

APPENDIX B: LOCAL BYLAWS PROTOTYPE

**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:

Saskatchewan Health Authority (former \_\_\_\_\_ Regional Health Authority)

Other employer (\_\_\_\_\_)

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 their 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 1<sup>st</sup> and October 31<sup>st</sup> 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, previous meeting minutes, documentation of all previous financial decisions, 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 three (3) 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 sent to members through appropriate electronic communication not less than two (2) weeks 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. If elections are held in advance of the annual meeting, then results shall be announced at the annual meeting.
  - ii) The SUN Network Council representative(s) nominated from each facility/agency shall be elected to the executive at the annual meeting.
  - iii) The Occupational Health and Safety Representative(s) will be elected/appointed 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 \_\_\_\_\_two (2) years or such longer term \_\_\_\_\_ years as the Local may desire. [Please check and initial the appropriate term]
  - vi) The current Local Executive shall choose a member(s) in good standing to be the Returning Officer and Scrutineer(s) if running single and/or multiple polls.
  - vii) The Local Returning Officer/Scrutineer(s) must not be a candidate in the ongoing elections.

- viii) The current Local Executive will pick the Returning Officer and Scrutineer(s) prior to the voting process occurring.
- ix) All voting shall be by secret ballot with a voting booth to ensure privacy.
- x) Polling stations should be in a neutral site accessible by members and the Local Returning Officer and Scrutineer(s) shall run the polls.
- xi) The current Local Executive will provide a current list of SUN members to the individuals sitting at the polls.
- xii) Voting members need to produce their SUN card or a valid government picture ID. No proxy votes are allowed.
- xiii) Once members have voted they must exit the polling station.
- xiv) The Returning Officer and Scrutineer(s) shall be responsible for counting of ballots immediately after all polls are closed.
- xv) All ballot boxes for advance polls must be sealed and signed until all polls are closed and then included in the counting of ballots.
- xvi) The Returning Officer shall notify the local and SUN Provincial of the results of the election in writing to maintain confidentiality of the election process.
- xvii) After conclusion of the election process, all ballots must be kept in a secure location and boxes must be sealed and signed. All ballots shall be destroyed after one year.
- xviii) If the results of the election are contested, notice of same shall be sent to the Executive Director who will cause an impartial recount of ballots and will advise the local of the results of that recount.

### 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 Network Council representative(s);
  - iv) Secretary;
  - v) Treasurer;
  - vi) Chairperson of committees as desired by each Local.
- 6.02 The President and Treasurer cannot be the same person.
- 6.03 Any member of the Executive may also be nominated and elected to the position of SUN Network 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 assigned by the Local or the Local executive;
    - e) be charged with responsibility of establishing and maintaining communications between the local and the Network Lead;
    - f) be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union;
    - g) inform members of the receipt of nomination forms for elections to the Saskatchewan Union of Nurses' Board of Directors, Network Leads and provincial standing committees.
  - ii) The Vice-President shall:
    - a) assist the President of the Local in the discharge of their duties;
    - b) perform the duties of the president during the president's absence.

- iii) The Network Council representative shall:
  - a) attend SUN Network Council meetings or arrange for an alternate from the Local to attend in their place;
  - b) be charged with the responsibility of establishing and maintaining communications between the Local, the Network Lead and the SUN Network Council and within the Network;
  - c) be charged with representing the views of the membership of the Local they represent at the meetings of the SUN Network Council and Network where applicable;
  - d) serve as SUN Network Council liaison to committees of the SUN Network Council in their network, 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 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;
  - c) request to receive copy or report on all financial decisions and transactions from other signing officers;
  - d) provide a financial report at all regular meetings or as requested.

### 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 – REVENUE**

- 7.01 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.
- 7.02 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.
- 7.03 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 their own use or fails to deliver to their successor any funds or property of the Local, shall be referred to the President.

- 7.04 There may be an annual audit or review of the accounts of the Local's financials with the report to be presented to the annual meeting of the Local. Audit/review of the Local's financials should be conducted by an arms-length third party.
- 7.05 The Local shall appoint or elect a minimum of three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership. 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: President, Vice-President, Secretary or the Treasurer, or any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.
- 7.06 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. Notice of this meeting shall be communicated to the membership at least two (2) weeks in advance. Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.

## **BYLAW 8 – AMENDMENTS**

- 8.01 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.

- 8.02 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 9 – INTERPRETATION**

- 9.01 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.