.

- 11.5 In the event that any office holder either resigns their post or becomes unable to act, the Executive Board may either permit the post to remain vacant until the next Annual Meeting of the Federation or may appoint any person who would be entitled to become a voting member at an Annual Meeting to fill the vacant post until the next Annual Meeting.
- 11.6 In the event that a member of the Executive Board does not exercise the duties of that office, they may be removed from office by secret ballot at the Annual Meeting or a Special Meeting of the Federation.

Article 12 – Honorariums for Officers of the Executive Board

12.1 The President and the Executive Vice President shall receive an Honorarium each year as expressed by a percentage of the average of a first class constables salary in Regina and Saskatoon, as of December 31st of each year.

- (a) President: 5%**
- (b) Executive Vice President: 3%**

12.2 If any Officer of the Executive Board to which an Honorarium is payable is removed by constitutional process, termination of membership due to promotion, or by resignation, the amount of Honorarium they shall receive shall be prorated to time served in the position of such office.

Article 13 – Representation

13.1 Each Association that is a member of the Federation shall be entitled to representation at an Annual Meeting or Special Meeting of the Federation on the following basis:

- (a) Over two hundred (200) members – four (4) voting delegates;
- (b) Not exceeding two hundred (200) members – three (3) voting delegates;
- (c) Not exceeding ten (10) members – one (1) voting delegate.

13.2 In the event of another Association from the City becoming a member of the Federation, that Association shall be entitled to one (1) voting delegate.

13.3 Each Association that is a member of the Federation shall be entitled to proxy votes, to allow a maximum number of one (1), three (3), or four (4) votes at an Annual Meeting or Special Meeting of the Federation as provided in Article 11.1.

- 13.4 All members of the Executive Board will be eligible to stand for office and to vote in annual elections of the Federation, even if they are not accredited delegates of their Association.

Article 14 – Dues

- 14.1 The dues and assessments payable by the Member Associations to the Federation that are or become members of the Federation shall be fixed annually by the Federation and shall be paid in full each business year.
- 14.2 The dues payable by each Member Association of the Federation may be set on the basis of membership of each Member Association.
- 14.3 In setting the dues, the Federation shall have the authority to fix amounts payable for normal operating expenses including amounts payable for any special or non-continuing financial obligations of the Federation together with sums sufficient to cover the cost of any Health and Welfare or other undertakings that the Federation from time to time may obtain or establish.
- 14.4 Upon notifying the proper officers of each Member Association, the dues established by the Federation shall become immediately payable.
- 14.5 All monies paid by Member Associations, together with all monies received by the Federation by way of refunds, discounts, rebates or otherwise relating to any activity of the Federation, shall be and remain the sole property of the Federation.
- 14.6 All monies may be deposited or held as current funds or reserves in any number of separate bank accounts as the Federation or the Executive Board may decide.
- 14.7 No part of any monies received by the Federation, either from the Member Associations, from any person, firm, or organization, shall be disbursed or be payable except as decided by the Executive Board or by the Federation at its Annual Meeting.

Article 15 – Meetings of the Federation

- 15.1 The Annual Meeting of the Federation shall be held between April 1st and May 31st.**
- 15.2 Notice of the time and place of the Annual Meeting shall be sent to all Member Associations at least sixty (60) days prior to the proposed Annual Meeting date.
- 15.3 Special Meetings may be required from time to time and shall be decided by the Executive Board.

- 15.4 Where a Special Meeting is requested in writing by a majority of Member Associations, the Executive Board shall call a Special Meeting within sixty (60) days of receipt of the request for such Special Meeting.
- 15.5 Notice of the time and place of the Special Meeting as outlined in 13.4 shall be sent to all Member Associations at least sixty (60) days prior to the proposed Special Meeting date.
- 15.6 The statement of the purpose for such Special Meeting shall accompany the request for the Special Meeting.
- 15.7 No Member Association will be allowed to the Annual Meeting or Special Meeting unless its dues have been paid for the current year.

Article 16 – Order of Business at Annual Meeting

- 16.1 The Order of Business at the Annual Meeting shall be as follows:
 - (a) Call meeting to order;
 - (b) Reading of minutes of preceding meeting;
 - (c) Bills and communications;
 - (d) Report of receipt and expenditures;
 - (e) Report of committees;
 - (f) Report of delegates;
 - (g) Unfinished business;
 - (h) New business;
 - (i) Election of officers; and
 - (j) Adjournment.
- 16.2 All meetings will be governed by Roberts Rules of Order.
- 16.3 The order of business at any Special Meeting, insofar as applicable, shall be as provided for Annual Meetings.

Article 17 – Quorums

- 17.1 A quorum at any Annual Meeting or Special Meeting of the Federation shall be a majority of the voting delegates entitled to attend.
- 17.2 A quorum at any Executive Board meeting shall be the majority of the Executive Board; this does not include the Executive Officer.

Article 18 – Delegates

- 18.1 Delegates of the Federation to meetings and conventions, other than Annual or Special Meetings of the Federation, may include the Executive Board, Executive Officer and such other delegates as decided by the Executive Board.
- 18.2 The expenses of these meetings and conventions shall be paid by the Federation for the President, Executive Vice President, and Executive Officer.**
- 18.3 Expenses paid shall include a per diem to the maximum of the Canadian Police Association rate, airfare, hotel accommodations, wage replacement and mileage at the Saskatchewan Provincial Government rate.

Article 19 – Committees

- 19.1 The Executive Board at the Annual Meeting may establish such committees as may be required from time to time and determine the size of the committee.
- 19.2 The Executive Board shall appoint members in good standing of the Federation to the committee and cover the necessary expenses for the committee to operate.

Article 20 – Amendments to the Constitution

- 20.1 Amendments to the Constitution may be made at the Annual Meeting of the Federation or at any meeting called for that purpose by giving thirty (30) days notice of the proposed amendment and by the same being approved by two-thirds majority of the persons attending such meeting who are entitled to vote thereat.