

SASKATCHEWAN UNION OF NURSES

Healthy Members, Healthy Union, Healthy Communities



Bylaws 2017

SASKATCHEWAN UNION OF NURSES

BYLAWS

TRUE CERTIFIED COPY OF THE BYLAWS OF

THE SASKATCHEWAN UNION OF NURSES

SIGNED THIS 15th DAY OF June, 2017

Nancy M. Lambory

President

SASKATCHEWAN UNION OF NURSES

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BYLAW 1 DEFINITIONS

- 1.01 The feminine gender shall include the masculine gender and the singular shall include the plural and vice versa as applicable.
- 1.02 Unless otherwise expressly provided, “send” shall be deemed to refer to transmission by prepaid regular mail, and a document shall be deemed to have been sent on the date on which it or the envelope enclosing it was postmarked.
- 1.03 Chartered Local means a group of members who have been issued a charter by the Union’s board of Directors and which shall hereinafter be referred to as a Local. The Charter shall be signed by the President of the Union.
- 1.04 SUN District Council means a group of elected SUN members in a designated geographic area established for the purpose of conducting the affairs of the Union in concert with Union goals and objectives.
- 1.05 General Meeting means an annual meeting, bargaining conference or special meeting of the Union.
- 1.06 Annual Meeting means a meeting of the general membership convened yearly for the purpose of conducting the affairs of the Union. Without limiting the generality of the foregoing, it includes the receipt of reports, elections, and the consideration of Constitution, Bylaw, SUN District Council Bylaw prototype and Local Bylaw prototype amendments and resolutions.
- 1.07 Bargaining Conference means a meeting convened for the purpose of conveying information on and ratification of bargaining proposals presented by the negotiations committee. At the first opportunity, the agenda of the conference will include a standing motion to accept the proposal package.
- 1.08 Special Meeting means a meeting convened on written request to consider one or more subjects as indicated in the request.
- 1.09 Certified Bargaining Unit means a unit of employees appropriate for the purpose of bargaining collectively within the scope of The Saskatchewan Trade Union Act or the Canada Labour Code, or as these acts may be amended from time to time, for which a certification order has been issued by the Labour Relations Board.
- 1.10 The Board means the Union’s Board of Directors.

- 1.11 Director means a member of the Union's Board of Directors.
- 1.12 Region means a group of geographic Districts composed of Locals.
- 1.13 Base hospitals shall mean those large acute care facilities located in Regina and Saskatoon.
- 1.14 Resolution means a motion proposed at a general meeting of the Union.

BYLAW 2 MEMBERSHIP

- 2.01 No person shall be discriminated against or denied membership in the Union by reason of race, colour, national origin, political affiliation, religious affiliation, age, sex, marital status, parental status, sexual orientation, physical status, health status, or employment status.
- 2.02 Any person who is eligible to be a member of the Union who has applied for membership and who pays such dues and assessments as may from time to time be required, shall be accepted as a member in good standing of the Union. All members in good standing shall have equal rights and equal responsibilities.
- Membership in a Local is determined as per Bylaw 3 of the Local Bylaws Prototype.
- 2.03 Any member of the Union who is laid off shall continue to be a member of the Union in good standing without payment of dues, with all rights and privileges that this entails until such time as the member's seniority has expired pursuant to the terms of the relevant collective agreement.
- 2.04 a) Any member of the Union who has been terminated from her employment shall continue to be a member in good standing of the Union without payment of dues with all rights and privileges that this entails provided her termination is the subject of a grievance or an application to the Labour Relations Board and until it is determined that her termination was for just cause.

- b) Any member of the Union who has lost their nursing registration due to disability and/or who remains unable to work in the SUN bargaining unit shall continue to be a member in good standing of the Union without payment of dues with all rights and privileges that this entails until it is determined that all further challenges to remain a SUN member have been exhausted.

2.05 Any member of the Union on a permitted leave of absence shall continue to be a member in good standing of the Union without payment of dues for the period of the permitted leave of absence, with all rights and privileges that this entails.

2.06 The elected full-time president and first vice-president of the Union shall continue to be a member in good standing of the Union with the payment of dues and assessments.

2.07 Any person who is eligible to be an Honourary Member of the Union, has applied for such membership and who pays such dues and assessments as may from time to time be required, shall be accepted as an honourary member in good standing of the Union. All honourary members in good standing shall have the right to attend meetings of the Union with voice but no voting privileges.

Regions

2.08 The membership shall be divided into regions consisting of groups of districts as per Appendix C (map).

Chartered Locals

2.09 Every Local shall be deemed to have adopted Local bylaws consistent with the Local Bylaws Prototype.

2.10 The Local shall have the authority to:

- a) Administer the affairs of the local within the context of the SUN Constitution and Bylaws and Local Bylaws.
- b) Establish policies regarding the administration of the Local.

2.11 Where the Board makes any of the orders provided for in Bylaw 7.15, the Board may order that all funds and properties of any nature held by the Local shall revert to the Union to be held in trust for the purposes of effecting a reorganization of the said Local or said Local becomes active.

Where a Local dissolves, secedes or voluntarily surrenders its Charter, the Board may order that all funds and properties of any nature held by the Local shall be reverted to the SUN District Council.

2.12 Where the Board orders that all funds and properties held by a Local shall revert to the Union, it shall be the duty of the officers of the Local to deliver, forthwith, all funds and properties of any nature held by the Local to the President of the Union. The President shall be entitled to take immediate possession of all funds, properties, books and records of the Local and shall have authority to bring appropriate legal proceedings to secure such funds, properties, books and records.

2.13 A Local may merge with and transfer its jurisdiction, rights, privileges, duties and some or all of its assets to one or more other Locals. The Local which is transferring and the Local(s) which is receiving the transfer of said jurisdiction, rights, privileges, duties and assets must each approve the said merger and transfer by the two-third ($\frac{2}{3}$) vote of the members attending a meeting called for that purpose. If a Local is not transferring all of its assets to the receiving Local(s), the assets not being transferred shall be disposed of as determined by the two-third ($\frac{2}{3}$) vote of the members attending the meeting.

Notice of such a meeting shall be posted on the Union's bulletin board in each of the Local's facilities for at least two weeks prior to the date of such meeting. The said notice shall include the place, date, time and purpose of the meeting. When these procedures have been completed and on receipt of all documents pertaining to the merger, the Board shall approve the transfer and issue a new or amended Charter to the Local which has resulted from the merger. The transfer of jurisdiction shall be deemed to be complete on the date the new or amended Charter is issued.

SUN District Councils

- 2.14 Every SUN District Council shall be deemed to have adopted SUN District Council bylaws consistent with the SUN District Council Bylaws Prototype.
- 2.15 The SUN District Council shall have the authority to:
- a) Administer the affairs of the SUN District Council within the context of the SUN Constitution and Bylaws and SUN District Council Bylaws;
 - b) Establish policies regarding the administration of the SUN District Council.
- 2.16 Where the Board makes any of the orders provided for in Bylaw 7.20, or when a SUN District Council dissolves or secedes or is inactive, the Board may order that all funds and properties of any nature held by the SUN District Council shall revert to the Union to be held in trust until such time as the SUN District Council becomes active.
- If such a reorganization is effected or the SUN District Council becomes active, such funds and properties of the said SUN District Council shall be reinvested with the SUN District Council for its use and benefit.
- 2.17 Where the Board orders that all funds and properties held by a SUN District Council shall revert to the Union, it shall be the duty of the officers of the SUN District Council to deliver, forthwith, all funds and properties of any nature held by the SUN District Council to the President of the Union. The President shall be entitled to take immediate possession of all funds, properties, books and records of the SUN District Council and shall have authority to bring appropriate legal proceedings to secure such funds, properties, books and records.

2.18 A SUN District Council may merge with and transfer its jurisdiction, rights, privileges, duties and some or all of its assets to one or more other SUN District Councils in the health region. The SUN District Council which is transferring and the SUN District Council(s) which is receiving the transfer of said jurisdiction, rights, privileges, duties and assets must each approve the said merger and transfer by the two-third ($\frac{2}{3}$) vote of the voting members attending a meeting called for that purpose. If a SUN District Council is not transferring all of its assets to the receiving SUN District Council, the assets not being transferred shall revert to the Union, and it shall be the duty of the officers of the SUN District Council to deliver, forthwith, all remaining funds and properties of any nature held by the SUN District Council to the President of the Union.

Notice of such a meeting shall be sent to the Locals and other SUN District Council representatives at least two weeks prior to the date of such a meeting. The said notice shall include the place, date, time and purpose of the meeting. When these procedures have been completed and on receipt of all documents pertaining to the merger, the Board of Directors shall approve the transfer and/or merger. The transfer of jurisdiction shall be deemed to be complete on the date the Board of Directors approves such a transfer or merger.

2.19 When the boundaries of health regions are re-defined by provincial government, the affected locals shall be transferred. They shall join an existing SUN District Council of their choice within the health region to which they have been transferred.

BYLAW 3 MEETINGS

Annual Meeting

3.01 Written notice of the Annual Meeting shall be sent at least forty-five (45) days prior to the meeting to every SUN District Council chairperson and Local president or secretary specifying the subjects to be considered and the proposed agendas.

3.02 A tentative agenda for the Annual Meeting will be printed in the Annual Meeting issue of SUNSpots.

A final agenda, if different than the tentative agenda, shall be available at the Annual Meeting prior to the vote on adoption of the agenda.

3.03 i) Throughout the year and up to January 7, any member may submit to the Constitution, Bylaws and Resolutions Committee, constitutional amendment(s), bylaw amendment(s), SUN District Council/Local Bylaw prototype amendment(s) and resolution(s), in writing, signed by such member and a seconder.

ii) The Board may submit resolutions(s) to the Constitution, Bylaws and Resolutions Committee pursuant to the time restrictions determined by the Constitution, Bylaws and Resolutions Committee.

iii) Resolutions deemed to be urgent may be submitted in writing to the committee at the meeting, pursuant to the time restrictions determined by the Constitution, Bylaws and Resolutions Committee.

An urgent resolution deals with an event or action that occurs after the deadline date for receipt of resolutions. The mover shall indicate, in writing, why this resolution should be considered urgent.

Special Meetings

3.04 Special meetings of the Union shall be held, on written request to the President of the Union, by:

i) at least one-third ($\frac{1}{3}$) of the Board, or

ii) at least one-third ($\frac{1}{3}$) of the members, or

iii) at least one-third ($\frac{1}{3}$) of the SUN District Councils, or

iv) at least one-third ($\frac{1}{3}$) of the Locals.

3.05 A written request made on behalf of a SUN District Council or Local shall be signed by the chairperson or President and any other member of the SUN District Council or Local as the case may be.

- 3.06 Upon receipt of a request, the President shall, within forty-five (45) days, hold a special meeting.
- 3.07 Written notice of the special meeting shall be sent, at least twenty-one (21) days prior to the special meeting, to every SUN District Council chairperson and Local president or secretary.
- 3.08 If a special meeting of the Union is called, SUN District Council chairpersons or designate shall be funded to attend as per SUN's membership reimbursement policy.
- 3.09 Only the subjects that are specified in the notice shall be considered and acted upon.

Rules of Procedure

- 3.10
- i) The President, or in her absence or at her request, the First Vice-President shall take the chair at the time specified at all general meetings. In the absence of both the President and the First Vice-President, the Second Vice-President shall take the chair. In the absence of the President, the First Vice-President and the Second Vice-President, a chair shall be selected by a show of hands of the members present at the meeting.
 - ii) Upon calling the meeting to order, the chair shall introduce individuals who are authorized to attend and who are not members of the Union.
 - iii) No matter of a sectarian character shall be discussed.
 - iv) When a member wishes to speak, she shall proceed to one of the microphones provided for that purpose. When recognized by the chair, she shall give her name and the Local and the District to which she belongs. She will address the chair and confine her remarks to the question at issue.
 - v) Unless otherwise specified, any decision taken at a general meeting shall take effect forthwith at the conclusion of the meeting.
 - vi) The quorum for a general meeting of the Union shall be a majority of those members registered in attendance on each day of the meeting.

vii) In all matters not regulated by these rules of procedure and order of business, Robert's Rules of Order, Revised, shall govern.

Voting

- 3.11 Every member in good standing of the Union may attend and participate in any general meeting of the Union. Each member is entitled to one (1) vote and there shall be no vote by proxy.
- 3.12 Voting on any matter at the general meeting shall be by show of hands or standing vote unless the President or the chair otherwise directs or unless otherwise provided hereinafter.
- 3.13 The President or chair may, at her discretion, and shall, upon a motion, require a counted vote.

Scrutineers

- 3.14 The chair of the meeting shall appoint three (3) or more members to act as Scrutineers. A chief scrutineer shall be elected by and from themselves.
- 3.15 The chief scrutineer shall arrange for the holding of any counted vote, distribution, collection and counting of ballots if used, with the exception of the counting of election ballots and shall report the results, in writing, to the chair.

Bargaining Conference

- 3.16 A bargaining conference of the Union shall be held prior to negotiations at a time and place determined by the Board.

BYLAW 4 NOMINATIONS AND ELECTIONS

Nominations

- 4.01 Nomination forms for any and all elected positions shall be prepared by the Nominations Committee and sent to the president of SUN, each SUN District Council chairperson and to each Local by the first week of December. The Terms of Reference shall accompany the nominations forms.
- 4.02 Nominees shall allow their names to stand for only one (1) position open for election on the Board of Directors and/or standing committee(s) of the Union. In the event a member is part way through a term of office, she may run for an open position on the Board of Directors and/or committee(s) without resigning her present position. Should she be successful in this election, she must then resign from her former position. This vacated position shall be filled in a by-election to be held at the Annual Meeting.
- 4.03 Nominees for the office of President, First Vice-President and Second Vice-President shall be from the general membership.
- 4.04 Nominees for the office of Regional Representative shall be from the members of the region who are employed in their respective region. Regional Representatives shall not have employment at any base hospital.
- 4.05 Nominees for the office of Base Hospital Representatives shall be from the members who are employed in the base hospitals.
- 4.06 Nominees for elected positions on committees shall be from the general membership, except that nominees for elected or appointed positions on the Negotiations Committee shall be from their identified place of employment.
- 4.07 In order to run for or maintain an elected position in the Union, a member must be in good standing with the Saskatchewan Union of Nurses.
- 4.08 Each nomination submitted shall be on an official Nominations Form with the endorsement of a nominator and seconder. The nominee shall consent in writing that she will accept office if elected.

- 4.09 Nominations shall be accepted by the Nominations Committee until 1630 hours of the third Tuesday in January. Faxed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.
- 4.10 The list of nominees so prepared shall thereafter be known as the "Ticket of Nominations" and a copy signed by the Nominations Committee shall be sent not later than the first week of February to the President of the Union and to each SUN District Council chairperson and Local.
- 4.11 The filing of a copy of the ticket of nominations with the President of the Union shall constitute the official nomination of the nominees therein named.
- 4.12 Ballots for all elected positions shall be prepared by the Nominations Committee and sent to each member of SUN by the last business day of the third week of February.
- 4.13 Ballots shall be accepted by the Nominations Committee until 1630 hours seven business days prior to the commencement of the Annual Meeting.
- 4.14 In the absence of nominees for a position, nominations shall be accepted at an Annual Meeting. Nominations shall be made with satisfactory proof in writing that the consent of the nominee to stand for election has been obtained.
- 4.15 In the continued absence of a nominee for a position, the Annual Meeting shall determine the method of filling the position.

Elections

- 4.16 All elections shall be by secret ballot, unless otherwise provided for in the Constitution and Bylaws.
- 4.17 The President and Vice-Presidents shall be elected by the membership of the Union.
- 4.18 Regional Representatives shall be elected by the members of the region who are employed in their respective regions except those employed at base hospitals.

- 4.19 Base Hospital Representatives shall be elected by the members employed at the base hospitals in their respective cities.
- 4.20 Elections shall be conducted by mailed ballot for all elected positions except as provided for in Bylaw 4.02. Ballots shall be returned by the date and time specified and to the location specified by the Union. The Nominations Committee shall arrange the counting of ballots.
- 4.21 If a member runs for a position and withdraws prior to election, the Nominations Committee will not count the votes for the withdrawn member.
- 4.22 If a member is elected for a position on a standing committee and resigns, terminates employment in the applicable identified place of employment or region, or otherwise ceases to act, at the discretion of the Board of Directors, the process may be:
- i) Before the orientation the Nominations Committee may declare the candidate(s) with the next most ballots to be elected.
 - ii) After orientation a by-election may be called for the position.
 - iii) A member may be appointed.
 - iv) The Board may elect to not fill the committee position after consideration of term remaining or status of committee process.
- 4.23 Full voting results are announced by the chair of the Nominations Committee at an Annual Meeting, whereupon the persons receiving the greatest number of votes for the respective office(s) shall be declared elected. A written report shall be submitted to the President. The ensuing term shall commence immediately following the conclusion of the Annual Meeting.
- 4.24 In the event of a tie, the election will be taken to the floor of the Annual Meeting. Only the eligible members at the Annual Meeting will be allowed to vote.
- 4.25 A candidate who wishes to challenge the results of an election must do so within twenty-eight (28) days of the announcement of the successful candidate(s). The candidate must submit the request for recount of ballots by registered mail to the Executive Director within the twenty-eight (28) day period noted above.
- 4.26 Elections for Board positions shall be held annually and shall take place in the following manner. The positions of the President,

Second Vice-President and odd numbered Regions shall occur in odd numbered years.

The positions of First Vice-President, even numbered Region Representatives and the Base Hospital Representatives shall be elected in even numbered years.

All Committees shall be elected in odd numbered years. For the purposes of defining the length of a term of office, a year shall mean the length of time from one Annual Meeting to the next.

The term of office for the President and First Vice-President shall be two years. When there is a new incumbent elected, an additional two weeks will be added to the term for the purposes of orientation.

The term of office for all other elected positions shall be two years from the end of the Annual Meeting at which election occurred except as provided for in Bylaw 4.20, 4.22, 6.10. In the event a vacancy occurs which is filled by election, the term of office shall be the remaining unexpired term.

- 4.27 In the event that the President shall resign, die or otherwise cease to act, the Board shall immediately notify the Nominations Committee to proceed with a process of by-election to replace the President if the unfinished term exceeds 12 months.
- 4.28 In the event that the First Vice-President or the Second Vice-President shall resign, die or otherwise cease to act, a replacement shall be designated in a manner as determined by the Board.
- 4.29 In the event that any Regional Representative or Base Hospital Representative shall resign, terminate employment in that region, die or otherwise cease to act, a replacement shall be designated in a manner as determined by the board.
- 4.30 Any member elected as a member of the legislative assembly or member of parliament office shall resign from appointed/elected SUN positions.

By-Elections

- 4.31 i) a) A by-election at the Annual Meeting shall be held for any position vacated as a result of the election process in 4.02.
b) The Nominations Committee Chairperson shall call for nominations for any vacancies following the announcement of the results of the mailed-in ballots.

- ii) As directed by the Board of Directors, a by-election outside of the Annual Meeting may be held for any vacancies that occur due to situations under Bylaw 4.22. The Nominations Committee shall conduct the by-election utilizing discretionary timelines.

BYLAW 5 BOARD OF DIRECTORS

5.01 The Board shall:

- i) Be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union.
- ii) Be responsible for the review and approval of the minutes of the Annual Meeting and the minutes of the Bargaining Conference.
- iii) Be responsible for directing the Negotiations Committees in the formulation and development of the collective bargaining proposals and general collective bargaining policy, taking into consideration direction given by members.
- iv) Be responsible for the management of the financial affairs of the Union, including the appointment of the auditor.
- v) Grant charters to locals.
- vi) Or a person authorized by the Board shall, make application on behalf of any appropriate unit of employees eligible for membership in the Union to the Saskatchewan Labour Relations board to become the bargaining agent and to represent and bargain collectively on behalf of such employees.
- vii) Have the authority to hire sufficient staff as may from time to time be necessary to conduct the business of the Union.
- viii) Establish ad hoc committees and appoint members of such committees from the members of the Union. The chairperson may be chosen from the Board. The Board may delegate any of its powers to any such committee subject to any restrictions or regulations imposed upon them by the Board.

- ix) Be part of the Provincial Strike Steering Committee.
- 5.02 The Board may alter the boundaries of the regions after consultation with and sanction of the SUN District Council(s) and Locals involved.
- 5.03 The Board shall, prior to making new policies, rules, regulations and procedures, seek the approval of the membership where such policies, rules, regulations and procedures will have a far-reaching effect and are of major consequence to the said membership.
- 5.04 Procedures in respect to all collective bargaining agreements negotiated by the Union on behalf of its members, inclusive of strike procedures, shall be the responsibility of the Board.

The President

- 5.05.1 The President oversees the affairs of the Union and shall:
 - i) Receive a three-week transition period for orientation.
 - ii) a) Direct the activities of the Union towards the achievement of the objectives;
b) Be the head of and chief spokesperson for the Union.
 - iii) a) Preside at all meetings of the Union and of the Board;
b) Prepare agendas and background information for meetings and take action arising from such meetings.
 - iv) Be a full-time, salaried Director responsible for the overall management and direction of the Union, subject to the direction of the General Meeting, the Board and Executive Committee, and the provisions of the Constitution and Bylaws.
 - v) Be responsible (with the Executive Director and other Directors) for internal and external communication with the membership, the public, other unions, organizations and the government.
 - vi) Endeavor to have direct contact with each SUN District Council yearly.
 - vii) Cause the policies of the Union to be administered.

- viii) Be bonded for due and faithful discharge of the duties and responsibilities in such amount as the Board shall determine and the cost of such bond shall be borne by the Union.
- ix) Act as a signatory on documents and cheques drawn on Union funds as required in the conduct of Union business.
- x) a) Be an ex-officio, non-voting member of all committees, except Nominations Committee and Constitution, Bylaws and Resolutions Committee.
b) Be a voting member of the Finance Committee, Executive Committee, and the Provincial Negotiations Committee.
- xi) a) Be the representative of the Union on the Canadian Federation of Nurses' Unions National Executive Board;
b) Be a Vice-President to the Executive Council of the Saskatchewan Federation of Labour.
- xii) Be responsible with the Executive Director and other Directors for the general overall direction of employees in the Union.
- xiii) Be responsible for developing and maintaining communication and cooperative relations with the Saskatchewan Registered Nurses' Association (SRNA), Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) and other organizations.
- xiv) Be the primary contact person between the Union and the employer, and the Union and the government.
- xv) Cause to be developed and maintained liaison with other unions which represent nursing and non-nursing groups in hospitals, nursing homes and other health care agencies.
- xvi) Speak to nursing students on SUN's behalf or appoint a designate in response to requests. Such requests shall be channeled through the President.
- xvii) Be a trustee of S.U.N. Office Building Ltd.

First Vice-President

5.05.2 The First Vice-President shall:

- i) Attend Board of Directors, Executive and Finance Committee meetings as well as all General Meetings of the Union.
- ii) Shall be a full-time, salaried director to assist the President with the duties and responsibilities of the office of the President, as assigned and assume the duties of the President in her absence.
- iii) Act as interim President in the event that the President resigns, dies or otherwise ceases to act, until a President is elected.
- iv) Act as a signatory on documents and cheques drawn on Union funds, as required in the conduct of Union business.
- v) Be bonded for due and faithful discharge of her duties and responsibilities in such amount as the Board shall determine and the cost of such bond shall be borne by the Union.
- vi) Cause to be kept such regular books and records of the Union's finances, full records of minutes of all meetings of the Union and of the Board, and all records, documents and correspondence of the Union, as set up under the instructions of the Board.
- vii) Shall be responsible for recording minutes in the absence of the Executive Assistant, or designate.
- viii) Cause to have a budget prepared in consultation with the Finance Committee and the Executive Director, and make recommendations on matters of a financial nature to the SUN Board of Directors and the Union, as required.
- ix) Cause to be presented at the Annual Meeting, the audited financial statement, and current financial position of the Union, and the proposed operating budget.
- x) Become Emergency Services Coordinator in the event the Strike Steering Committee is activated.

- xi) Act to fulfill vote requirements for bargaining tables other than SUN/SAHO bargaining table.
- xii) Be the Chairperson of the Finance Committee.
- xiii) Be a Vice President to the Executive Council of the Saskatchewan Federation of Labour.
- xiv) Be a trustee of S.U.N. Office Building Ltd.

Second Vice-President

5.05.3 The Second Vice-President shall:

- i) Attend Board of Directors, Executive and Negotiations Committee meetings as well as all General Meetings of the Union.
- ii) Be the Chairperson and a voting member of the Provincial Negotiations Committee and SUN/SAHO Negotiations Committee.
- iii) Assume the duties of the President in the absence of the President and the First Vice-President.
- iv) Act as interim President in the event that the President and First Vice-President resign, dies or otherwise ceases to act until a President is elected, pursuant to the provisions of the Constitution and Bylaws.
- v) Assume the duties of the Regional Representative(s) or Base Hospital Representative(s) in the event the Representative resigns, dies or otherwise ceases to act, until the Representative is replaced unless otherwise determined by the Board.
- vi) Act as a signatory on documents and cheques as required in the conduct of Union Business.
- vii) Be bonded for due and faithful discharge of her duties and responsibilities in such amount as the Board shall determine and the cost of such bond shall be borne by the Union.
- viii) Attend Regional Meetings as required.

- ix) Provide office space in her home to perform Board duties.
- x) Orientate and oversee the scrutineers at General Meetings of the union.
- xi) Be a trustee of S.U.N. Office Building Ltd.

Regional and Base Hospital Representatives

5.05.4 The Regional and Base Hospital Representative shall:

- i) Attend Board of Directors' meetings and the General Meetings of the Union.
- ii) Be charged with the responsibility of establishing and maintaining communications between the Union and the members in their respective jurisdiction.
- iii) Be charged with representing the views of the membership of the jurisdiction they represent at meetings of the Board.
- iv) To contact District Council Chairs or alternate in their respective jurisdiction and provide a written report to regular Board meetings.
- v) Establish and chair jurisdictional meetings as required.
- vi) Serve as Board Liaison to committee(s) of SUN as required.
- vii) Provide office space in her home to perform Board duties.

SUN District Council Chairperson

5.05.5 The SUN District Council chairperson shall:

- i) Attend Board of Directors' meetings pursuant to Bylaw 5.09.
- ii) Be charged with the responsibility of establishing and maintaining communications between the Region Representatives, Base Hospital Representatives and the locals in their respective Districts.

- iii) Be charged with representing the views of the membership of the SUN District Council they represent at meetings of the SUN Board of Directors.
- iv) Provide a written report to the SUN Board prior to meetings with the Board.
- v) Establish and chair SUN District Council meetings as required.
- vi) Serve on committees of the SUN District Council as required.
- vii) Provide office space in her home to perform SUN District Council duties.

5.06 All Directors of the Union shall assume such other duties as the President, the Board or the Executive Committee may assign from time to time.

Removal and Replacement of Directors

5.07 Notwithstanding anything otherwise in the Constitution and Bylaws set forth, any Director of the Union may be removed from office by a two-thirds ($\frac{2}{3}$) vote at a general meeting of the Union in the event that the Director has been found to have acted in a manner that is inconsistent with the duties and obligations of the office, and/or has been found to have failed to uphold and follow the Constitution, Bylaws and Policies of the Union; and/or has become incapable of carrying out her duties as Director. The notice of the meeting shall state that such meeting shall consider the removal of the person or persons for whom removal is being sought. In the event of such removal of a Director, the Nominations Committee shall immediately proceed in accordance with Bylaw 4.01.

5.08 Any director who shall for any reason cease to hold office, shall forthwith turn over to the Board all documents, records, books, furniture, funds, chattels, assets and other property of the Union then in her possession.

Meetings of the Board

5.09 The Board shall meet at the call of the President or at the request of no fewer than three (3) members of the Board, made in writing to

the President. The Board shall meet at least six (6) times per year. The Board shall meet at least twice per year with SUN District Council chairpersons.

- 5.10 The time and place of meetings of the Board shall be determined by the President, provided that any meeting requested by no fewer than three (3) members of the Board pursuant to the provisions of Bylaw 5.09 shall be held within thirty (30) days of the receipt by the President for any such request. Every director shall be given at least twenty-one (21) days written notice of meetings. Such notice shall be deemed to have been received on the fourth (4th) day after the date on which it was sent.
- 5.11 Time of notice may be shortened and the method of notice may be by telephone if, in the opinion of the President, there is an emergency or a requirement to consider an urgent matter.
- 5.12 A majority of the members of the Board shall constitute a quorum for the transaction of business.
- 5.13 Unless otherwise provided in the Constitution and Bylaws, any questions arising at a meeting of the Board shall be decided by a majority vote of the directors present. Voting shall be by a show of hands unless a secret vote is requested by two (2) directors. Each director shall be entitled to one vote.
- 5.14 When not in session, the Board or the Executive Committee may meet and then act through teleconferencing or electronic decision making. Any action so taken shall constitute action as though in formal session and as such, must meet the requirements of formal session pursuant to Bylaw 5. These actions shall be reviewed at the next Board meeting and shall form a part of the minutes thereof.
- 5.15 Unless a director can show valid reason, failure to attend three (3) consecutive Board meetings shall be deemed to be a resignation.
- 5.16 Upon request to their Regional Representative/Base Hospital Representative, the SUN District Council chairperson and/or each local shall receive a pre-agenda prior to the Board of Directors' meeting.

BYLAW 6 COMPOSITION AND DUTIES OF COMMITTEES

6.01 A) Standing Committees

The following shall be standing committees of the Union:

- i) Executive
- ii) Constitution, Bylaws and Resolutions
- iii) Finance
- iv) Provincial Negotiations
- v) Nominations
- vi) Program Committee

B) Terms of Office for All Committees

- i) In the event that any member of any standing committee should resign, die or otherwise cease to act, the Board shall appoint from the members of the Union a replacement for the unexpired term or as per Bylaw 4.22.
- ii) The members of standing committees shall hold office for a two (2) year term, except as provided otherwise in the Constitution and Bylaws.

C) Removal and Replacement of Committee Members

- i) Notwithstanding anything otherwise set forth in the Constitution and Bylaws, any committee member of the Union may be removed from office by a two-thirds ($\frac{2}{3}$) vote of the members present at a general meeting of the Union in the event that the committee member has been found to have acted in a manner that is inconsistent with the duties and obligations of the office, and/or has been found to have failed to uphold and follow the Constitution, Bylaws and Policies of the Union, and/or has become incapable of carrying out her duties as a committee member. The notice of the meeting shall state that such meeting shall consider the removal of the person or persons for whom removal is being sought. In the event of such removal of a committee member, the Nominations Committee shall immediately proceed in accordance with Bylaw 4.01.
- ii) Unless a committee member can show valid reason, failure to attend three consecutive committee meetings shall be deemed to be a resignation.

The Executive Committee

- 6.02
- i) There shall be an Executive Committee of the Board comprised of the President, First Vice-President, Second Vice-President and three of the Regional and/or Base Hospital Representatives elected by and from the Board.
 - ii) The Executive Committee of the Board shall meet at the call of the President or at the request of no fewer than two members of the committee, made in writing to the President.
 - iii) The Executive Committee of the Board shall act as the Personnel Committee with respect to out-of-scope employees.
 - iv) The Executive Committee of the Board shall act as the Appeals Committee with respect to grievance and LTD appeals in accordance with established procedures for same.

Constitution, Bylaws and Resolutions Committee

- 6.03
- i) The Constitution, Bylaws and Resolutions Committee shall be comprised of four (4) elected members and one (1) member appointed by and from the Board. The chairperson shall be elected by and from the members of the committee.
 - ii) A majority of the members of the Constitution, Bylaws and Resolutions Committee shall constitute a quorum for the transaction of business.
- 6.04
- The Constitution, Bylaws and Resolutions Committee shall:
- i) Have the authority to initiate, receive and prepare constitutional and bylaw amendments and resolutions for presentation to the general meeting; amendments must be submitted by January 7th.
 - ii) Have the authority to give preference to an affirmative resolution over a negative one with respect to the same subject matter, after consultation and agreement of the proposers.
 - iii) Have the authority to eliminate duplications in constitutional and bylaw amendments submitted, after consultation with and agreement of the proposers.

- iv) Have the authority to determine the order in which constitutional and bylaw amendments and resolutions will be presented to the meeting.
- v) Have the authority to edit constitutional and bylaw amendments, provided that the scope and intent of any such amendment is not changed, after consultation with and the agreement of the proposer.
- vi) Have the authority to edit and/or consolidate resolutions, provided that the scope and intent are not changed.
- vii) Have the authority to declare, after consultation with legal counsel, that an amendment or resolution is beyond the authority of the meeting.
- viii) Have the authority, at their discretion, to read proposed Constitution, Bylaws and Resolution changes or just the new and/or amended clause(s).
- ix) Have the authority to edit the Constitution, Bylaws and Position Statement documents as reflected by amendments made at the Annual Meeting.
- x) Has a responsibility to ensure that all SUN District Council Bylaws and Local Bylaws are current and a copy is retained in the Regina Office.
- xi) Have the authority to contact SUN District Councils and/or Locals and request updated or new bylaws at least every five (5) years be submitted to the Constitution, Bylaws & Resolutions Committee.

6.05 The Constitution, Bylaws and Resolutions Committee shall prepare a report which shall be sent with the notice of the general meeting. Such report shall be sent to SUN District Council Chairpersons, Local Presidents, SUN Board of Directors and Committees at least eight (8) weeks prior to the meeting at which the constitution, bylaws and resolutions are to be considered. This report shall contain constitution and bylaw amendments and resolutions which are to be voted on at the meeting.

Finance Committee

- 6.06
- i) The Finance Committee shall be comprised of four (4) members as follows: the President, the First Vice-President and two (2) members elected by mailed in ballot. The First Vice-President shall be the chairperson.
 - ii) Three (3) voting members shall constitute a quorum.
 - iii) The Finance Committee shall:
 - a) act on existing policy and directives from the Board and the Annual Meeting;
 - b) make recommendations regarding financial implications of policy and administrative decisions to the Board;
 - c) formulate annual budgets for submission to the Board;
 - d) oversee expenditures and revenues;
 - e) make recommendations to the Board to appoint an auditor. The committee shall review the Audit prior to submission to the Board;
 - f) oversee the management of the investment portfolio;
 - g) prepare a report for the Annual Meeting in conjunction with the First Vice-President.

Negotiations Committees

- 6.07
- i) The **SUN/SAHO** Negotiations Committee shall be comprised of **ten (10)** members who shall be elected by and from the membership.

- ii) **SUN/SAHO** Negotiations Committee Representation

Representation is defined as follows with the option of self-declaration as noted below.

Base Hospitals

Defined as Royal University Hospital, St. Paul's Hospital, City Hospital, Regina General Hospital and Pasqua Hospital.

Regional Hospitals

Defined as Yorkton Regional Health Centre, Battlefords Union Hospital, Victoria Hospital Prince Albert, Dr. F.H. Wigmore Regional Hospital, Cypress Regional Hospital and Lloydminster Hospital.

Community Based Facilities

Defined as hospitals other than base or regional, and wellness centres.

Integrated Facilities

Defined as facilities where acute care and long-term care merged in one facility to provide both acute care and long-term care.

Home Care

Defined as members working in home care.

Long Term Care

Defined as whole long-term care facilities and members working in integrated facilities who self-declare for long term care as identified below.

Public Health

Defined as those members working in agencies historically providing public health services.

Mental Health

Defined as members working in those agencies historically providing provincially organized mental health services, both in in-patient facilities/units and in communities. Such in-patient units are located at Weyburn, Yorkton, Swift Current, Moose Jaw, North Battleford, Prince Albert, and at the Saskatchewan Hospital.

Self Identification

Members, with the express and written support of their locals and District Council, may self declare their representation in those circumstances where the majority of their work (>80%) is actually conducted in that field.

SUN Board of Directors shall have the authority to assign new members appropriately, utilizing the above criteria.

- iii) **Seven (7)** voting members shall constitute a quorum.

- iv) The **SUN/SAHO** Negotiations Committee shall have the following representation:
 - a) Five (5) members from hospital/community based facilities
 - i. One (1) member from Saskatoon Base Hospitals
 - ii. One (1) member from Regina Base Hospitals
 - iii. One (1) member from regional hospitals
 - iv. One (1) member from community based facilities (hospitals, wellness centres)
 - v. One (1) member from integrated facilities.
 - b) One (1) member from Home Care
 - c) One (1) member from Long Term Care
 - d) One (1) member from Public Health
 - e) One (1) member from Mental Health
 - f) One (1) member from the North (defined as SUN Locals North of the 54th parallel).

- v) Under the direction of the Board of Directors the **SUN/SAHO Negotiations** Committee shall:
 - a) Develop and recommend bargaining principles for Board approval prior to presentation to the Bargaining Conference for ratification;
 - b) Develop proposals from ratified bargaining principles for Board approval prior to exchange of proposals;
 - c) At any time, recommend to the Board of Directors the need for a strike vote;
 - d) Report to the Board of Directors prior to the ratification of any collective agreement;
 - e) Prepare a report for the Annual Meeting.

6.08 The President and Second Vice-President shall be members of the **SUN/SAHO** Negotiations Committee.

6.09 The **SUN/SAHO** Negotiations Committee shall be elected by mailed ballot as per the Bylaws at the latest Annual Meeting that is approximately one (1) year prior to the expiration of the collective agreement.

6.10 The Board shall appoint such other negotiations committees as may be required.

- i) **Canadian Blood Services**
- ii) **Notre Dame, Wilcox**
- iii) **All Nations Healing Hospital**
- iv) **Regina Public School Board**
- v) **Extendicare**

6.11 Negotiations committees shall hold office until the collective agreement that they are negotiating has been ratified and signed.

Nominations Committee

6.12 i) The Nominations Committee shall be comprised of three (3) elected members. The chairperson shall be elected by and from the members of the committee.

ii) A majority of the members of the Nominations Committee shall constitute a quorum for the transaction of business.

6.13 The Nominations Committee shall carry out the nominations and election procedures for all provincial elections and by-elections.

6.14 The Nominations Committee shall ensure observance of all nomination procedures outlined in the Constitution and Bylaws.

Program Committee

6.15 i) A Program Committee of five (5) members shall be elected by the general membership and one (1) member appointed by and from the Board of Directors. The chairperson shall be elected by and from the members of the committee.

ii) Four (4) voting members shall constitute a quorum.

6.16 The Program Committee shall meet at the call of the Chair and do the work as designated by the Union.

6.17 The Committee will prepare a report for the Annual Meeting.

BYLAW 7 DISCIPLINE

Members

7.01 Notwithstanding Bylaw 2.02 and after a hearing conducted by the Board, a member who has been found guilty of conduct detrimental to the advancement of the purposes of, or reflecting discredit upon the Union, shall be subject to reprimand, fine, loss of good standing and/or expulsion from the Union.

- 7.02 Any member who is in arrears in the payment of dues and/or assessments for a period of three (3) months, shall lose her good standing in the Union until all such arrears are paid in full.
- 7.03 Failure to support legally constituted strike action is a specific offense for which the Board may assess a fine against a member, and such other disciplinary action as the Board may determine in accordance with the Constitution and Bylaws.
- 7.04 Any member who crosses a picket line approved by the Union must resign from holding any Union office immediately.
- 7.05 Any member against whom a complaint has been made or against whom any disciplinary or adverse action has been taken shall be obliged to exhaust all remedies provided for in the Constitution and Bylaws before resorting to any other court or tribunal.
- 7.06 Any member who has been reprimanded, fined, deemed to be no longer in good standing and/or expelled, shall have the right to appeal the decision of the Board to the next General Meeting of the Union.

Rules

- 7.07 The rules governing the hearing by the Board shall be as follows:
- i) The member concerned shall be given not less than thirty (30) days notice in writing by registered mail of the meeting of the Board at which the Board will hear the complaint against such member.
 - ii) Such notice shall set out the complaint made against the member.
 - iii) The member shall be entitled to be assisted at the hearing by any other member in good standing of the Union, except a member of the Board. If requested by the member, the Board shall make available her the names and addresses of members of the Union of which assistance is requested.
 - iv) The Board shall appoint a member in good standing of the Union, except a member of the Board, who shall present the facts of the complaint fairly and in an impartial manner through witnesses. The member against whom the case is presented

shall then have the right to answer the case presented and may call witnesses.

- v) Witnesses and any other members/colleagues will be asked to remain outside the room in which the hearing is being conducted. Witnesses will be called one at a time to make statements.
- vi) The Board may receive and accept the statements of witnesses, whether or not such statements would be admissible in any court. All witnesses called shall be subject to cross-examination on any statements made.
- vii) A quorum of the Board for the conduct of such hearing shall be not less than two-thirds ($\frac{2}{3}$) of the members of the Board.
- viii) A two-thirds ($\frac{2}{3}$) vote of the members of the Board present at the hearing shall determine whether or not the member charged is guilty and impose any penalty prescribed in Bylaw 7.01 thereof.
- ix) The member shall be notified, in writing, of the decision of the Board of Directors and advised of their right to appeal.
- x) The record of the proceedings shall be the correspondence and documents circulated, the notes taken by the Recording Secretary which shall be either the First Vice-President or an Executive Assistant, and the decision of the Board.
- xi) In respect of all matters of procedure not specifically hereinbefore set forth, the Board shall determine its own procedure.

- 7.08 A member who is reprimanded shall remain a member in good standing of the Union.
- 7.09 A member who is fined shall be deemed to be a member not in good standing until such time as the amount of the fine specified by the Board is paid in full.
- 7.10 A member deemed not to be in good standing shall remain a member of the Union eligible to vote in a strike vote and attend informational meetings regarding negotiations prior to a strike vote but is not eligible to attend other meetings, participate in other votes held by the Union, hold office or be a nominee for office of the Union for such period of time as specified by the Board.

- 7.11 A member who is expelled from the Union shall no longer be a member for the term and in accordance with the conditions for reinstatement determined by the Board, subject to appeal at the next General Meeting of the Union.
- 7.12 A person who has been expelled from the Union will be liable for the payment of any fine or assessment previously levied against her.
- 7.13 The word “fine” as used herein shall be deemed to mean assessment. The direction and authorization given to the employer by each member to transmit dues and assessment, whether signed before or after the coming into force of this amendment, shall include the authority to transmit fines assessed, pursuant to Bylaw 7.01 herein. This shall apply to any person who has been fined and/or expelled from the Union.

Locals

- 7.14 Where a local is in arrears in the payment of dues and/or assessments for a period of three (3) months or longer, all members of such local shall lose their good standing until such arrears are paid in full and be notified by mail of losing their good standing. The cost of mail notification shall be billed to the Local.
- 7.15 In any situation in which there is reason to believe that a Local has adopted or undertaken policies or activities contrary to the objectives and policies of the Union, the Board shall conduct an investigation into the affairs of the Local and the Board may upon a two-third ($\frac{2}{3}$) vote:
- i) Suspend the Charter of the Local on such terms and conditions as the Board may see fit. Suspension of such Charters means all members of said Local shall lose their good standing until the terms and conditions as set by the Board have been met; or
 - ii) Appoint a trustee or trustees for the Local, and
 - iii) Require the Local to amend and rectify any policies or activities contrary to the principles and policies of the Union. This request will be given in writing to the Local stating a period of time allowed to rectify the situation.

- 7.16 Where the Board determines that the Charter of a Local is to be revoked or a trustee or trustees appointed, the Local shall be entitled to a hearing before the Board within three (3) months.
- 7.17 Any action of the Board under this bylaw may be appealed by the Local(s) affected to the next General Meeting of the Union.

Rules Governing Appeal

- 7.18
- i) The appellant shall notify the President of SUN, in writing, of their intention to appeal by the date specified by the Board of Directors.
 - ii) Time limits may be set for the hearing of the appeal by means of amendments to the agenda of the meeting.
 - iii) The appeal process shall be chaired by the meeting Parliamentarian. If they are unable or unwilling to act, the President shall appoint another person in that capacity who shall not be a member or an employee of SUN.
 - iv) The following rules will govern the treatment of evidence for the appeal:
 - a) The appeal will be based on a recitation or record of the evidence that had been presented before the Board.
 - b) Thus, the appellant and the Board may present to the members a verbal or written summary of the testimony from the original Board Hearing. Neither party would be allowed to call witnesses to give verbal testimony, subject to the exception of subparagraph (iv) below.
 - c) A transcript of the evidence presented before the Board will not ordinarily be produced for the appeal unless the production of a transcript has been specifically requested by the appellant or the Board. Such a request would have to be made at the time of the notice of appeal. In the case of the request by the appellant, the costs of production and distribution of the transcript will be their responsibility.
 - d) At the appeal, neither the appellant nor the Board will be allowed to introduce new evidence, unless it can be established that such evidence is material and was not known by the party seeking to introduce it at the time of the original hearing.

- v) The following rules will govern the hearing processes:
 - a) All guests, staff and related personnel, with the exception of the designated chair, will be excluded from the appeal hearing.
 - b) In order to deal with the appeal, the meeting, by resolution, will move to a committee of the whole.
 - c) The appellant will proceed first in presenting their case on the appeal. They are entitled to review the evidence in the matter set out above, and to make submissions with respect to the action taken by the Board against them. The appellant should specify the redress that they are seeking from the membership including whether they are asking for a revocation or reduction of the penalty.
 - d) Following the submission by the appellant, the Board of Directors will proceed with its case. The Board is similarly entitled to review the evidence and to make submissions in support of the action that it took. At this point, the Board may engage in rebuttal of the submissions of the appellant.
 - e) After the Board submission, the appellant will be given the opportunity to make a rebuttal argument if they so wish.
 - f) Following the formal submissions of the appellant and the Board, members may ask questions of either party. The questions should be related to the facts and/or arguments used by either party in support of their positions and should not seek to introduce additional factors.
- vi) After the questions from the members, the appellant and the Board of Directors shall leave the meeting room and be excluded from further deliberations in the matter. The appellant or members of the Board may be asked by the membership to return in order to supply further information or clarification. In such an instance, both parties should be present for this additional stage of the proceedings.
- vii) The outcome of the appeal shall be determined by a resolution put to the floor, duly moved and seconded. The resolution shall be to the effect of sustaining, rejecting, or amending the original disciplinary decision of the Board. The resolution will be debated and voted on in accordance with the Rules of Procedure applying to the meeting.

viii) Following the vote, the appellant and the Board of Directors shall be recalled to the meeting, whereupon the decision of the meeting shall be communicated to them by the designated chair.

7.19 Locals, the members and officers thereof, who may have controversies relating to Union affairs or against whom charges have been preferred or against whom any disciplinary or adverse action has been taken shall be obliged to exhaust all remedies provided for in this Constitution and Bylaws before resorting to any other court or tribunal.

SUN District Councils

7.20 In any situation in which there is reason to believe that a SUN District Council has adopted or undertaken policies or activities contrary to the objectives and policies of the Union, the Board shall conduct an investigation into the affairs of the SUN District Council and the Board may, upon two-thirds ($\frac{2}{3}$) vote:

- i) Suspend the SUN District Council on such terms and conditions as the Board may see fit. Suspension of the SUN District Council means all members of said SUN District Council shall lose their good standing until the terms and conditions as set by the Board have been met; or
- ii) Appoint a trustee or trustees for the SUN District Council; and,
- iii) Require the SUN District Council to amend and rectify any policies or activities contrary to the principles and policies of the Union. This request will be given in writing to the SUN District Council stating a period of time allowed to rectify the situation.

7.21 Where the Board determines that the SUN District Council is to be suspended or a trustee or trustees appointed, the SUN District Council shall be entitled to a hearing before the Board within three (3) months.

7.22 Any action of the Board under this bylaw may be appealed by the SUN District Council(s) affected to the next General Meeting of the Union.

7.23 SUN District Councils, the members and officers thereof, who may have controversies relating to Union affairs or against whom charges have been preferred or against whom any disciplinary or adverse action has been taken shall be obliged to exhaust all

remedies provided for in this Constitution and Bylaws before resorting to any other court or tribunal.

BYLAW 8 FINANCES

The revenue of the Union shall be derived as follows:

- 8.01 Dues shall be remitted to the Union within thirty (30) days following the last day of each month. The sum for each member of the Local may be determined from time to time by the membership at a General Meeting. The exception is a newly-certified bargaining unit that shall cause to be deducted from members' pay the required monthly dues, but shall not be required to remit dues to the provincial office until after the signing of the initial collective agreement.
- 8.02 Every Local shall establish a Local dues structure of at least five dollars (\$5.00) per member per month in which the member has worked in addition to the Union dues which are determined from time to time by the membership.
- 8.03 Any Local dues or assessments to be collected shall be in addition to the amount calculated pursuant to Bylaw 8.01. This total amount shall be remitted to the head office of the Union. Any amount of dues or assessment in excess of those calculated pursuant to Bylaw 8.01 shall be returned to the Local on whose behalf it was collected.
- 8.04 The Union shall have the right to levy assessments for special purposes upon Union members provided that any such assessment must first be approved at a General Meeting of the Union.
- 8.05 Funds owed to the Union by a SUN District Council and/or Local pursuant to the provisions of the Constitution and Bylaws, shall constitute a preferred claim and shall be paid promptly by the SUN District Council and/or Local prior to the payment of any other obligations of the SUN District Council and/or Local.
- 8.06 The fiscal year of the Union shall be January 1 to December 31.
- 8.07 There shall be an auditor appointed by the Board of Directors who shall be a chartered accountant and who shall not be a member or employee of the Union.

BYLAW 9 COLLECTIVE AGREEMENTS

- 9.01 All collective agreements shall be forwarded to the Board of Directors prior to being referred to the members to whom it applies for ratification.
- 9.02 No collective agreement shall be signed until it has been ratified by the membership to which it applies.
- 9.03 The collective agreement shall be ratified by a majority of the votes cast. The vote shall be by secret ballot.
- 9.04 The Negotiations Committee can at any time recommend to the Board of Directors the need for a strike vote. Such strike vote shall be conducted in accordance with the provisions of the Saskatchewan Employment Act.
- 9.05 Notice of a strike vote shall be given to each facility/agency in the bargaining unit affected by the collective agreement at least seven (7) calendar days prior to commencing such vote.
- 9.06 The membership shall be informed of the status of negotiations and strike issues prior to commencing the strike vote.
- 9.07 All collective agreements shall be signed and entered into by the Union as the contracting party on behalf of the members thereby affected. The authorized Negotiations Committee and the President of the Union shall sign collective agreements on the Union's behalf.
- 9.08 No member or members of the SUN District Council or Local shall negotiate with an employer or its agent for the purpose of entering into an agreement pertaining to salaries, hours of work or working conditions without due authority from the Constitution and Bylaws of the Saskatchewan Union of Nurses.

SASKATCHEWAN UNION OF NURSES
SUN DISTRICT COUNCIL BYLAWS

True Certified Copy of the Bylaws

For _____ **SUN District Council**

Of The Saskatchewan Union of Nurses

Approved by the District Council

This _____ day of _____, 20_____

(SUN District Council Chairperson - print name and sign)

Approved by Constitution, Bylaws and Resolutions Committee

This _____ day of _____, 20_____

(Committee Member)

Approved by SUN Board of Directors

This _____ day of _____, 20_____

(SUN President)

- 3.02 The members of the SUN District Council are elected from the locals comprising the SUN District Council in accordance with the Local Bylaw 5.02.
- 3.03 All members of the SUN District Council are subject to the orders, bylaws, rulings and decisions of the SUN District Council.

BYLAW 4 – MEETINGS

- 4.01 The SUN District Council shall hold an annual meeting with members in the District between September 1st and October 31st of each calendar year for the purpose of receiving the annual reports of the officers and committees for the previous business year, and transacting such other business as may be brought before it.
- 4.02 The SUN District Council shall hold a minimum of three (3) meetings per calendar year.
- 4.03 _____ members present at a meeting of the SUN District Council, or two (2) members, whichever is the greater, shall constitute a quorum for meetings of the SUN District Council.
- 4.04 Notice of any meeting of the SUN District Council shall be deemed to be duly given if it is posted on the appropriate notice board in each facility not less than seven (7) calendar days prior to such meeting.
- 4.05 Every member in good standing of a Local in the District may attend and participate in any meeting of the SUN District Council.
- 4.06 Each SUN District Council Representative or alternate is entitled to one (1) vote at meetings of the SUN District Council and there shall be no votes by proxy.

- 4.07 The SUN District Council executive and/or committee(s) may hold such meetings as necessary to assist in the administration of the affairs of the SUN District Council.
- 4.08 A majority of officers shall constitute a quorum for any meeting of the SUN District Council executive or committee(s).

BYLAW 5 - ELECTIONS

- 5.01 In the event there are three (3) or less facilities/agencies in a District, each facility/agency shall have the option of electing two (2) SUN District Council Representatives.
- 5.02 The SUN District Council executive shall be elected by and from SUN District Council Representatives at the SUN District Council annual meeting.
- 5.03 Elections of officers and committees for the SUN District Council shall be by secret ballot and shall require a majority of the votes cast by SUN District Council Representatives. The term of office is for a period of _____one (1) year or ____two (2) years.
[Please check and initial the appropriate term]
- 5.04 Committee members may be elected at any meeting of the SUN District Council by the SUN District Council Representatives.
- 5.05 In the absence of candidates for positions, the SUN District Council executive may appoint members in good standing to these positions. Persons appointed to the executive positions shall have voice but no vote.
- 5.06 In the event a vacancy occurs in the executive or committees of the SUN District Council, the executive shall appoint a temporary officer for the duration of the unexpired term if it is less than six (6) months. If the vacancy is greater than six (6) months a by-election shall be held within the next sixty (60) days.

BYLAWS 6 – EXECUTIVE

- 6.01 The affairs of the SUN District Council shall be administered by an executive composed of the following:
- i) SUN District Council Chairperson;
 - ii) Vice-Chairperson;
 - iii) Secretary;
 - iv) Treasurer;
 - v) Chairperson of committees as desired by each SUN District Council.
- 6.02 Where desirable, the offices of SUN District Council Chairperson and Vice-Chairperson, Secretary and Treasurer may be combined for a two-person executive.
- 6.03 The duties of the officers of the SUN District Council shall be:
- i) The SUN District Council Chairperson shall:
 - a) preside at all meetings of the SUN District Council;
 - b) attend meetings of the Board of Directors as required;
 - c) enforce the provisions of the Constitution, Bylaws and SUN District Council Bylaws of the Saskatchewan Union of Nurses;
 - d) be an ex-officio member of all committees of the SUN District Council;
 - e) be charged with the responsibility of establishing and maintaining communications between Region Representatives, Base Hospital Representative and the locals in her respective District;
 - f) perform such other duties as the SUN District Council or the SUN District Council executive may assign to her;
 - g) be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union;

h) inform SUN District Council Representatives of the receipt of nomination forms for elections to the Saskatchewan Union of Nurses' Board of Directors and provincial standing committees.

ii) The Vice-Chairperson shall:

a) assist the SUN District Council Chairperson in the discharge of her duties;

b) perform the duties of the SUN District Council Chairperson during her absence.

iii) The Secretary shall:

a) keep accurate minutes of all meetings of the SUN District Council and the executive;

b) forward minutes to all SUN District Council Representatives, Region Representative, Base Hospital Representative and respective ERO;

c) conduct all correspondence in accordance with instructions given her by the Chairperson and the executive.

iv) The Treasurer shall:

a) receive all monies paid into the SUN District Council and give official receipts for all monies received;

b) deposit all monies received in the name of the SUN District Council in such financial institution as the executive may direct;

c) prepare an annual financial statement of the SUN District Council.

6.04 The SUN District Council shall have full power and authority to set up committees as deemed necessary.

6.05 The executive may delegate any of its powers to any committee subject to any restrictions or regulations imposed on said committee by the executive.

6.06 The Chairperson for each committee shall be chosen from the members of that committee.

BYLAW 7 – SUN DISTRICT COUNCIL REPRESENTATIVE

- 7.01 The SUN District Council Representative or alternate should, if able, attend SUN District Council Meetings.
- 7.02 The SUN District Council Representative shall:
- i) Be charged with the responsibility of establishing and maintaining communication between the SUN District Council and their respective facility/agency or local.
 - ii) Be charged with representing the views of the membership of the facility/agency or local they represent at meetings of the SUN District Council.

BYLAW 8 – DISCIPLINE

- 8.01 Any member against whom a complaint has been made or against whom any disciplinary or adverse action has been taken shall be obliged to exhaust all remedies provided for in the Local bylaws, and in the Constitution and Bylaws of the Union, before resorting to any other court or tribunal.
- 8.02 Before any member of the SUN District Council may be disciplined, written charges shall be filed with the Secretary of the SUN District Council who shall thereupon promptly transmit a copy to the accused at her last known address by registered mail, together with written notice of the time and place of hearing thereon, which shall be held not less than five (5) days after the date of the notice.
- 8.03 After a hearing conducted by the SUN District Council Executive, a member who shall be found guilty of conduct detrimental to the advancement of the purposes of or reflecting discredit upon the Saskatchewan Union of Nurses or the SUN District Council, shall be subject to reprimand, fine, loss of good standing and/or expulsion from the Local.
- 8.04 The rules governing the hearing by the Executive shall be as follows:
- i) The member shall be entitled to be assisted at the hearing by any other member of the SUN District Council in good standing, except by a member of the Executive.

- ii) The Executive shall appoint a member of the SUN District Council in good standing, except a member of the Executive, who shall present the facts of the complaint fairly and in an impartial manner through witnesses. The member against whom the case is presented shall then have the right to answer the case presented and may call witnesses.
- iii) The Executive may receive and accept the statements of witnesses, whether or not such statements would be admissible in any court. All witnesses called shall be subject to cross-examination on any statements made.
- iv) A quorum of the Executive for the conduct of such hearing shall not be less than two-thirds ($\frac{2}{3}$) of the members of the Executive.
- v) A majority of the members of the Executive present at the hearing shall determine whether or not the member charged is guilty, and impose any penalty prescribed in Bylaw 8.03.
- vi) In respect of all other matters of procedure not specifically hereinbefore set forth, the Executive shall determine its own procedure.

8.05 In the event the Executive shall convict the member of any charges, the member shall have the right to appeal to the membership of the SUN District Council at its next meeting, provided that the member serves notice to the secretary, in writing of her intention to appeal, not more than thirty (30) days following the decision from which the appeal is taken.

8.06 Where a member of a SUN District Council has been convicted by the Executive of any charge and such conviction has been upheld by the membership of the SUN District Council, such member shall have the right to appeal to the Board of Directors of the Saskatchewan Union of Nurses and shall have a further right of appeal to the next Annual Meeting of the Saskatchewan Union of Nurses.

- 8.07 Notwithstanding anything otherwise in the Constitution and Bylaws set forth, any member of the SUN District Council may be removed from office by a $\frac{2}{3}$ vote of the members present at a general meeting of the SUN District Council in the event that a member has been found to have acted in a manner that is inconsistent with the duties and obligations of the office, and/or has been found to have failed to uphold and follow the Constitution, Bylaws and Policies of the Union and/or has become incapable of carrying out her duties as a member. The notice of the meeting shall state that such meeting shall consider the removal of the person or persons for whom removal is being sought. In the event of such removal of a SUN District Council member, the SUN District Council shall request the Local of which that member belongs to appoint another representative to the SUN District Council. If that member held an executive position on the SUN District Council, the SUN District Council shall determine how that position is to be filled.

BYLAW 9 – REVENUE

- 9.01 The revenue of the SUN District Council shall be derived from SUN provincial grants.
- 9.02 All officers and persons having custody or control of the funds or property of the SUN District Council shall, if so required by the SUN District Council, give a bond of a reliable surety company in the form approved and in the amount fixed by the SUN District Council Executive. All officers of the SUN District Council shall deliver to their successors all funds and property in their possession received by them from their predecessors, and they shall not be released from their bonds until they have fully accounted for and delivered such funds and property. Any officer or member who misappropriates any funds or property of the SUN District Council, or who retains for her own use or fails to deliver to her successor any funds or property of the SUN District Council, shall be expelled from the SUN District Council.
- 9.03 The SDC fiscal year shall be from October 1st to September 30th.
- 9.04 There shall be an annual review of accounts of the SUN District Council by an arms-length third party with the review report to be presented to the Annual Meeting of the SUN District Council.

- 9.05 Financial business of the SUN District Council, such as withdrawal of funds or transactions by cheque, must be signed by any two (2) of the following officers of the SUN District Council: the Chairperson, Vice Chairperson, Secretary or Treasurer.
- 9.06 SDC grant submissions, including a union activities plan, budget, bank reconciliations as of September 30th, bank statement as of September 30th, treasurer's report and minutes from the **current** year's annual meeting including all officers reports, be submitted no later than October 31st.
- 9.07 The expense allowance of paid officers of the SUN District Council, if any, shall be fixed by the membership of the SUN District Council at the meeting at which such paid officers are to be elected. Thereafter, such expense allowance shall not be increased during the terms of their office except by a special meeting of the membership of the SUN District Council called for such purpose.
- 9.08 Any payment of honourariums or wage replacement, regardless of dollar amount, must be processed through a payroll system that will do appropriate deductions and will become taxable income according to Canada Revenue Agency regulations.

BYLAW 10 – AMENDMENTS

- 10.01 These bylaws may be amended or altered only with the approval of a majority vote at a meeting of the SUN District Council. No amendments shall take effect until the approval of both the members of the SUN District Council and the Board of Directors of the Saskatchewan Union of Nurses has been obtained.
- 10.02 Notice of intention to amend these bylaws shall be given at least two (2) weeks prior to the SUN District Council meeting being called for that purpose. Such notice must set out details of the proposed amendments for the information of the members of the SUN District Council.

BYLAW 11 – INTERPRETATION

- 11.01 These bylaws, and every provision herein contained, shall be construed in all respects as to be consistent with the Constitution and Bylaws of the Saskatchewan Union of Nurses. In the event of any ambiguity or inconsistency between any provisions of these bylaws and any provision or provisions of the Constitution and Bylaws of the Saskatchewan Union of Nurses, the Constitution and Bylaws of the Saskatchewan Union of Nurses shall govern.

SASKATCHEWAN UNION OF NURSES

SUN LOCAL BYLAWS

True Certified Copy of the Local Bylaws

For Local _____

Of The Saskatchewan Union of Nurses

Approved by the Local

This _____ **day of** _____, **20** _____

(Local President - print name and sign)

Approved by Constitution, Bylaws and Resolutions Committee

This _____ **day of** _____, **20** _____

(Committee Member)

Approved by SUN Board of Directors

This _____ **day of** _____, **20** _____

(SUN President)

LOCAL BYLAWS

BYLAW 1 – NAME

- 1.01 This organization shall be known as the Saskatchewan Union of Nurses - _____ and shall hereinafter be referred to as “the Local.”

BYLAW 2 – OBJECTIVES

- 2.01 To support the objectives and activities of the Saskatchewan Union of Nurses.
- 2.02 To regulate relations and promote effective communication between Union members and their employer.
- 2.03 To promote the knowledge of members of the Local in all things related to their social and economic welfare through education and research.

BYLAW 3 – MEMBERSHIP

- 3.01 Subject to Article 3 - Membership of the Constitution of the Saskatchewan Union of Nurses, the Local shall have jurisdiction to represent all registered nurses, graduate nurses, registered and graduate psychiatric nurses, registered and graduate nurse practitioners and other allied personnel employed in _____ Regional Health Authority at _____ (facility/agency(s)) hereinafter referred to as “the employer,” and who are eligible for membership in the Local.
- 3.02 Any person who is employed as set forth in Bylaw 3.01 of these bylaws and is a member in good standing of the Saskatchewan Union of Nurses is entitled to membership in the Local.
- 3.03 Workers who occupy positions designated as multi-site/multi-facility positions are members of the local determined to be their “home base.”
- 3.04 Members of the Local shall pay dues as and when required. Any member who is in arrears in the payment of dues and/or

assessments for a period of three (3) months, shall lose her good standing in the Local until all such arrears are paid in full.

- 3.05 All members of the Local are subject to the orders, bylaws, rulings and decisions of the Local.

BYLAW 4 – MEETINGS

- 4.01 The Local shall hold an annual meeting between September 1st and October 31st of each calendar year for the purpose of electing officers and committees, receiving the annual reports of the officers and committees for the previous business year, and transacting such other business as may be brought before it.
- 4.02 The Local may hold such additional meetings as the Local executive or the members may desire.
- 4.03 _____ members present at a meeting of the Local, or two (2) members, whichever is the greater, shall constitute a quorum for meetings of the Local.
- 4.04 Notice of any meeting of the Local shall be deemed to be duly given if it is posted on the appropriate notice board in each facility of the Local not less than seven (7) calendar days prior to such meeting.
- 4.05 Every member in good standing of the Local may attend and participate in any meeting of the Local.
- 4.06 Each member is entitled to one (1) vote at meetings of the Local and there shall be no votes by proxy.
- 4.07 The Local executive and/or committee(s) of the Local may hold such meetings as necessary to assist in the administration of the affairs of a Local.
- 4.08 A majority of officers shall constitute a quorum for any meeting of the Local executive or committee(s).

BYLAW 5 – NOMINATIONS AND ELECTIONS

Nominations

- 5.01 Any member in good standing of the Local may be nominated for office.

Elections

- 5.02
- i) The executive shall be elected at the annual meeting.
 - ii) The SUN District Council representative(s) nominated from each facility/agency shall be elected to the executive at the local annual meeting.
 - iii) The Occupational Health and Safety Representative(s) will be elected at the Annual Meeting.
 - iv) In the absence of nominees for committees, the executive may appoint members to said committees.
 - v) Elections of Executive and committees for the Local shall be by secret ballot and shall require a majority of the votes cast. The term of office is for a period of one (1) year or such longer time as the Local may desire except for the SUN District Council Representative whose term of office is for two (2) years.
- 5.03 In the event a vacancy occurs in the executive or committees of the Local, the executive shall appoint a temporary officer for the duration of the unexpired term or annual meeting, whichever first occurs.

BYLAW 6 – EXECUTIVE

- 6.01 The affairs of the Local shall be administered by an executive composed of the following:
- i) President;
 - ii) Vice-President;
 - iii) SUN District Council representative(s);
 - iv) Secretary;
 - v) Treasurer;
 - vi) Chairperson of committees as desired by each Local.

- 6.02 Where desirable, the offices of president and vice-president, secretary and treasurer may be combined for a two-person executive.
- 6.03 Any member of the Executive may also be nominated and elected to the position of SUN District Council representative.
- 6.04 The duties of the officers of the Local shall be:
- i) The President shall:
 - a) preside at all meetings of the Local;
 - b) enforce the provisions of the Constitution, Bylaws and Local Bylaws of the Saskatchewan Union of Nurses;
 - c) be an ex-officio member of all committees of the Local;
 - d) perform such other duties as the Local or the Local executive may assign to her;
 - e) be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union;
 - f) inform members of the receipt of nomination forms for elections to the Saskatchewan Union of Nurses' Board of Directors and provincial standing committees.
 - ii) The Vice-President shall:
 - a) assist the President of the Local in the discharge of her duties;
 - b) perform the duties of the president during her absence.
 - iii) The District Council representative shall:
 - a) attend SUN District Council meetings or arrange for an alternate from the Local to attend in her place;
 - b) be charged with the responsibility of establishing and maintaining communications between the Local and the SUN District Council and within the Region;
 - c) be charged with representing the views of the membership of the Local they represent at the meetings of the SUN District Council and Region where applicable;
 - d) serve as SUN District Council liaison to committees of the SUN District Council in their district, as required.

iv) The Secretary shall:

- a) keep accurate minutes of all meetings of the Local and the executive;
- b) conduct all correspondence in accordance with instructions given her by the President and the executive.

v) The Treasurer shall:

- a) receive all monies paid into the Local and give official receipts for all monies received;
- b) deposit all monies received in the name of the Local in such financial institution as the executive may direct.

Occupational Health and Safety Representatives

6.05 Members of each facility/agency represented within this Local shall elect, or the Local shall appoint, one or more representative(s) to each facility/agency Occupational Health and Safety Committee. The representative is responsible for carrying out duties as prescribed in The Occupational Health and Safety Act and Regulations. The representative will report at Local meetings. In the absence of the elected Occupational Health and Safety Representative, the elected representative or the Local may appoint an alternate to attend a meeting as SUN's representative.

Unit Representative

6.06 Locals existing of multiple units or sites will appoint a unit representative(s) from interested members on the unit.

6.07 The Unit Representative shall be responsible to communicate between the Local Executive and the members on the unit or site in the following manner:

- a) Contact Local President when labour relations concerns arise in day to day work.
- b) Provide a report to Local meetings.
- c) Post material provided for member information.
- d) Provide report to members from Local meetings.

6.08 The executive shall have full power and authority to set up committees of the Local as deemed necessary.

- 6.09 The executive may delegate any of its powers to any committee subject to any restrictions or regulations imposed on said committee by the executive.
- 6.10 If desired by the Local, the chairperson for each committee shall be chosen from the executive.

BYLAW 7 – DISCIPLINE

- 7.01 Any member against whom a complaint has been made or against whom any disciplinary or adverse action has been taken shall be obliged to exhaust all remedies provided for in the Local Bylaws, and in the Constitution and Bylaws of the Union, before resorting to any other court or tribunal.
- 7.02 Before any member of the Local may be disciplined, written charges shall be filed with the Secretary of the Local who shall thereupon promptly transmit a copy to the accused at her last known address by registered mail, together with written notice of the time and place of hearing thereon, which shall be held not less than five (5) days after the date of the notice.
- 7.03 After a hearing conducted by the Executive, a member who shall be found guilty of conduct detrimental to the advancement of the purposes of or reflecting discredit upon the Saskatchewan Union of Nurses or the Local, shall be subject to reprimand, fine, loss of good standing and/or expulsion from the Local.
- 7.04 The rules governing the hearing by the Executive shall be as follows:
- i) The member shall be entitled to be assisted at the hearing by any other member of the Local in good standing, except by a member of the Executive.
 - ii) The Executive shall appoint a member of the Local in good standing, except a member of the Executive, who shall present the facts of the complaint fairly and in an impartial manner through witnesses. The member against whom the case is presented shall then have the right to answer the case presented and may call witnesses.

- iii) The Executive may receive and accept the statements of witnesses, whether or not such statements would be admissible in any court. All witnesses called shall be subject to cross-examination on any statements made.
- iv) A quorum of the Executive for the conduct of such hearing shall not be less than two-thirds ($\frac{2}{3}$) of the members of the Executive.
- v) A majority of the members of the Executive present at the hearing shall determine whether or not the member charged is guilty, and impose any penalty prescribed in bylaw 7.03.
- vi) In respect of all other matters of procedure not specifically hereinbefore set forth, the Executive shall determine its own procedure.

7.05 In the event the Executive shall convict the member of any charges, the member shall have the right to appeal to the membership of the Local at its next meeting, provided that the member serves notice to the secretary, in writing of her intention to appeal, not more than thirty (30) days following the decision from which the appeal is taken.

7.06 Where a member of a Local has been convicted by the Executive of any charge and such conviction has been upheld by the membership of the Local, such member shall have the right to appeal to the Board of Directors of the Saskatchewan Union of Nurses and shall have a further right of appeal to the next Annual Meeting of the Saskatchewan Union of Nurses.

BYLAW 8 – REVENUE

8.01 The revenue of the Local shall be derived from membership dues, and income from bank deposits and investments such as government bonds or other legal investments.

8.02 Members of the Local shall pay dues in such amount as may be determined from time to time by a meeting of the Local. The Local shall fix such dues at such amount as will enable it to meet its obligations and to function effectively in carrying out the objectives of these Bylaws.

- 8.03 All officers and persons having custody or control of the funds or property of the Local shall, if so required by the Local, give a bond of a reliable surety company in the form approved and in the amount fixed by the local Executive. All officers of the Local shall deliver to their successors all funds and property in their possession received by them from their predecessors, and they shall not be released from their bonds until they have fully accounted for and delivered such funds and property. Any officer or member who misappropriates any funds or property of the Local, or who retains for her own use or fails to deliver to her successor any funds or property of the Local, shall be expelled from the Local.
- 8.04 There may be an annual audit of the accounts of the Local with the report of the auditor to be presented to the annual meeting of the Local.
- 8.05 Financial business of the Local, such as withdrawal of funds or transactions by cheque, must be signed by any two (2) of the following officers of the Local: the President, Vice-President, Secretary or the Treasurer.
- 8.06 The expense allowance of paid officers of the Local, if any, shall be fixed by the membership of the Local at the meeting at which such paid officers are to be elected. Thereafter, such expense allowance shall not be increased during the terms of their office except by a special meeting of the membership of the Local called for such purpose.

BYLAW 9 – AMENDMENTS

- 9.01 These bylaws may be amended or altered only with the approval of a majority vote at a meeting of the Local. No amendments shall take effect until the approval of both the members of the Local and the Board of Directors of the Saskatchewan Union of Nurses has been obtained.
- 9.02 Notice of intention to amend these bylaws shall be given at least two (2) weeks prior to the Local meeting being called for that purpose. Such notice must set out details of the proposed amendments for the information of the members of the Local.

BYLAW 10 – INTERPRETATION

- 10.01 These bylaws, and every provision herein contained, shall be construed in all respects as to be consistent with the Constitution and Bylaws of the Saskatchewan Union of Nurses. In the event of any ambiguity or inconsistency between any provisions of these bylaws and any provision or provisions of the Constitution and Bylaws of the Saskatchewan Union of Nurses, the Constitution and Bylaws of the Saskatchewan Union of Nurses shall govern.

APPENDIX C: REGIONAL MAP

