

SUNSpots

2019 ANNUAL MEETING ISSUE

OFFICIAL NEWSLETTER OF THE SASKATCHEWAN UNION OF NURSES

VOL. 45 ISSUE 1 | MARCH 2019

2018
Year in Review
April 2018 to March 2019

2019
Annual Meeting
& Education Day
April 9–11 • Saskatoon



Be sure to bring this issue of SUNSpots to the Annual Meeting

President's Message

A Year Defined



Tracy Zambory, RN
SUN President

“We know what we stand for;
we are united in our vision
for what a better health system
and society looks like
and we are committed
to driving positive change.
This is what a strong Union looks like
— this IS nursing leadership.”

Perhaps one of the most difficult challenges for any organization is ensuring you are always fully prepared for the future. Being able to predict what lies ahead, even with thorough research and using the best available data, is by no means an exact science — especially when it comes to health care.

Having a solid strategic plan that leverages your organization's strengths and keeps you focussed on your goals is the only tried and true recipe for success. And, having the self-awareness to truly understand who you are and what you stand for is the only way to develop this plan. I can say with confidence, SUN has both of these.

As I reflect on this past year's accomplishments, I am inspired by the everyday leadership, commitment and engagement of the Board of Directors, Local Presidents, SUN District Council Chairs, Nursing

Advisory Committee Chairs, and the overall membership. Every level of SUN's leadership plays an integral role in charting our Union's strategic path forward. It is this collective strength — and yes, self-awareness — that makes SUN a leading voice and force for positive advancement in Saskatchewan's health care system.

This past year, SUN's Board of Directors once again set a single strategic direction that served as a touchstone and constant reminder of our Union and profession's purpose: *Leverage the **strength and innovation** of registered nurses and SUN to **positively shape transformational change** for the **betterment of safe patient care**.*

This strategic direction stems from the innate leadership qualities Registered Nurses (RN), Registered Psychiatric Nurses (RPN) and Registered Nurse (Nurse Practitioner) possess.

As the largest group of direct care providers, we view the system from a unique vantage point. It's this frontline, hands-on insight into what is and isn't working, and where opportunities for improvements might exist, that perfectly positions us as leaders in health care.

Registered nurses touch the lives of thousands of patients and families, in every corner of our province's health system, every minute of every day. We truly see it all. This vast knowledge of the system coupled with our professional and clinical expertise firmly establishes us as the leading voice advocating for excellence in standards of care and safe practice that Saskatchewan's patients have come to rely on.

Looking back on the previous 12 months I am proud to say that SUN has successfully risen to the challenges we have set for ourselves through our strategic direction.

by Nursing Leadership

We have remained focussed on our commitment to lead the way in shaping the future of health care delivery in Saskatchewan while continuing to leverage our position of influence to build stronger, healthier communities around our province. This leadership has coursed through every aspect of SUN's work this past year.

Fostering a culture of leadership from within

One of the most significant internal endeavours SUN undertook in 2018 was to improve how we communicate with and empower our membership.

With the launch of a new series of leadership and member education opportunities and regular information and discussion sessions, SUN prioritized two-way communication with all levels of membership this past year. These initiatives were launched in recognition of the fact that in the midst of our province's ever-evolving health care landscape, an informed membership is an empowered membership. This empowerment in turn leads to the action that will drive positive change.

Through SUN's annual Education Conference, members had the opportunity to learn more about their union, their collective agreement, and Saskatchewan's current political and professional practice environments. This conference is a mainstay in SUN's commitment to

providing all members, no matter their stage of career, with life-long learning opportunities that will equip them with the knowledge to confidently navigate their workplace environments.

With the transition from 12 separate health regions and employers to one single provincial structure, it is crucial for SUN to be one consistent and strong voice in advocating for our members' rights and the safety of the patients we care for. SUN recognized that taking a focused, consistent and strategic approach to addressing member concerns, will be key in protecting our collective rights — and that our Local Executives play a vital role in protecting those rights. In November 2018, SUN launched our first workshop in a new Leadership Education Series, targeted at the members of the Local Executive, to ensure they have the tools and support in place to protect the rights of their members.

We know that better care happens when direct care providers can proactively report potential or actual patient safety concerns and work collaboratively with management to resolve these issues. This philosophy of transparency, accountability,

respect and open communications is the foundation of the Nursing Advisory Committee (NAC) process. Providing our Local NAC Chairs with the tools and resources needed to strengthen their own skills for guiding members through the NAC process, as well as build a strong and effective local process for addressing professional practice issues, was the focus of our second workshop in the Leadership Education Series, delivered in February 2019.

Another exciting addition to SUN's commitment to supporting and building leadership from within our union is the introduction of our new "Leadership Connects" initiative. Targeted at Local Executives across the province, these regular video conference meetings harness technology to improve how locals are able to access and share information with SUN.

It has been incredibly exciting to see how positively members have responded to these new types of two-way communication with their Union and to watch how new and old leaders have grown and flourished this past year.

Leading the way in unifying Saskatchewan's health care community

Sparking innovative thinking to improve how Saskatchewan's patients access and experience their health system once again united over 300 delegates for the 2018 *Health Innovation Summit* at the Queensbury Convention Centre in Regina. SUN and our province's registered nurses were so proud to continue to lead the way in unifying such a broad-cross section of Saskatchewan health care, business, technology and patient communities for a second consecutive year.

With the lofty goal of inspiring innovative thinking and creative problem-solving to change health care delivery in the province for the better, this year's delegates included provincial health practitioners, patients, academics, students, health administrators, government representatives and provincial business and technology leaders. The summit really was all about looking at things from a different perspective and working with

partners who normally wouldn't have the opportunity to connect to formulate new approaches to old problems.

Emergency room physician, bestselling author and medical watchdog, and host of CBC's award-winning radio show *White Coat, Black Art*, Dr. Brian Goldman, joined this year's summit as keynote speaker to talk about disruptive innovation, technology and patient engagement. Other notable agenda highlights included: Dr. Chris Street, Paul J Hill School of Business, University of Regina, speaking about Innovation & Entrepreneurship; a *Patient's Perspective* panel moderated by CBC Saskatchewan's Stefani Langenegger, host of CBC Morning Edition; and a *Conversation Panel* focussed on driving health innovation in Saskatchewan featuring Hon. Jim Reiter, Minister of Health and Hon. Tina Beaudry-Mellor, Minister Responsible for Innovation Saskatchewan.

It was inspiring to witness the collective acknowledgement that we all have a vested interest in ensuring

our health system prospers and that we all have a shared ownership in its success. Perhaps even more inspiring, was the very fact the registered nurses and our Union were the ones who had the vision and leadership to galvanise such a diverse group of stakeholders around a common goal — especially during Saskatchewan's often complex and ever-changing health care environment.

Using our voice to Make a Difference

For 2018 SUN shifted the focus of our *Making the Difference* campaign with goal of igniting critical conversations around health and social issues that matter to, and impact, the people of Saskatchewan.

In a departure from more traditional marketing tactics of previous years, 2018 saw SUN produce our first-ever, three-part documentary series shining a spotlight on the HIV/AIDS crisis in Saskatchewan, challenges to rural and remote access to health care, and youth mental health. This unique approach was a first for any health



Registered Psychiatric
Nurses are on the
frontline of

YOUTH MENTAL HEALTH

MAKING THE
DIFFERENCE.CA



SUN members volunteering at Regina and Saskatoon Food Banks
Above left and below: Board of Directors
Above right: Negotiations Committee



organization or union in the province and certainly positioned SUN and registered nurses, as the leading go-to-voice on solving some of the most significant health challenges facing Saskatchewan residents today.

The longer-form documentaries allowed us to fully examine the issues, present multiple expert and patient/peer points of view as well as offer solutions, hope and possible paths forward. This new format also enabled SUN to expand and strengthen our partnerships with a variety of stakeholders in the province from the Saskatchewan Health Authority and local charities to doctors, psychologists, teachers, students, patients and even the local media.

I am so proud that our union and the province's registered nurses are using their voice to lead the public discourse on some of the biggest and most pressing challenges facing our province. This is true nursing leadership at work.

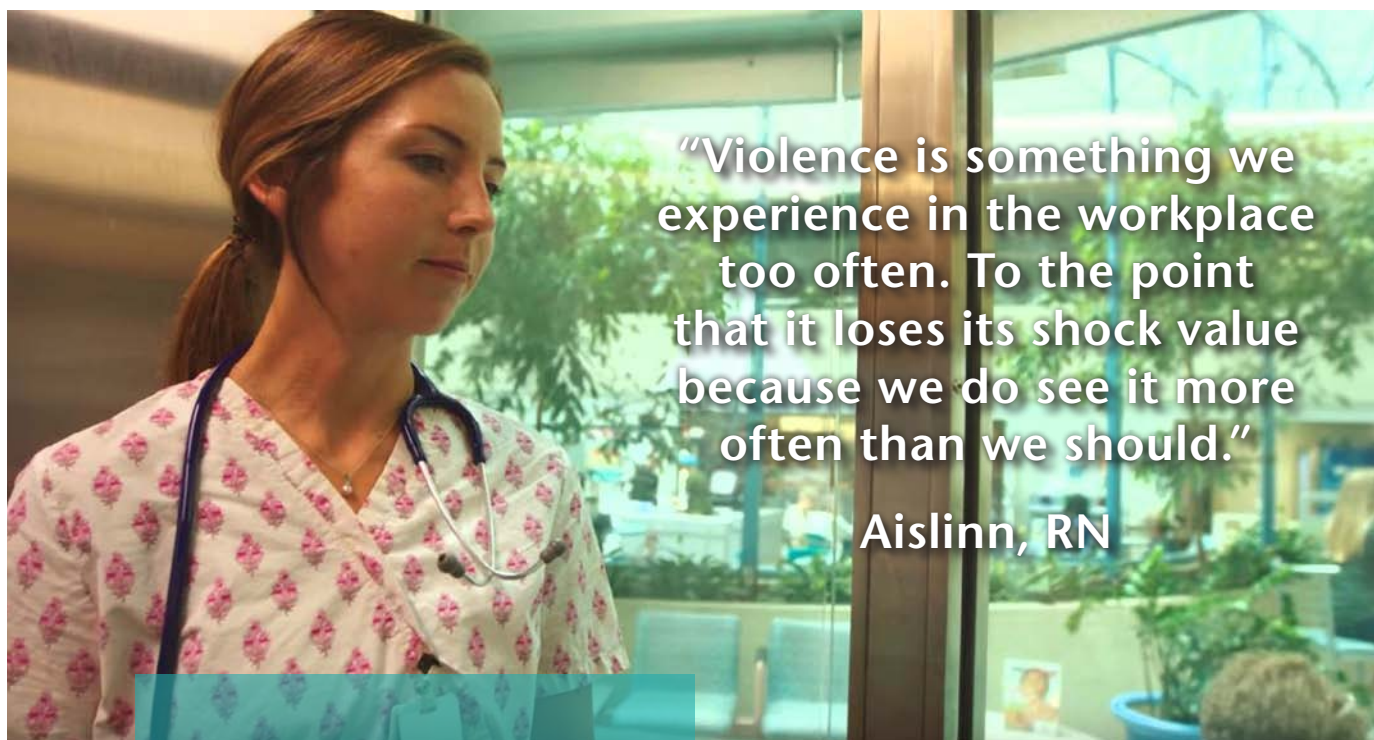
Building healthy, strong communities

Giving is such an important part of life and so central to ensuring all of our communities are healthy and prosperous. When we raise each other up and commit to leaving no one behind, we all benefit. Nowhere is this more pronounced than in health care.

As registered nurses we have the privilege of seeing the direct and measurable positive impacts of working together to address the social determinants of health and health equity in our communities. We understand that when people are no longer constrained by preventable or avoidable difficult life choices, they prosper. Food security, housing, education, stable employment, social safety and access to health services are just some of the challenges that affect the physical and psychological wellness of individuals and families in our communities.

Each year SUN is honoured to support a community organization whose own mission, vision, and values align with those of SUN and work towards addressing the social determinants of health and promoting a healthy community, in their own way. In 2018, SUN had the privilege of providing support to Ranch Ehrlo's Corman Park Campus in Martensville, to allow them to make much needed upgrades to the outdoor equipment at the community facility.

I am so incredibly proud of the work SUN and our members have done this past year to tackle some of the most pressing social and health care challenges facing our province today. From leading the way in igniting critical conversations about our current youth mental health, HIV crises and challenges to accessing care in rural and remote communities, to assisting individuals and organizations in need from food banks to charities offering youth,



community and family programing, our union continued with its commitment to improving the lives of Saskatchewan people in every corner of the province.

A leading advocacy force

Registered nurses are always advocating for their patients. This is part of who we are as a profession.

2018 saw SUN continue to speak up for patients and health workers on both a provincial and national stage.

We know that violence against registered nurses, and all members of the health care team, is not only on the rise, but also one of the most burning issues of concern for SUN members. No way ever, ever, should a health worker think that being hit, kicked, punched or slapped is a part of the job. Violence should never be considered normal.

For this reason, SUN partnered with other health organizations and the Saskatchewan Association for Safe

Workplace in Health (SASWH) to produce a mini-documentary that would help to educate the public and all stakeholders about the violence too many registered nurses and health care workers face every day. To add to this, SUN was an outspoken advocate in the media calling for provincial action to end workplace violence in health and provide workers with security they need to safely care for their patients. This commitment extended beyond provincial borders to a partnership with the Canadian Federation of Nurses Union (CFNU) and other provincial nursing unions to bring the issue to the forefront of federal government discussions.

SUN also continued to stand alongside the CFNU and it's affiliates in calling for a national pharmacare plan that would ensure no Canadian has to make difficult choices between often life-saving medications and other basic essentials such as food, rent, or warm clothing and heating. Ten percent of Canadians still

cannot afford their critically needed medications, something registered nurses know has to change.

Initiating difficult public conversations about issues impacting the health welfare of not only society's most vulnerable, but also those who care for them, is a priority for registered nurses and leadership they demand of their Union. I am so honored to report that SUN is consistently able to live up to this expectation.

Preparing for the unknown

Looking ahead, it's clear Saskatchewan has a long road yet to travel in our health system's transformation journey. While the official merger of our former 12 separate health regions and employers to a single provincial entity, the Saskatchewan Health Authority, has taken place, much of the fine tuning from care delivery and access to logistics and administration still needs to happen. It is therefore crucial SUN remains a consistent and

strong voice in health — one that patients, employers and government look to for leadership.

The next 12 months will see your Union building on our work, since the amalgamation of the former health regions into a single employer, to ensure the consistent interpretation and application of your Collective Agreement across the province. We will continue to be vigilant in tracking and addressing labour relations trends and member professional practice concerns.

SUN member priorities of safe staffing, excessive workloads, finding solutions to health care delivery challenges, protecting our Union's bargaining unit work and ensuring competitive wages and premiums are maintained for registered nurses will remain at the centre of our labour relations work and discussions at the bargaining table.

In 2019, SUN will continue to strengthen the existing relationships

we have built with government, employers and other health stakeholders, while striving to forge new partnerships that will benefit patients and communities across the province. We will continue to prioritize our stakeholder relations work because as registered nurses, we know that open communication and joint problem-solving are the hallmarks of a high-functioning health system and society — and we know that our Union must remain a leading and influential voice in the overall health and wellbeing of our province.

The *Making the Difference* Campaign will also continue to be an influential platform registered nurses can use to shine a spotlight on some of the biggest social and healthcare challenges facing the people of our province.

Finally, SUN will continue to support the personal and professional growth of our membership and

Union leadership through enhanced education and communication initiatives that build on what we have accomplished this past 12 months. Fostering a culture of registered nurse leadership from within our Union will remain a core priority in 2019.

If there is one thing I can take away from a year marked by change and upheaval, it's that while we may not be able to predict the future, we can prepare for it; and SUN and registered nurses are certainly in the business of always being prepared. We know what we stand for; we are united in our vision for what a better health system and society looks like and we are committed to driving positive change. This is what a strong Union looks like — this IS nursing leadership.

In solidarity,

Tracy M. Zambory

Tracy Zambory, RN
President



SUN delegates at the 2018 SFL Convention Rally

Committee Reports

Constitution, Bylaws and Resolutions Committee

The Constitution, Bylaws and Resolutions (CB&R) Committee is made up of Rachel Hyatt-Hiebert, RN (Local 69), Crystal Kuras, RN (Local 14), Candace Lahoda, RN (Local 75), and Kushal Sharma, RN (Local 107); our Board Liaison is Jason Parkvold, RN, Region 3 Representative. The Committee would like to thank SUN staff Nina Johnson and Carmen Powers for their administrative support, as well as the wealth of knowledge they bring to our committee.

The Committee met three (3) times this year. One highlight of our work included revamping the First Time Delegate Orientation with a greater focus on how to write resolutions. The Committee is also committed to educating the larger membership on this topic.

All Committee members thank the general membership for the opportunity to serve on this committee.

Rachel Hyatt-Hiebert, RN, Chair

Finance Committee

Your Finance Committee consists of, Denise Dick, RN – First Vice-President (Chair), Tracy Zambory, RN – President, Angela Felskie, RN (Local 9) and Monica Yonan, RN (Local 33); ex-officio members are Executive Director, Donna Trainor, RN, and SUN's Accountant, Lorna Bingaman.

The Finance Committee's role includes making recommendations regarding financial implications of

policy and administrative decisions to the Board; the review and recommendation of annual budget for submission to the Board; and overseeing expenditures, revenues and investment portfolios.

In order to carry out these duties, the Committee met two (2) times in 2018-2019:

- October 10, 2018: Met with a representative from RBC Dominion Securities, to review SUN's investment portfolio and ensure SUN's investment policy remains relevant. In addition, the Committee reviewed the presentation of proposed 2019 budget and recommended approval to the Board of Directors.
- March 1, 2019: Reviewed the Audited Financial Statements in detail with the Auditor; recommended acceptance of the respective statements to the Board of Directors.

The 2019 Budget was approved by the Board of Directors on October 16, 2018, with assumptions based on 8,700 members. Details of the 2019 Budget will be discussed during the First Vice-President's Report to the Annual Meeting in Saskatoon.

To ensure accountability, as well as ensure SUN continues to follow best practices and sound accounting principles, SUN's financial statements are reviewed on an annual basis by an independent auditor. MNP LLG conducted an audit of SUN's financial records in February 2019; the audited statements can be found starting at page 10 of this publication.

Denise Dick, RN, Chair

Nominations Committee

The Nominations Committee meets three (3) times a year and coordinates the SUN Provincial Elections prior to the Annual Meeting.

This year there was a large number of positions up for election:

- President
- Second Vice-President
- Regional Representatives 1, 3, 5, and 7
- Constitution, Bylaws and Resolutions Committee
- Finance Committee
- Nominations Committee
- Program Committee

We appreciate the members who let their name stand for the elected positions. If you have questions, please contact the SUN Regina office for our contact information.

On behalf of Gail Kizlyk, Shannon Mychan, thank you SUN Membership. We will be available at the Annual Meeting in Saskatoon. See you then.

Garth Wright, RN, Chair

2018 / 19 Provincial Negotiations Committee

Your Negotiations Committee commenced bargaining on September 7, 2018, in hopes of reaching a tentative agreement as soon as possible, to not only benefit the system and patients but to also ensure any concerns members had

around bargaining, during these uncertain times, were alleviated.

The Committee was disappointed when the parties were unable to reach resolution through expedited conversations. Despite efforts to improve professional practice and the patient care experience, the parties were unable to achieve a balanced resolution and embarked on a traditional bargaining process in October 2018. In January 2019, the Committee received SAHO's comprehensive proposals package; at the time of publication, the Committee was still in the process of conducting a detailed analysis of the proposals presented.

The transition from 12 health regions into one single provincial health authority has created additional challenges in the bargaining process. The most significant to note is the legislated transfer of function from SAHO to the Saskatchewan Health Authority (SHA) as the official bargaining agent; however, it is not yet clear what the full implications of the transfer of functions will be. While our frustrations may be high, your Committee remains committed to the priorities of SUN members and advancing safe, high quality professional practice for our members and the patients of this province. The Negotiations Committee encourages all SUN members to stay connected and up-to-date on the progress at the bargaining table by visiting SUN's web site (www.sun-nurses.sk.ca) and following us on Twitter and Facebook.

A detailed report will be presented during the Annual Meeting in April in Saskatoon.

The Provincial Negotiations Committee is comprised of 12 SUN members representing various sectors of SUN's membership.

Your Negotiations Committee is:

- Tracy Zambory, RN
President
- Paul Kuling, RN
Second Vice-President and
Committee Chair
- Pamela Todd, RN (Local 105)
Regina Base Hospitals
Representative
- Janet Dziadyk, RN (Local 75)
Saskatoon Base Hospitals
Representative
- Leah Puetz, RN (Local 62)
Regional Hospitals Representative
- Pat Smith, RPN (Local 126)
Long Term Care Representative
- Warren Koch, RN/RPN (Local 109)
Member from the North
- Candace Bellegarde, RPN
(Local 266)
Mental Health Representative
- Sheila Bear, RN (Local 78)
Community Based Facilities
Representative
- Lenore McMillan, RN (Local 220)
Home Care Representative
- Aubrey Tollefson, RN (Local 31)
Integrated Facilities Representative
- Donna Trainor, RN
Executive Director
- Amber Alecxe, PhD(c)
Director, Government Relations
- Donna Ottenson
Employment Relations Officer
- Colin Hein, RN, BSN
Nurse Research and
Practice Advisor
- Aidan Conway
Research and Policy Analyst Officer
- Touly Katsiris
Office Assistant

Paul Kuling, RN, Chair

Program Committee

Each year, the Committee is tasked with researching organizations and recommending programs for SUN's annual community donation (Membership Policy 030-M- 2007). We look for organizations and projects that align with the goals of SUN's mission, vision and values, and have a strong component of the social determinants of health.

The Committee meets three (3) times per year. In September, we research and contact charitable and non-profit organizations to determine potential candidates for the donations. In November, we meet to share the results of our research and shortlist potential recipients of funding; these organizations are sent letters and criteria, inviting them to submit proposals. In February or March, the submissions are reviewed against a standard set of criteria and considerations, and recommendations are made to the Board to allot community donation funding to one or more deserving projects.

The 2019 community donation will be announced at the 2019 Annual Meeting. At the time of this report's submission, several organizations have been invited to submit proposals.

The Program Committee consists of Carole Smulan, RN (Locals 9, 246, and 290); Bonnie Nelson, RN (Local 68); Jeff Bogdan, RN (Local 75); Lorraine Wilson, RN (Local 151); Michelle Rae, RN, Chair (Local 276); and Mark Henderson, RN, Board Liaison (Local 75).

Michelle Rae, RN, Chair

Financial Statements

Saskatchewan Union of Nurses

December 31, 2018

Management's Responsibility

To the Members of Saskatchewan Union of Nurses:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Finance Committee are composed entirely of Directors who are neither management nor employees of the Saskatchewan Union of Nurses ("SUN"). The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Finance Committee has the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The Committee is also responsible for recommending the appointment of SUN's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Committee and management to discuss their audit findings.

March 5, 2019



Executive Director



President

Independent Auditors' Report

To the Members of Saskatchewan Union of Nurses:

Opinion

We have audited the financial statements of Saskatchewan Union of Nurses (the "SUN") which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows, for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Union of Nurses as at December 31, 2018, and its financial performance, changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the SUN in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the SUN's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the SUN or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the SUN's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and for the purpose of expressing an opinion on the effectiveness of the SUN's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the SUN to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Regina, Saskatchewan

March 5, 2019



Chartered Professional Accountants


Saskatchewan Union of Nurses

Statement of Financial Position

As at December 31, 2018

	2018	2017
Assets		
Current		
Cash	1,187,276	757,086
Marketable securities (Note 3)	14,123,275	5,345,343
Accounts receivable	930,383	887,291
Prepaid expenses and deposits	143,554	144,523
Inventory	74,058	42,577
	16,458,546	7,176,820
Investments (Note 4)	1,627,776	10,163,756
Capital assets (Note 5)	1,390,245	1,479,232
	19,476,567	18,819,808
Liabilities		
Current		
Accounts payable and accruals	475,020	740,677
Employee accruals (Note 7)	755,882	932,710
	1,230,902	1,673,387
Net Assets		
Appropriated net assets (Note 9)	13,711,571	12,557,856
Available net assets	4,534,094	4,588,565
	18,245,665	17,146,421
	19,476,567	18,819,808

Approved on behalf of the Board


 Director


 Director

The accompanying notes are an integral part of these financial statements

Saskatchewan Union of Nurses Statement of Operations

For the year ended December 31, 2018

	2018 Budget (note 11)	2018	2017
Revenue			
Member dues	11,463,161	11,929,313	11,607,954
Investment income	265,000	167,991	289,776
Unrealized gain (loss) on investments	-	96,758	(54,011)
Other revenue	76,450	107,340	140,745
Total revenue	11,804,611	12,301,402	11,984,464
Expenses			
Salaries and benefits - staff	6,338,827	5,229,711	5,322,411
Salaries and benefits - members	1,423,059	1,174,064	1,360,638
Administration and occupancy (Note 12)	1,177,902	1,172,301	1,153,132
Promotions and advertising	1,936,045	1,062,312	1,138,123
Professional fees	637,878	721,388	659,120
Travel	657,930	440,550	450,408
Affiliations	350,641	396,547	390,353
Meetings	420,094	355,137	413,908
Accommodation	473,353	252,259	289,132
Amortization	114,120	142,331	172,364
Donations	168,750	121,250	142,328
Grants	171,000	109,467	117,534
Condo expenses	23,383	24,841	19,770
Total expenses	13,892,982	11,202,158	11,629,221
Excess (deficiency) of revenue over expenses	(2,088,371)	1,099,244	355,243

The accompanying notes are an integral part of these financial statements

Saskatchewan Union of Nurses Statement of Changes in Net Assets

For the year ended December 31, 2018

	<i>Appropriated net assets (Note 9)</i>	<i>Available net assets</i>	2018	2017
Net assets, beginning of year	12,557,856	4,588,565	17,146,421	16,791,178
(Deficiency) excess of revenue over expenses	(1,179,203)	2,278,447	1,099,244	355,243
Transfers from available net assets	2,332,918	(2,332,918)	-	-
Net assets, end of year	13,711,571	4,534,094	18,245,665	17,146,421

Saskatchewan Union of Nurses Statement of Cash Flows

For the year ended December 31, 2018

	2018	2017
Cash provided by (used for) the following activities		
Operating		
Cash received from members	11,993,561	11,727,700
Operating expenses paid	(4,952,221)	(4,660,314)
Cash paid for salaries and benefits	(6,580,603)	(6,722,515)
Cash received for interest	22,798	9,954
	483,535	354,825
Investing		
Purchase of capital assets	(54,471)	(71,193)
Proceeds on disposal of capital assets	1,126	3,925
	(53,345)	(67,268)
Increase in cash resources	430,190	287,557
Cash resources, beginning of year	757,086	469,529
Cash resources, end of year	1,187,276	757,086

The accompanying notes are an integral part of these financial statements

Saskatchewan Union of Nurses

Notes to the Financial Statements

For the year ended December 31, 2018

1. Incorporation and nature of the organization

Saskatchewan Union of Nurses ("SUN") is registered under the Trade Unions Act of Canada. The Organization's primary purpose is to play an advocacy role to protect the rights of members, individually and collectively, and to enhance the socio-economic and general welfare of members through collective bargaining, research and education.

SUN is exempt from income taxes under Section 149 of the Income Tax Act, Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada using the following significant accounting policies:

Marketable securities and investments

Marketable securities and investments are recorded at fair value. Changes in market value are reported in the statement of operations as unrealized investment gains (losses).

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives. Amortization on leasehold improvements is provided using the straight line method over the term of the lease. Computer software is amortized using the straight-line method over an estimated five year useful life.

	Rate
Buildings	4 %
Computer equipment	30 %
Computer software	5 years
Furniture and fixtures	20 %
Leasehold improvements	10 years
Land improvements	8 %
Incorporation costs	7 %

Revenue recognition

Member dues are recognized in operations in the period to which they apply and collectibility is reasonably assured..

Investment income and other revenue is recognized in operations when earned and in the period to which it relates. Other revenue relates to income earned on parking, condominium rental, administrative fees, annual meeting, and novelty items. Novelty items are recorded as revenue at the point of sale.

Appropriation

Net assets are appropriated for specified purposes by policy of the Board of Directors. Appropriations are initially determined by an allocation of member dues and adjusted for related expenditures and transfers from (to) available net assets. The purpose of the appropriations is to set aside funds for expenditures anticipated in future years. The Board approves all transfers.

Fund accounting

SUN follows the deferral method of accounting for contributions and reports using fund accounting, and maintains 8 funds: The Operating Fund, Collective Bargaining Defense Fund, Campaign Fund, Legal Challenge Fund, Legal Assistance Fund, Member Education Fund, Capital Fund, and Convention Fund.

- The Operating Fund is used to account for all revenue and expenses related to general and ancillary operations of SUN.
- The Collective Bargaining Defense Fund is used to defend collective bargaining including providing strike and/or lock out pay, covering member and staff expenses associated with collective bargaining as well as strike or labour dispute averting or supporting campaigns and covering staff and legal expenses associated with running and settling a labour dispute.

2. Significant accounting policies *(Continued from previous page)*

- The Campaign Fund is used to reduce the financial burden on the budget while undertaking multi year campaigns.
- The Legal Challenge Fund is used to fund costs associated with legal and legislation challenges that have an impact on members.
- The Legal Assistance Fund is used to fund the legal assistance costs for members.
- The Membership Education Fund is used to fund members unbudgeted internal or external education opportunities.
- The Capital Fund is used to reduce the financial burden on the yearly budget to cover major capital expenditures.
- The Convention Fund is used to reduce the financial burden on the yearly budget to cover member attendance at various conventions.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

SUN property and equipment have finite useful lives. Consequently, the amortization amount of these assets is allocated on a systematic basis over their useful lives. Judgement is therefore required on:

- The determination of the useful lives, as this is based on the management's estimates regarding the period over which the assets are expected to produce;
- The determination of the amortization method;

Both the amortization period and method have an impact on the amortization expense that is recorded in each period.

Employee benefit accruals include estimates for vacation, overtime and retiring allowance that have been earned.

Accounts payable and accruals include an estimate for member leaves of absence. Member leaves of absence are based on the pay rates and the number of hours of leave for each of the members.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenue and expenses in the periods in which they become known.

Financial instruments

SUN recognizes its financial instruments when the SUN becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, SUN irrevocably elected to subsequently measure cash, marketable securities and investments at fair value. SUN subsequently measures all other financial assets and liabilities at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenue over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

Saskatchewan Union of Nurses

Notes to the Financial Statements

For the year ended December 31, 2018

2. Significant accounting policies *(Continued from previous page)*

Financial asset impairment:

SUN assesses impairment of all of its financial assets measured at cost or amortized cost. Management considers whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, SUN determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, SUN reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

SUN reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess (deficiency) of earnings in the year the reversal occurs.

Employee future benefits

The SUN has a defined benefit plan under which both the Organization and employees make contributions. SUN's obligations to the multiemployer plan is limited to the monthly required contributions.

3. Marketable securities

SUN has various short term marketable securities with interest rates between 1.25% to 2.6% (2017 - 1.4% to 1.76%) and maturity dates ranging between April 2019 to December 2019 (2017 - February 2018 to December 2018)

Marketable securities, held by brokers, are comprised of the following:

	2018	2017
Cash account	761,766	1,686
Guaranteed investment certificates, investment savings account	13,361,509	5,343,657
	14,123,275	5,345,343

4. Investments

SUN has various long term investments with interest rates ranging between 2.15% to 3.02% (2017 - 1.40% to 2.09%) and maturity dates ranging between February 2020 to April 2021 (2017 - April 2019 to December 2019). Investments are recorded at fair value.

	2018	2017
Guaranteed investment certificates	1,627,776	10,163,756

5. Capital assets

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Land	181,000	-	181,000	181,000
Buildings	1,588,173	677,519	910,654	945,806
Computer equipment	483,910	350,876	133,034	157,075
Computer software	188,072	75,229	112,843	150,458
Furniture and fixtures	269,467	226,850	42,617	33,116
Leasehold improvements	22,719	19,466	3,253	4,338
Land improvements	24,551	17,799	6,752	7,340
Incorporation costs	704	612	92	99
	2,758,596	1,368,351	1,390,245	1,479,232

Saskatchewan Union of Nurses
Notes to the Financial Statements
For the year ended December 31, 2018

6. Financial instruments

SUN, as part of its operations, carries a number of financial instruments. It is management's opinion that SUN is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Credit concentration

SUN's accounts receivable consist of member dues receivable, the majority of which are from government-related entities. Management believes that there is no unusual exposure associated with the collection of these receivables.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

Marketable securities consist primarily of commercial high-grade guaranteed investment certificates and an investment savings account. Accordingly the portfolio maximizes coverage under the Canadian Deposit Insurance Corporation and provides for a return that is low risk and of the most favourable interest rates.

Interest rate risk is mitigated due to the relatively short term nature of the marketable securities and investments.

7. Employee accruals

Accrued employee benefits consist of the following:

	2018	2017
Vacation pay	446,052	465,922
Overtime pay	59,061	88,694
Retiring allowances	249,841	374,783
Other	928	3,311
	755,882	932,710

The retiring allowance is available to employees having 15 years of service at SUN and whom are at least 55 years of age. Upon either retirement or resignation, each employee shall receive this pay which shall be in the amount of 5 days multiplied by the employee's daily pay rate multiplied by the employee's number of years of service at SUN.

8. Employee future benefits

Defined benefit plan

The SUN has a defined benefit plan under which both the Organization and employees make contributions. Saskatchewan Union of Nurse's contributions are 10% of the individuals annual salary and corresponding expense totalled \$137,197 in 2018 (2017 - \$nil). SUN's obligations to the multiemployer plan is limited to the monthly required contributions.

Saskatchewan Union of Nurses
Notes to the Financial Statements
For the year ended December 31, 2018

9. Appropriated net assets

	<i>Balance, beginning of year</i>	<i>Net income (expenses)</i>	<i>Transfers</i>	<i>Balance, end of year</i>
Collective Bargaining Defense Fund	5,936,386	(204,915)	-	5,731,471
Campaign Fund	3,049,634	(763,185)	1,282,203	3,568,652
Legal Assistance Fund	250,000	-	-	250,000
Member Education Fund	250,000	(6,689)	6,689	250,000
Capital Fund	813,206	-	177,964	991,170
Legal Challenge Fund	1,126,281	(68,007)	541,726	1,600,000
Convention Fund	1,132,349	(136,407)	324,336	1,320,278
	12,557,856	(1,179,203)	2,332,918	13,711,571

At the end of the 2017 fiscal year, the Strike Fund and the Negotiation Fund were amalgamated into the Collective Bargaining Defense Fund.

10. Commitments

SUN has entered into various lease agreements with estimated minimum annual payments as follows:

2019	197,049
2020	188,665
2021	188,665
2022	49,840
2023	24,848
	649,067

11. Budget information

During the year, the Board approved its operating budget based on planned expenses and current year sources of revenue. The budget balances have been attached for information purposes only and are unaudited.

12. Administration and occupancy expenses

Administration and occupancy expenses are comprised of the following:

	2018	2017
Books and subscriptions	68,075	59,490
Contract services	225,990	295,761
Courier	13,490	13,139
Equipment rentals	110,324	123,003
Insurance	27,218	26,624
Miscellaneous	16,671	14,636
Office rent and utilities	210,966	188,553
Office supplies	62,629	64,102
Postage	33,375	66,245
Property taxes	29,534	28,233
Repairs and maintenance	267,388	155,981
Telephone	106,641	117,365
	1,172,301	1,153,132

13. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

2019 Annual Meeting

World Trade Centre (WTC) Saskatoon at

Education Day • Tuesday, April 9 • Hall A

0745 to 0900

Registration

0900 Call to Order

1600 Early Registration for Annual Meeting

1900 Welcome Social

Light appetizers will be served; cash bar available

45th Annual Meeting • Wednesday, April 10 • Hall B

0730 to 0900

Annual Meeting Registration

0815 to 0845

Constitution, Bylaws and Resolutions Committee – First Time Delegate Orientation

0900 Call to Order

O Canada Video

Greetings from Host City

Announcements

Appointment of Credentials Committee and Scrutineers

Introductions: Board of Directors, Planning Committee, Guests, Parliamentarian

Credentials Committee Report

Approval of Agenda

Approval of Minutes

Disposition of 2018 Resolutions

President's Address

First Vice President's Report

Auditor's Report

Nominations Committee – Elections Announcement

Candle lighting in recognition of members who have lost their lives over the past year

1000 Refreshment Break

1030 Lifetime Membership Presentations

Leadership Award Presentations

Committee Reports:

Constitution, Bylaws and Resolutions Committee

Urgent Resolutions

Urgent Resolutions can be submitted until 1200 hours (noon), April 10, 2019.

Membership Policy 012-M-2007

Business and banquet rooms at all SUN functions/meetings shall be maintained as smoke free and fragrance free environments.

Bylaw 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.

& Education Day

Prairieland Park

- 1030 Program Committee
Nominations Committee
Membership Survey Report
Directors Report
- 1200 Lunch (provided)
- 1300 Negotiations Committee Report
Constitution, Bylaws and Resolutions – CB&R Committee
- 1430 Refreshment Break
- 1500 Constitution, Bylaws and Resolutions – CB&R Committee
Nominations Committee – Deadline for Nominations Forms
- 1600 Adjournment
- 1800 Banquet Dinner and Dance (details top right)

Thursday, April 11

- 0830 to 0900
Annual Meeting Registration
- 0900 Call to Order
Announcements
Lori Johb, SFL President
Credentials Committee Report
TBA
- 1015 Refreshment Break
- 1030 Constitution, Bylaw and Resolutions – CB&R Committee
- 1130 Nominations Committee – Elections
- 1200 Lunch (provided)
- 1300 Discussion Paper Presentation
- 1400 Refreshment Break
- 1415 New Business
Unfinished Business
Announcement of 2020 Annual Meeting Date and Location
Election Results – Nominations Committee
Introduction of Board of Directors – Nominations Committee
President's Address
Adjournment

Banquet & Masquerade Ball Hall C

Wednesday, April 10

1800 – Cocktails (cash bar)
1845 – Dinner
Dance to follow

Don't Forget Your SUN Membership Card!

Proper identification is required by all delegates in attendance of the Annual Meeting. Your SUN Membership Card acts as your identification.

You will be asked to produce a current SUN Membership Card upon registration at the Annual Meeting, and upon each entry into the meeting room.

Resolutions Report to 2019 Annual Meeting

To preserve accuracy and intent, these proposed amendments have been reproduced as submitted to SUN without editing. Routine re-numbering of articles by any amendments or resolutions will be done following the Annual Meeting by the Constitution, Bylaws and Resolutions Committee.

1 CONSTITUTION AMENDMENT – That Article 3.02 be amended be deleting “Honorary and”.

If amended:

- 3.02 SUN memberships will also include ~~Honorary and~~ Life members as identified in the Bylaws and Membership Policy Manual.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

2 BYLAW AMENDMENT – That Bylaw 2.07 be deleted and add as new:

- 2.07 ~~Any person who is eligible to be an Honorary 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 honorary member in good standing of the Union. All honorary members in good standing shall have the right to attend meetings of the Union with voice but no voting privileges.~~

If amended:

- 2.07 Any person who is appointed as a Life Member of the Union shall be free of any dues or fees, may attend union meetings and have voice at the courtesy of the chair, shall not have voting privileges, shall not be a delegate or representative on behalf of SUN, and shall not hold elected office.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

3 BYLAW AMENDMENT – That Bylaw 5.05.3 vi) be amended by deleting “and cheques”.

If amended:

- 5.05.3 vi) Act as a signatory on documents ~~and cheques~~ as required in the conduct of Union Business.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

4 BYLAW AMENDMENT – That Bylaw 6.01 C) ii) be moved to Bylaw 6.01 B) iii).

- 6.01 C) ii) Unless a committee member can show valid reason, failure to attend three consecutive committee meetings shall be deemed to be a resignation.

If amended:

6.01 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.
- iii) **Unless a committee member can show valid reason, failure to attend three consecutive committee meetings shall be deemed to be a resignation.**

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

5 BYLAW AMENDMENT – That Bylaw 6.09 be amended by deleting “mailed”.

If amended:

- 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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

6 BYLAW AMENDMENT – To amend by adding as new Bylaw 2.06 and renumber:

- 2.06 Any member who is a member of the Board of Directors or a member of a standing committee of the Union as set out in Bylaw 6.01 A) cannot hold an elected position with their regulatory body.**

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

7 BYLAW AMENDMENT – That Bylaw 5.05.2 xii) be amended by adding Policy Committee and Governance Committee.

If amended:

- 5.05.2 xii) Be the Chairperson of the Finance Committee, **Governance Committee, and Policy Committee.**

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

8 BYLAW AMENDMENT – That Bylaw 5.05.2 vii) be changed from “Executive Assistant” to “recorder”.

If amended:

- 5.05.2 vii) Shall be responsible for recording minutes in the absence of the ~~Executive Assistant~~ **recorder**, or designate.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

9 BYLAW AMENDMENT – To amend Bylaw 2.02 by adding as new:

- 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 **by a position’s “home base” facility/agency**, as per Bylaw 3 of the Local Bylaws Prototype.

Where employer-initiated operational or organizational changes create uncertainty regarding Local membership, the Board shall determine the Local membership of the affected positions, in consultation with the relevant Locals. Where employer-initiated changes require the creation of a new Local, the Board shall issue a charter as per Bylaw 1.03.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

10 POLICY RESOLUTION – That Board Policy 008-B-2007 (Board Appointed Representatives) be amended to change SFL Committee name from Aboriginal to Indigenous, and to include Workers of Colour.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

11 BYLAW AMENDMENT – That Bylaw 5.08 be moved to Bylaw 5.01 x).

If amended:

- 5.01 The Board shall:

- x) 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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

12 BYLAW AMENDMENT – To amend by deleting Bylaw 7 and add as NEW:

BYLAW 7 – DISCIPLINE

Discipline encompasses every member of the union who is in breach of their duties, including general members, Board of Directors members and Committee members.

- 7.01 Every member, before being disciplined by the Union is entitled to a fair hearing including:

- prompt notification in writing of the complaint made against her;
- an opportunity to be heard in her defense;
- an accused member shall at all times during the proceedings be allowed to have a member in good standing of their choice present to act as an advocate on her behalf.

Only after such procedure has been followed can any penalty be imposed.

7.02 The Union shall impose discipline for conduct detrimental to the advancement of the objectives of the Union, breach of duty, or reflecting discredit upon the Union.

A member commits a breach of duty where they violate any provision of the Constitution and Bylaws or knowingly violates established Union policy or commits an act which jeopardizes or is detrimental to the welfare of the Union, a Local or a District Council. A breach of duty includes but is not limited to:

- i. Without receiving proper authority to do so, furnishing a complete or partial list of the membership of the Union to any person or persons other than those whose official position entitles them to have such list.
- ii. Obtaining membership through fraudulent means or by misrepresentation either on the part of the member or others interested.
- iii. Revealing information about the affairs of the Union to a person or persons not entitled to such knowledge in a manner detrimental to the welfare or best interests of the Union.
- iv. Willfully circulating false or defamatory statements or reports concerning members of the Union or the activities thereof.
- v. Urging that any member institute any action relating to the Union or any locals/facilities/agencies in a court of law against the Union or any locals/facilities/agencies without first exhausting all remedies available under the Constitution or Bylaws.
- vi. Advocating or attempting to bring about the withdrawal from the Union of any locals/facilities/agencies or members or groups of members.
- vii. Bringing false charges under this bylaw without reasonable grounds for believing such charges to be true.
- viii. Failure to support legally constituted strike action, crossing a picket line of the Union, or of any union or organization of workers supported by the Union when under no legal duty to do so.
- ix. Committing a fraud in a Union election or otherwise interfering with or attempting to interfere with the rights of a member provided for in the Constitution and Bylaws.
- x. Working in the interests of any organization competing with the Union in a manner which is detrimental to the Union.

- xi. Unlawfully receiving, removing, retaining, destroying, erasing, mutilating, or misappropriating any property including funds belonging to the Union or in the possession of the Union.
- xii. Obstructing the orderly process of a meeting of the Union including the Board of Directors or any committee meeting or failing to keep order when directed to do so by the Chairperson of any such meeting.
- xiii. Attempting by the use of harassment, coercion or intimidation of any kind including threats of legal action to cause a member to refrain from carrying out her obligations or exercising her rights under the Constitution and Bylaws.
- xiv. Using without authority the name of the Union for soliciting funds or advertising.
- xv. Wrongfully interfering with any member, officer, or any other authorized representative of the Union in the discharge of her duties under the Constitution and Bylaws.

7.03 Complaints

Any member may make a complaint against another member for a breach of duty under the Constitution and Bylaws.

A complaint must be sent in writing by the complainant to the Executive Director of the Union within sixty (60) days after the violation has been discovered. The complaint must clearly state the reason(s) for the complaint being lodged.

The Executive Director shall serve the accused with a copy of the complaint promptly and in all cases within fourteen (14) days of receipt of the complaint by Registered Mail to the address shown in the SUN database.

7.04 Conflicts

The Complainant, the Accused, and anyone who is in conflict shall not participate in the proceedings of the Complaints Investigation Committee or the Discipline Committee.

The accused and the complainant may challenge for reasonable cause the participation of any member who is in conflict of the Complaints Investigation Committee or the Discipline Committee.

To the extent possible, no member employed in the same region of the complainant or the accused shall be appointed to the Complaints Investigation Committee or to the Discipline Committee.

7.05 Complaints Investigation Committee

The Complaints Investigation Committee shall be comprised of the First Vice President and two (2) general members appointed by the Board of Directors.

All complaints filed pursuant to Bylaw 7.02 shall be referred to the Complaints Investigation Committee for disposition. Disposition may be as follows:

Dismissal

The Complaints Investigation Committee shall investigate the complaint and shall dismiss the complaint if it is deemed to be without merit. The Complaints Investigation Committee will notify the Executive Director of its decision.

Mediated Settlement

The Complaints Investigation Committee shall have the power and discretion to convene a settlement conference and to mediate a settlement between the parties, or if necessary, request that a mediator who is not a member of the Union be appointed to mediate a settlement. The Complaints Investigation Committee will notify the Executive Director of its decision.

Referral to Discipline Committee

The Complaints Investigation Committee shall have the power and the discretion to refer the complaint to the Discipline Committee. This decision shall be final and binding.

In the course of its duties under this bylaw the Complaints Investigation Committee may require the attendance of the complainant, the accused and any other persons who may have information relevant to the investigation of the complaint at meetings convened by the Complaints Investigation Committee.

In all cases, the Complaints Investigation Committee shall where possible conclude the proceedings with respect to the complaint within ninety (90) days of receiving the complaint and notify the Executive Director of the outcome of the complaint.

The Executive Director shall notify the accused of the decision of the Complaints Investigation Committee by Registered Mail within fourteen (14) days to the address shown in the SUN database.

All decisions of the Complaints Investigation Committee shall remain on file excluding the identity of the complainant and the accused.

7.06 Discipline Committee

The Discipline Committee shall be comprised of the Second Vice President and two (2) general members appointed by the Board of Directors.

The Discipline Committee shall hear the charges and evidence and shall determine the guilt or innocence of the accused member in respect to the charges and penalty, if any.

The hearing shall be convened, if possible, within sixty (60) days of the referral of the complaint to the Discipline Committee. The Executive Director shall provide the following information by Registered Mail to the accused and the complainant within thirty (30) days prior to the hearing:

- The time, date, location of the hearing.
- The alleged breach of duty and details of the alleged breach.
- Names of the three members serving on the Discipline Committee.

The accused may challenge for reasonable cause the appointment of the general members to the Discipline Committee. The accused shall submit any challenges to the President within three (3) days of receiving notice of the appointment of the general members to the Discipline Committee. If the President considers the challenge valid, the President will disqualify the person challenged and select another general member to sit on the Discipline Committee.

If the President is unavailable or has an interest in the hearing which raises a reasonable apprehension of bias, the Board of Directors shall designate a Regional Representative or a Base Hospital Representative to carry out the functions of the President. In the event that a member of the Discipline Committee is participating in a hearing at the time their term expires, the member will retain jurisdiction until the proceedings are completed.

7.07 Consolidation of Charge

The Discipline Committee may direct that any number of charges be heard.

If the Discipline Committee has been directed to hear more than one charge, it shall decide which if any, of the charges shall be heard at the same time.

7.08 Hearing of the Merits

The Discipline Committee shall determine its procedures which shall ensure a fair hearing and not be inconsistent with the Constitution and Bylaws. The following provisions will be considered as part of the procedure:

- The onus of proof is on the complainant.
- Both the accused and the complainant have the right to call and examine witnesses, cross-examine

witnesses called by a party opposite in interest, and make submissions at the hearing. Witnesses may be called in one at a time to make statement.

- Both the accused and the complainant have the right to be represented by a member as counsel.
- Neither the accused nor the complainant shall be represented at the hearing by legal counsel.
- The Discipline Committee may retain a lawyer or other advisor to assist in the conduct of its proceedings.
- If the accused or the complainant fails to appear at any stage of the hearing in person or through a representative without reasonable excuse, the Discipline Committee may proceed with the hearing and make a decision in her absence or it may adjourn the hearing.
- Following the completion of the evidence and submissions at the hearing, the Discipline Committee shall decide whether the accused is guilty or not guilty of the charge.
- The decision of the majority is the decision of the Discipline Committee.

7.09 Penalty

If the Discipline Committee decides that the accused is guilty, the Discipline Committee may, after giving the accused and the complainant an opportunity to make submission regarding penalty, impose a penalty which is in keeping with the nature and circumstance of the accused's breach of duty under the Constitution and Bylaws.

The Discipline Committee may impose:

- A reprimand; a fine; terms on continued membership or return to membership; suspension or termination of membership or any other penalty it considers appropriate in the circumstances.
- Any fine which a member owes to the Union is a debt due, owing and payable to the Union by the member within the time specified by the Union and is recoverable by a court action.

7.10 Decision

The Discipline Committee shall make its decision and give the accused and the complainant notice of its decision by Registered Mail within thirty (30) days of the completion of the hearing.

The Discipline Committee shall provide written reasons for the decision by Registered Mail to the accused and the complainant within thirty (30) days following notice of the decision of the Discipline Committee.

7.11 Power to Suspend

Notwithstanding the provisions of this bylaw, the Discipline Committee may, pending disposition of the charge, suspend from membership any accused member and suspend from office any accused officer or permit the continuation of membership or office on terms.

If a suspension or terms of continuance in membership or office are imposed by the Discipline Committee pursuant to this section of the hearing, the Discipline Committee shall make its decision within sixty (60) days from the time the accused was suspended or from the time terms were imposed unless the accused agrees to a longer period.

7.12 Hearing Record

The Discipline Committee shall keep a record including all written submissions made to the Discipline Committee as well as any rulings it makes in the course of the hearing.

The Union shall retain the records for a period of two (2) years after which the records shall be destroyed.

7.13 Appeals

The President and three (3) Regional or Base Hospital representatives will constitute the Appeals Committee.

The accused or the complainant may appeal the decision of the Discipline Committee on the merits of the charge or on the penalty imposed to the Appeals Committee.

The appeal must be in writing, state fully the reasons for the appeal, and be delivered to the Executive Director within thirty (30) days following notice of the decision of the Discipline Committee.

The Appeals Committee shall hear the appeal within sixty (60) days of receipt of the appeal.

The Appeals Committee shall review the decision of the Discipline Committee, the reasons if they have been written, and the appeal of the appealing member.

Unless the Appeals Committee determines otherwise, evidence shall not be called and the hearing shall be based on submission of the accused and the complainant.

The Appeals Committee may grant adjournments to the appeal before commencement or during the appeal upon conditions it considers appropriate.

The Appeals Committee may dismiss the appeal or allow the appeal.

The accused and the complainant may address the Appeals Committee as to the appropriate penalty before it is imposed.

The Appeals Committee may set aside any penalty imposed by the Discipline Committee; and if the result of the appeal is a decision that the accused is guilty, impose a penalty that is in keeping with the nature and circumstance of the accused's breach of duty under the Constitution and Bylaws.

The Union, its Officers and its Members are not liable for any damages suffered by a member as a result of a penalty imposed on the member by the Discipline Committee and later set aside on appeal to the Appeals Committee or to any other court or tribunal.

7.14 Costs of Disciplinary Proceedings

The Union shall pay all reasonable and necessary costs of disciplinary proceedings, including the reasonable and necessary expenses incurred by the parties to the proceedings, excluding counsel fees.

7.15 Extension of Time Limits

Despite as identified in Bylaw 7, the Executive Director may extend the time limits in this bylaw, where to comply with the specified time limits is impractical or where the accused and the complainant agree to extend the time limits.

7.16 Notification of Discipline

Any disciplinary action that results in a penalty shall be communicated on the SUN website.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

13 BUSINESS RESOLUTION – Be it resolved that an algorithm be created to provide clarity of the process in Bylaw 7 and that it be added as Appendix D in the Bylaws.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

14 BYLAW AMENDMENT – That Local Bylaws Prototype Bylaw 7 – Discipline be deleted.

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 (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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

15 BYLAW AMENDMENT – That SDC Bylaws Prototype Bylaw 8 – Discipline be deleted.

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 (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.

—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 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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

16 BYLAW AMENDMENT – That current Bylaw 7.15 be moved to Bylaw 2.11 and that current Bylaw 2.11 follow:

If amended:

- 2.11 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 (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.**

Where the Board makes any of the orders provided ~~above 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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

17 **BYLAW AMENDMENT** – That current Bylaw 7.20 be moved to Bylaw 2.16 and that current Bylaw 2.16 follow:

If amended:

- 2.16 **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.**

Where the Board makes any of the orders provided ~~above 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.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

18 **BYLAW AMENDMENT** – That Bylaw 6.01 C) i) be deleted and add as new.

6.01 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.~~

If amended:

- 6.01 C) **Any member subject to discipline by the Discipline Committee under Bylaw 7.0 shall be removed from any standing committee of the Union.**

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

19 BYLAW AMENDMENT – That Bylaw 5.07 be deleted and add as new.

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.

If amended:

Removal and Replacement of Elected Representatives

5.07 Any member subject to discipline by the Discipline Committee under Bylaw 7.0 shall be removed from any Local/SUN District Council or Provincially elected position.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

20 **POLICY RESOLUTION** – That Membership Policy 005-M-2007 (Discipline Appeals) be amended to reflect changes to Bylaw 7.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

21 **POLICY RESOLUTION** – That Membership Policy 019-M-2007 (Provincial Membership Dues) be amended to include language to identify that union dues will be deducted from all paid hours.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

22 **POLICY RESOLUTION** – That Membership Policy 024-M-2007 (Greylisting) be deleted.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

23 **POLICY RESOLUTION** – That Membership Policy 027-M-2007 (Office Personnel) be amended to reflect the Executive Director as the point of contact for determining duties of staff.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

24 **POLICY RESOLUTION** – That Membership Policy 028-M-2007 (Administrative Supplies for Locals) be amended to delete reference to discounted office supplies and rename to reflect local laptop grants.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

25 **POLICY RESOLUTION** – That Membership Policy 029-M-2007 (Life Memberships and Allied Personnel) be amended to include funding for members who are nominated for lifetime membership in the year they are nominated, funding to include travel, accommodations, parking and meals.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

26 **POLICY RESOLUTION** – That Membership Policy 030-M-2007 (Social Support) be amended to reflect provincial community support donation and process for application of the program.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

27 **POLICY RESOLUTION** – That Membership Policy 031-M-2007 (President, First Vice-President Accommodation and Relocation) be amended to reflect current increased costs associated with moving.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

28 **POLICY RESOLUTION** – That Membership Policy 038-M-2007 (Expense Reimbursements) be amended to remove the provision Meetings to Implement Agreements.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

- 29 POLICY RESOLUTION** – That new membership policy be created to identify parameters for local and SDC workshops and educationals.

SUN Board of Directors

☐ Carried ☐ Amended ☐ Defeated

- 30 POLICY RESOLUTION** – That Membership Policy 023-M-2007 be amended to reflect electronic voting.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 31 BYLAW AMENDMENT** – That Bylaw 4.09 be amended to change the time to be until 1200 hours.

If amended:

- 4.09 Nominations shall be accepted by the Nominations Committee until ~~1630 hours~~ **1200 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.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 32 BYLAW AMENDMENT** – That Bylaw 4.13 be amended by deleting “by the Nominations Committee” and change 1630 to 1200.

If amended:

- 4.13 Ballots shall be accepted ~~by the Nominations Committee~~ until ~~1630~~ **1200** hours seven business days prior to the commencement of the Annual Meeting.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 33 BYLAW AMENDMENT** – That Bylaw 4.12 be amended by deleting “prepared by the Nominations Committee and”.

If amended:

- 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.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 34 BYLAW AMENDMENT** – That Bylaw 4.22 i) be amended by changing “ballots” to “votes”.

If amended

- 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~~ **votes** to be elected.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 35 BYLAW AMENDMENT** – That Bylaw 4.25 be amended by changing “recount of ballots” to “the challenge”.

If amended:

- 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~~ **the challenge** by registered mail to the Executive Director within the twenty-eight (28) day period noted above.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 36 BYLAW AMENDMENT** – That Bylaw 4.31 i) b) be amended by changing “ballots” to “vote”.

If amended:

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 ~~ballots~~ **vote**.

Nominations Committee

☐ Carried ☐ Amended ☐ Defeated

- 37 POLICY RESOLUTION** – That Membership Policy 039-M-2017 be amended to foster flexibility in relation to choosing committee members and additionally to consider funding all members to attend the Annual Meeting and all members funded equally by 32 hours each member.

Lori Powell, Local 75 and Valerie Georget, Local 75

☐ Carried ☐ Amended ☐ Defeated

Negotiations Considerations

DISCUSSION PAPER

This discussion paper is to look at the process related to the submission of Negotiation Considerations. As such we feel that it is fitting to provide a brief history about the process.

In the early union days, negotiations considerations were debated on and voted on. The bargaining package was then developed based on the discussion at the conference and other important union issues.

For the 2005 negotiations, there was a campaign called “Wish Upon a Star”. This allowed any member to send in any idea for Collective Bargaining (CBA) changes they could think of. There was a lot of debate and a lot of wishes sent to the Negotiations Committee to work into a package. The difficulty was that many of the wishes were completely unachievable at the bargaining table. This left a lot of members upset as they did not know why their wish was not bargained into the CBA.

Since then, measures have been taken to allow the Negotiations Committee to be able to put together a package of principles towards CBA improvement. Currently, the Negotiations Committee presents the package of concepts to the members at the Bargaining Conference rather than debating specific language changes. This in turn has created issues of its own. As members still need to be able to submit ideas, these negotiations considerations now show up at the Annual Meeting to be debated on and are forwarded to the Negotiations Committee.

What the CB&R committee wants to discuss with the membership are the following issues.

1. The first issue is the fact we can't accept bargaining proposals when we are actively bargaining. The potential time frame this encompasses is all Annual Meetings until the collective agreement has been negotiated and signed. The committee believes that not sending out the request for negotiations considerations until the year that the Negotiations Committee has finished its duties and disbanded would be the best solution. In the past, CB&R Committee has found that locals are not keeping a copy of the resolution and are sending duplicate or conflicting resolutions to the Annual Meeting.
2. Past practice was for all negotiations considerations to be dealt with at the Bargaining Conference. Negotiations considerations passed there were then taken into consideration by the Negotiations Committee. Currently the Negotiations Committee does most of its work prior to the Bargaining Conference preparing a package for the membership to approve. Our question is how do grassroots members submit ideas for bargaining. Do the resolutions come to the CB&R Committee to be sent to the Annual Meeting or do they go directly to the Negotiations Committee during preparation?
3. Most negotiation resolutions have specific contract language proposed when submitted. This pre-written language makes it difficult for the union to accept partial improvements to the language. If the resolutions are passed at general meetings of the union with specific language, then the Negotiations Committee is not meeting the wishes of the assembly in taking partial gains. Regardless of where the negotiations considerations are received, they should be focused on concepts or intent rather than specific language. One allows for any improvement, the other restricts the committee to achieve the required improvement in order to be acceptable. An example would be the intent to increase the posted and confirmed period vs increasing the period to 25 calendar days.

An example of this process working was in the last collective agreement. Rather than entering into negotiations with specific language changes to the NAC process, SUN entered with the intent to improve the NAC language. This allowed for give and take between the employer and SUN, and we were able to achieve a complete overhaul of the NAC articles.

Thank you and are there any questions or comments now at this time about the discussion paper?

Submitted by the Constitution, Bylaws & Resolutions Committee

2019 Elections

Nominations for the 2019 SUN Elections closed on January 15, 2019. Thank you to everyone who allowed their name to stand for a nomination.

Congratulations!

The following individuals have been ACCLAIMED as the successful candidate.

Board of Directors

President

Tracy Zambory, Local 49

Region 1 Representative

Barb Fisher, Local 62

Region 3 Representative

Sheila Bear, Local 78

Region 5 Representative

Leslie Saunders, Local 65

Region 7 Representative

Kathy Dally, Local 246

Committees

Finance Committee

Angela Felskie, Local 9

Program Committee

- Tracy Bergen, Local 75
- Bonnie Nelson, Local 68

Good Luck!

The following positions will be **ELECTED BY ELECTRONIC BALLOT** — voting instructions were delivered by email and mail, the week of February 18, 2019.

Second Vice-President One (1) to be elected

- Mark Henderson, Local 75
- Nicole Neufeld, Local 101
- Jason Parkvold, Local 43

Constitution, Bylaws & Resolution Committee Four (4) to be elected

- Teryn Fisher, Local 68
- Valerie Georget, Local 75
- Rachel Hyatt-Hiebert, Local 69
- Crystal Kuras, Local 14
- Candace Lahoda, Local 75
- Amanda (Mandi) Senger, Local 75
- Kushal Sharma, Local 107

Nominations Committee Three (3) to be elected

- Trudy Derkach, Local 266
- Gail Kizlyk, Local 75
- Shannon Mychan, Local 62
- Garth Wright, Local 276

Looking for Nominees ...

As per Bylaw 4.14, the following positions will be **ELECTED DURING ANNUAL MEETING** in Saskatoon.

Finance Committee One (1) to be elected

Program Committee Three (3) to be elected

Check out our website for more
Annual Meeting details.
sun-nurses.sk.ca

Statement on a Harassment-free Convention

We, as SUN members, agree that everyone here has equal value.

Harassment Divides the Union

Racism, sexism, and other forms of harassment pit groups of workers against one another and divide unions. Division undermines our struggle for social and economic justice.

Harassment Hurts People

Racist and sexist remarks and graffiti create unease and stress among people. Victims of the remarks never know what other forms of harassment this will lead to. We must ensure our words are not empty, not defeated through any action that embarrasses insults, humiliates or degrades.

When a Joke is Not a Joke

Racial, ethnic, and sexist jokes originated in those times when groups of people were socially under attack and lacked the power to respond effectively. These jokes are a reminder of this history. They can create an environment where more serious forms of discrimination and abuse can happen.

What to Do

Complaints of harassment at SUN events will be taken seriously and will be investigated immediately. If you believe you are being harassed, act immediately:

1. If possible, make it clear you do not welcome such behavior. You can do so either on your own, verbally or in writing, or with the assistance of another party. Indicate you will take further action if the behavior continues.
2. If the inappropriate behavior persists, approach one, or both, of the designated representatives who will investigate the matter.

You may seek out the designated anti-harassment representatives in the first instance, if you are unwilling to approach the harasser because of the impact the action(s) have on you.

Equality and Solidarity

We must all work together to advance the cause of working people. Harassment divides us. It has no place at this convention. As sisters and brothers we will not make comments or gestures, or commit any acts that are humiliating or derogatory, or cause another member to feel uncomfortable.

We declare this a harassment-free convention, and encourage SUN members to challenge issues, not individuals.

Climate Goals

Collectivity

- We actively seek information and involvement before we decide and act.
- We acknowledge and value the views of each member but work together for the benefit of the whole.
- When decisions have been made, we act and talk in concert.

Democracy

- We stop, listen to, and seek understanding of ideas that are different from our own.

Equality

- There is equality, fairness and respect in all our dealings with each other.

Honesty, Integrity

- There is consistency and congruency between each person's words and actions.
- People freely express and listen to concerns, feelings and facts.
- When conflicts arise we seek resolution face to face, and in ways that are personal and respectful.

Caring, Compassion and Social Justice

- We tackle problems, not people.
- We treat each other as individuals and find ways to offer each other tangible support and care.

Rules and Privileges

- SUN climate goals will be honoured by all those in attendance.
- SUN members will be identified by wearing SUN membership cards.
- Members are required to sign in at the start of the meeting. This will be used to determine quorum.
- Speakers will use a microphone when addressing the chair.
- Speakers must be acknowledged by the chair before addressing the assembly.
- A speaker addressing the chair will state his/her name, local number and name, and SUN district.
- All remarks must be addressed to the chairperson and confined to the question before the assembly.
- All members in good standing may address the convention. (NOTE: Honourary members are not entitled to make motions.)
- Each member in attendance, with the exception of honorary members, will be entitled to one vote.
- When the doors are tiled/sealed for a standing vote or during the election process, no one will be allowed to enter or exit the meeting room.
- Staff and guests can address the convention if requested by the assembly but have no vote.
- Motions and amendments must be presented in writing to the chair.
- Urgent resolutions may be submitted to the CB&R Committee by the deadline announced.
- The SUN Annual Meeting shall follow Robert's Rules of Order.
- All pagers and cell phones are to be turned off or on vibrate during the meeting.

Robert's Rules of Order

When conducting business meetings, such as the Annual Meeting and the Bargaining Conference, SUN follows Robert's Rules of Order. The following is a brief overview to assist members during the meeting.

The purpose of "Robert's Rules of Order" includes the following:

- Ensure majority rule
- Provide order, fairness and decorum
- Facilitate the transaction of business and expedite meetings

Basic Principles

- All members have equal rights, privileges and obligations
- Full and free discussion of every motion is a basic right
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- No person can speak until recognized by the chair
- Personal remarks are always out of order
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate)

Role of the Presiding Officer

- Remain impartial during debate — the presiding officer must relinquish the chair in order to debate the merits of a motion
- Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) — exception: the presiding officer may vote on any vote by ballot
- Introduce business in proper order
- Recognize speakers
- Determine if a motion is in order
- Keep discussion germane to the pending motion
- Maintain order
- Put motions to a vote and announce results

General Procedure for Handling a Motion

- A member must obtain the floor by being recognized by the chair. Remember to state your name and local number.
- Member makes a main motion (See Quick Reference Guide on page 28)
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable)



- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any Subsidiary motions (e.g. "I move to amend the motion by ...", Privileged motions (e.g. "I move to postpone the motion to ...") and Incidental motions (e.g. "I move to divide the question.")
- Debate on Subsidiary, Privileged and Incidental motions (if debatable) takes precedence over debate on the main motion and must be decided before debate on the main motion can continue
- Debate is closed when: Discussion has ended, or a two-thirds vote closes debate ("Call the question")
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes

- The chair calls for a vote, by a show of hands, asking "All in favor?" "All opposed?" and finally asking "All abstained?"
- The chair announces the result

General Rules of Debate

- No members may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than once to each motion — does not preclude points of information that may be raised
- All remarks must be addressed to the chair — no cross debate is permitted
- It is not permissible to speak against one's own motion (but

one can vote against one's own motion)

- Debate must address issues not personalities — no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- Members may not disrupt the assembly
- Rules of debate can be changed by a two-thirds vote

Tips for Speaking

SUN members are encouraged to ask questions and provide their feedback during discussion of resolutions, discussion papers, and/or following presentations and reports. The floor during all SUN meetings, including the Annual Meeting, is intended to be a safe and welcoming environment for all SUN members to feel free to speak their minds in a respectful setting.

- Before approaching the microphone, take a moment to gather your thoughts, write them down to ensure you are clear and concise in your question/comment.

- When it is your turn to speak, don't forget to state your name, local #, and whether you are a first time speaker before you state your question or comment. First time speakers get a prize!
- Questions and comments must be presented to the Chair of the meeting and address the motion or discussion before the assembly, **not** individuals. Everyone's comments and opinions are valuable and should be treated with respect and dignity. This key principle is what ensures we have a

safe and welcoming environment for members to speak and be heard.

- Be sure to speak clearly and directly into the microphone. Try not to move or look around as you speak. Make sure you are an appropriate distance from the microphone — not too far and not too close. While awaiting your turn to speak, adjust the microphone (not the stand) to ensure you are speaking into the microphone and can be heard.

A Quick Reference Guide

MOTIONS IN ORDER OF PRECEDENCE

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
MAIN MOTION (may be moved only when no other motion is pending)	I move that ...	Yes	Yes	Yes	Majority*	Introduces business to assembly.
1. RAISE A QUESTION OF PRIVILEGE	I rise to a question of privilege	No	No	No	2/3	Privileged motion. Ruled upon by chair.
2. CALL FOR ORDERS OF THE DAY	I call for orders of the day	No	No	No	None	Privileged motion. Enforced by demand of one member.
3. LAY ON TABLE	I move to lay the motion on the table	Yes	No	No	Majority	Lays aside a motion when more urgent business arises.
4. CALL THE QUESTION	I move to call the question	Yes	No	No	2/3	If adopted, closes debate.
5. LIMIT/EXTEND DEBATE	I move to limit debate to ___ minutes	Yes	Yes	Yes	2/3	May change length of speeches or length of debate.
6. POSTPONE DEFINITELY	I move to postpone the ... motion till next meeting	Yes	Yes	Yes	Majority	Debate confined to merits of postponing question.
7. COMMIT/ RECOMMIT	I move to refer this motion to a committee	Yes	Yes	Yes	Majority	Debate confined to merits of referring motion to committee.
8. AMEND	I move to amend the motion by ...	Yes	Yes	Yes	Majority	Debatable only if applicable motion is debatable.
9. POSTPONE INDEFINITELY	I move to postpone this motion indefinitely	Yes	Yes	No	Majority	Debate may go into merits of main motion. Adoption kills motion.

**Except when bylaw requires 2/3 or when changes something already adopted.*

QUORUM is the number of **registered** members **that are** entitled to vote **who must be present in order to legally transact the meeting's business**. SUN's Bylaw 3.10 (vi) states that 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. Therefore, if on any given day 300 members are registered, quorum would be 151 members. If at least 151 members remain at the meeting, business, including voting on resolutions, can proceed.

NOTE: Quorum and the number of votes required to carry a motion are two separate issues. For example, x number of members are registered on any given day. A majority of those constitute a quorum **to carry on the business of the day**. Of that quorum, a majority or 2/3 of the members **present and voting will determine if a motion passes or is defeated**.

for Motions

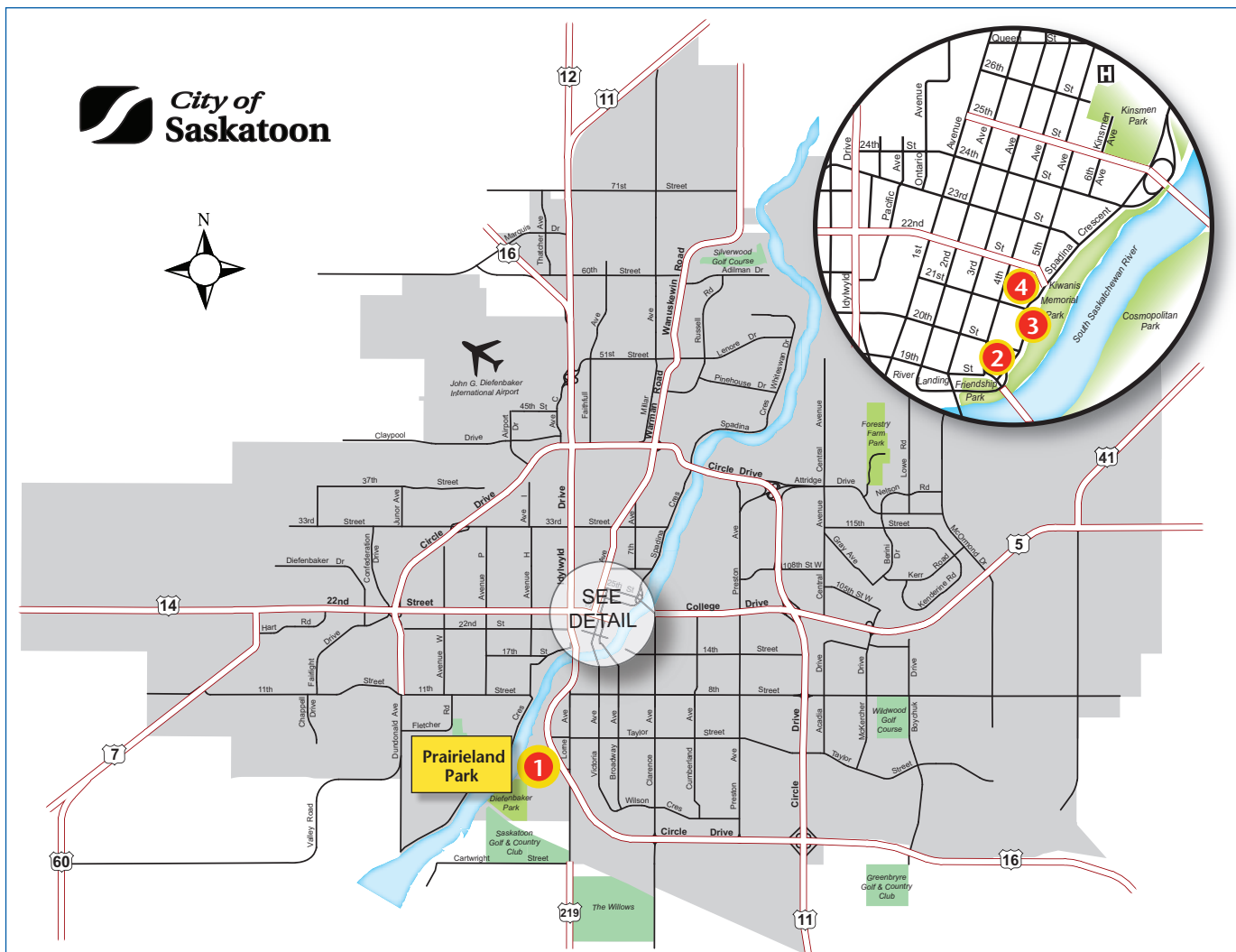
MOTIONS WITH NO SPECIAL ORDER

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
POINT OF ORDER	I rise to a point of order	No	No	No	None	Ruled upon by chair. May interrupt a speaker.
APPEAL	I appeal the decision of the chair	Yes	Yes	No	Majority	Move at time of ruling by chair. Non-debatable if pending motion is not debated.
COMMITTEE OF THE WHOLE	I move to suspend the rule and ... and ...	Yes	No	No	2/3	Bylaws may never be suspended.
OBJECTION TO CONSIDERATION	I object to consideration of this question	No	No	No	2/3	In order only until debate on main motion begins.
COUNTED VOTE	I request a vote on the motion	No	No	No	None	To confirm the result of a vote one member may demand a rising vote.
DIVISION OF MOTION	I move to divide the motion by ...	Yes	No	Yes	Majority	Separates motion if feasible.
POINT OF INFORMATION	I rise to a point of information	No	No	No	None	Answered by Chair. May interrupt a speaker if important.
RECONSIDER	I move to reconsider the vote on the motion re ...	Yes	Yes	No	Majority	Must be made by member who voted on prevailing side. Non-debatable if motion to be reconsidered is not debatable.
TAKE FROM THE TABLE	I move to take the motion re ... from the table	Yes	No	No	Majority	Brings a tabled motion back to the assembly.
WITHDRAW A MOTION	I ask permission to withdraw the motion	Yes	No	No	Majority	Usually done by unanimous consent.

ROLE OF THE PARLIAMENTARIAN

The parliamentarian is a consultant whose role is purely an advisor and resource person for the chair and the meeting. Duties include: respond to questions of clarification about Rules of Order either by the chair or the assembly; discreetly draw to the attention of the chair any errors in following the Rules of Order; and acts as an expert on the Rules of Order to help facilitate the business of the assembly.

NOTE: A parliamentarian does not vote or debate the issues before the assembly.



2019 Annual Meeting and Education Day

- 1** World Trade Centre (WTC) Saskatoon
at Prairieland Park
503 Ruth Street East

Hotels in the area:

- 2** Delta by Marriott
(formerly Radisson Hotel)
405 – 20th Street East
- 3** Delta Bessborough
601 Spadina Crescent East
- 4** Sheraton Cavalier
612 Spadina Crescent East



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