



Health Sector Local 3354-1 Bylaws

Revised by Local 3354-1: September 26th, 2022

Approved by the Health Sector: November 26th, 2022

Approved by the Membership Constitution and Legislation: April 6th, 2023

Saskatchewan Government and General Employee's Union Health Sector Local 3354–1 Bylaws

1.0 Name

This local shall be known as the Local 3354-1 of the Saskatchewan Government and General Employees Union.

2.0 Objectives

The objectives of this Local shall be to unite the members of the Health Sector for the purpose of collective bargaining and to advance their mutual interests, in accordance with the Constitution and policies of SGEU.

3.0 Membership

All members in good standing of the SGEU Health Sector who work in Melfort, St. Brieux, Naicam and surrounding areas.

4.0 Fiscal Year

The fiscal year of Local 3354–1 shall end on December 31st of each year.

5.0 Meetings

Where possible, Local meetings shall be held in the months of March, June, September, and November. Additional Executive and /or membership meetings may be called at the request of the Chairperson.

The meeting places shall rotate as follows: Nirvana, Parkland Place, Melfort Hospital, Chateau Providence.

Quorum shall be as set out for the annual meeting.

Virtual meetings may be held when deemed necessary with appropriate rationale.

5.1 Special Meetings

Special meetings may be called with the request of ten (10) per cent of the members of the Local.

Notice for such meetings shall be twenty-one (21) days.

The order of business shall be at the discretion of the Chairperson and the Executive, except that no business shall be dealt with which was not indicated in the notice of the meeting.

Quorum shall be as set out for the annual meeting.

Recall shall be as per the Health Sector Bylaws.

5.2 Executive Meetings

Shall be called at the discretion of the Chairperson, and /or Local Executive.

Quorum shall a simple majority of the Local Executive.

5.3 Annual Meeting

Where possible, the Annual Meeting of the Local 3354–1 shall be held in September. The Local Executive shall determine a date and time.

The meeting places shall rotate as follows:

2023 Parkland Place
2024 Melfort Hospital
2025 Chateau Providence
2026 Nirvana

and shall continue on in future.

All members of Local 3354-1 are eligible to attend the Annual Meeting with voice and vote.

Quorum shall be those in attendance.

5.4 Annual Meeting Notice

Notice for the Annual Meeting shall be posted one month in advance of the meeting.

5.5 Order of Business

GENERAL MEETING:

- Call to order
- Statement of Equality
- Ombudsman
- Adoption of Agenda
- Minutes from the last General Meeting
- Treasurer's report
- Old Business
- New business
- Good and Welfare
- Adjournment

ANNUAL MEETING:

- Call to order
- Statement of Equality
- Ombudsman
- Adoption of Agenda
- Minutes from the last Annual Meeting
- Local Chairperson's report
- Treasurer's report
- Deferred business from the last Annual Meeting
- Amendments to Local Bylaws
- Elections
- Convention Resolutions
- New business
- Good and Welfare
- Adjournment

6.0 Elections

Elections for the Executive Officers shall be held at the Annual Meeting as follows.

Elections for the Chairperson and Secretary shall be in even numbered years, with elections for the Vice Chairperson and the Treasurer being held in odd numbered years.

To be eligible for election an individual must be a member in good standing as per the SGEU Constitution.

An election committee shall be struck at the Annual Meeting.

All elections shall be done by secret ballot.

Elections of Chief Steward and Stewards shall be done in accordance with the Health Sector Bylaws, Bargaining Guidelines and SGEU Constitution.

6.1 Term of Office

The term of office shall be two (2) years.

7.0 Structure and Duties of Local 3354–1

The Local Executive shall be composed of the Chairperson, Vice Chairperson, Secretary and Treasurer

7.1 Duties of the Local Executive

- a) Provide assistance to bargaining committee
- b) Provide assistance to Chief Stewards and Stewards
- c) Develop sub-committees as required
- d) Communicate and report to Health Sector

7.2 Local Table Officers

7.2.1 Duties of the Chairperson

The Chairperson shall chair all Local meetings and enforce observance of the SGEU Constitution, Policies and Sector Bylaws.

The Chairperson (or designate) shall be an ex-officio member of all Local Committees.

The Chairperson shall be authorized to countersign all checks drawn on Local Funds.

The Chairperson shall be responsible for approving union leave for all Local members on Local business.

The Chairperson shall make a written report at the Health Sector Bi-Annual Meeting. (BGM)

The Chairperson shall only vote in the result of a tie.

7.2.2 Duties of the Vice Chairperson

The Vice Chairperson shall, in the absence of the Chairperson, assume all duties and powers of the Chairperson.

7.2.3 Duties of the Secretary

The Secretary shall keep an accurate record of the proceedings of all meetings in the Local. Shall be responsible to forward a copy of minutes to the Health Sector Chair.

Shall conduct correspondence of the Local.

Shall maintain an accurate Steward list.

Shall send out a notice of call for resolutions to the Local members to be presented at the Annual Meeting of the Local and then to be presented at the Health Sector biannual Meeting.

Shall be authorized to countersign all checks drawn on Local funds

7.2.4 Duties of the Treasurer

The Treasurer shall collect and deposit any funds in a chartered bank or Credit Union to the credit of the Local.

Shall keep a record of accounts, subject to examination by the auditor or designated individual.

Make presentation of interim financial reports at general and executive meetings, as well as present a reviewed financial statement at the Annual Meeting.

Shall be authorized to countersign all checks on Local funds.

Shall pay all debt incurred by the Local using Local funds.

8.0 Ombudsman

The Ombudsman shall ensure respectful meetings/events and will have the authority to intervene and address the meeting floor at their discretion to remind meeting attendees to be respectful and to adhere to the Equality Statement.

9.0 Committees

9.1 Scholarship

Be responsible for the coordination of Scholarships as per Local criteria policy.

9.2 Social and Recreation Committee

Be responsible for the coordination of all social and sports activities on a Local basis as directed by the Local.

9.3 Good and Welfare

Good and Welfare shall be conducted as per the Local Policy criteria.

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