

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 SUN Board of Directors

This _____ day of _____, 20_____

(SUN President)

Approved by Constitution, Bylaws and Resolutions Committee

(Date)

- 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.