APPENDIX A: LOCAL BYLAWS PROTOTYPE

SASKATCHEWAN UNION OF NURSES
SUN LOCAL BYLAWS

True Certified Copy of the Local Bylaws

For Local _____

Of The Saskatchewan Union of Nurses

Approved by the Local

This _____ day of _____, 20_____

_____
(Local President - print name and sign)

Approved by Constitution, Bylaws and Resolutions Committee

This _____ day of _____, 20_____

_____
(Committee Member)

Approved by SUN Board of Directors

This _____ day of _____, 20_____

_____
(SUN President)

LOCAL BYLAWS

BYLAW 1 – NAME

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

BYLAW 2 – OBJECTIVES

2.01 To support the objectives and activities of the Saskatchewan Union of Nurses.

2.02 To regulate relations and promote effective communication between Union members and their employer.

2.03 To promote the knowledge of members of the Local in all things related to their social and economic welfare through education and research.

BYLAW 3 – MEMBERSHIP

3.01 Subject to Article 3 - Membership of the Constitution of the Saskatchewan Union of Nurses, the Local shall represent all registered nurses and graduate nurses, registered and graduate psychiatric nurses, registered and graduate nurse practitioners and other allied personnel within the jurisdiction of the local and that are members in good standing.

3.02 Members who occupy positions designated as multi-site/multi-facility positions are members of the local determined to be their "home base" within a sub-network, or a base hospital, or a certified bargaining unit.

3.03 Members of the Local shall pay dues as and when required.

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

BYLAW 4 – MEETINGS

4.01 The Local shall hold an annual meeting between October 1st and November 30th of each calendar year. At this meeting the following business will occur:

- announcements of all executive election results;
- election of other officers and committees;
- receiving the annual reports of the officers and committees for the previous business year;
- receiving previous meeting minutes, and documentation of all previous financial decisions;
- and transacting such other business as may be brought before it.

4.02 The Local may hold such additional meetings as the Local executive or the members may desire.

4.03 Local meeting notices will be shared with President of SUN, Board of Directors representative and Network Lead.

4.04 _____ members present at a meeting of the Local, or three (3) members, whichever is the greater, shall constitute a quorum for meetings of the Local.

4.05 Notice of any meeting of the Local shall be deemed to be duly given if it is sent to members through appropriate electronic/other communication not less than two (2) weeks prior to such meeting.

4.06 Every member in good standing of the Local may attend and participate in any meeting of the Local.

4.07 Each member is entitled to one (1) vote at meetings of the Local and there shall be no votes by proxy.

4.08 The Local executive and/or committee(s) of the Local may hold such meetings as necessary to assist in the administration of the affairs of a Local.

4.09 A majority of officers shall constitute a quorum for any meeting of the Local executive or committee(s).

BYLAW 5 – NOMINATIONS AND ELECTIONS

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

5.02 All executive positions shall be elected through the Local Executive Election process outlined in Bylaw 4.33 through Bylaw 4.48. Election results will be announced at the annual meeting.

Local Committee Elections

5.03

i) The current Local Executive shall choose a member(s) in good standing to be the Returning Officer and Scrutineer(s) if running single and/or multiple polls.

ii) The Local Returning Officer/Scrutineer(s) must not be a candidate in the ongoing elections.

iii) Polling stations should be in a neutral site accessible by members and the Local Returning Officer and Scrutineer(s) shall run the polls.

iv) The current Local Executive will provide a current list of SUN members to the individuals sitting at the polls.

v) Voting members need to produce their SUN card or a valid government picture ID. No proxy votes are allowed.

vi) Once members have voted they must exit the polling station.

vii) The Returning Officer and Scrutineer(s) shall be responsible for counting of ballots immediately after all polls are closed.

viii) All ballot boxes for advance polls must be sealed and signed until all polls are closed and then included in the counting of ballots.

ix) The Returning Officer shall notify the local and SUN Provincial of the results of the election in writing to maintain confidentiality of the election process.

x) After conclusion of the election process, all ballots must be kept in a secure location and boxes must be sealed and signed. All ballots shall be destroyed after one year.

xi) Elections for committees for the Local shall be by secret ballot and shall require a majority of the votes cast.

Should there be vacant positions, those positions will be elected/appointed at the annual meeting.

Announcement of all positions will be at the conclusion of the annual meeting.

xii) If the results of the locally run election are contested, notice of same shall be sent to the SUN President who will cause an impartial recount of ballots within twenty-eight (28) days and will advise the local of the results of that recount. The candidate must submit the request for the challenge to the SUN President within the twenty-eight (28) day period noted above.

5.04 In the event of a vacancy or if a vacancy occurs in the executive or committees of the Local, the executive shall appoint a temporary officer for the duration of the unexpired term or annual meeting, whichever first occurs.

5.05 Local Executive Positions and Terms of Office

- If Local has combined positions, note the positions combined
- If Local has added other positions to the local executive that are not listed here, list them below

Position	1 yr term	2 yr term	3 yr term	Other year term
President				
Vice President				
Secretary				
Treasurer				

5.06 In the event a vacancy occurs in the executive or committees of the Local, the executive shall appoint a temporary officer for the duration of the unexpired term or annual meeting, whichever first occurs.

BYLAW 6 – EXECUTIVE AND OTHER POSITIONS

6.01 The affairs of the Local shall be administered by an executive composed of the following:

i) President;
ii) Vice-President(s);
iii) Secretary;
iv) Treasurer;
v) other position(s) as determined by the Local.

6.02 The President and Treasurer cannot be the same person.

6.03 Any positions may be combined if the Local so desires, except those identified in Bylaw 6.02.

6.04 The duties of the officers of the Local shall be:

i) The President shall:
   a) preside at all meetings of the Local;
   b) enforce the provisions of the Constitution, Bylaws and Local Bylaws of the Saskatchewan Union of Nurses;
   c) be an ex-officio member of all committees of the Local;
   d) perform such other duties as assigned by the Local or the Local executive;
   e) be charged with responsibility of establishing and maintaining communications between the local and the Network Lead;
   f) be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union.

ii) The Vice-President(s) shall:
   a) assist the President of the Local in the discharge of their duties;
   b) perform the duties of the president during the president's absence;
   c) perform such other duties as assigned by the Local or the Local executive.

iii) The Secretary shall:
   a) keep accurate minutes of all meetings of the Local and the executive;
   b) conduct all correspondence in accordance with instructions given by the President and the executive.

iv) The Treasurer shall:
   a) be a signator for Local bank accounts;
   b) receive all monies paid into the Local and give official receipts for all monies received;
   c) deposit all monies received in the name of the Local in such financial institution as the executive may direct;
   d) request to receive copy or report on all financial decisions and transactions from other signing officers;
   e) provide a financial report at all regular meetings or as requested.

v) Other position(s) determined by the Local.

<u>Occupational Health and Safety Representatives</u>

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

Work Area Representative

6.06 All Locals, with the exception of base hospitals, will appoint a work area representative from each site.

6.07 The Work Area Representative shall be responsible to communicate between the Local Executive and the members in the site in the following manner:

i) Contact Local President when labour relations or professional practice concerns arise in day to day work.
ii) Communicate with Unit Representatives (where applicable).
iii) Provide a report to Local meetings (where applicable).
iv) Post material provided for member information.

Unit Representative

6.08 Work sites existing of multiple units will appoint a unit representative(s) from interested members on the unit(s).

6.09 The Unit Representative shall be responsible to communicate between the Work Area Representative (where applicable) and member, with the exception of base hospitals, on the unit in the following manner:

i) Contact the Work Area Representative when labour relations or professional practice concerns arise in day to day work.
ii) Communicate with Work Area Representatives to support members (where applicable).
iii) Post material provided for member information.

The Base Hospital Unit Representatives shall be responsible to communicate between the Local Executive and the members on the unit in the following manner:

i) Contact the Local President when labour relations or professional practice concerns arise in day to day work.
ii) Post material provided for member information.
iii) Provide a report to the Local meeting.
iv) Provide a report to the members of the unit from the Local meeting.

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

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

6.12 If desired by the Local, the chairperson for each committee shall be chosen from the executive.

6.13 Locals may choose to have the roles of committee chairpersons as part of their Local Executive.

BYLAW 7 – REVENUE

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

7.02 Members of the Local shall pay dues in the amount of at least $20.00 per member per month as per Bylaw 9.02, or in the amount of $_____ per member per month that may be determined by a meeting of the Local.

The Local shall fix such dues at such amount as will enable it to meet its obligations and to function effectively in carrying out the objectives of these Bylaws.

7.03 All officers and persons having custody or control of the funds or property of the Local shall, if so required by the Local, give a bond of a reliable surety company in the form approved and in the amount fixed by the local Executive. All officers of the Local shall deliver to their successors all funds and property in their possession received by them from their predecessors, and they shall not be released from their bonds until they have fully accounted for and delivered such funds and property. Any officer or member who misappropriates any funds or property of the Local, or who retains for their own use or fails to deliver to their successor any funds or property of the Local, shall be referred to the SUN President.

7.04 There shall be an annual audit or review of the accounts of the Local's financials with the report to be presented to the annual meeting of the Local. Audit/review of the Local's financials shall be conducted by an arms-length third party.

7.05 The Local Executive shall appoint a minimum of three (3) members to be named as signators. Of those three (3) members appointed, the President and the Treasurer will hold signing authority. Cheque signers can include any other appointed signators as determined by the Local Executive.

Financial business of the Local, for any transactions, must be signed/authorized by any two (2) of the signators.

Cheques cannot be signed by the recipient of the cheque.

7.06 Any payment made to members of the local shall be fixed by the membership of the local through a motion or local policy.

Notice of any meeting shall be communicated to the membership at least two (2) weeks in advance.

BYLAW 8 – AMENDMENTS

8.01 These bylaws may be amended or altered only with the approval of a majority vote at a meeting of the Local. No amendments shall take effect until the approval of both the members of the Local and the Board of Directors of the Saskatchewan Union of Nurses has been obtained.

Changes to the Local Bylaws Prototype are within the purvue of locals in these bylaws: 1.01, 4.04, 5.05, 7.02.

Any other changes to the Local Bylaws Prototype must be addressed through amendments submitted to the SUN Annual Meeting.

8.02 Notice of intention to amend these bylaws as noted above shall be given at least two (2) weeks prior to the Local meeting being called for that purpose. Such notice must set out details of the proposed amendments for the information of the members of the Local.

8.03 Locals shall submit their Local Bylaws annually by December 31st to the Constitution, Bylaws and Resolutions Committee.

BYLAW 9 – INTERPRETATION

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