



## **Health Sector Local 3354-2 Bylaws**

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## TABLE OF CONTENTS

Local Bylaws.....	3
1.0 Name.....	3
2.0 Location.....	3
3.0 Objectives.....	3
4.0 Membership.....	3
5.0 Fiscal Year.....	3
6.0 Structure and Duties of the Sector/Local Executive.....	3
7.0 Meetings.....	5
8.0 Elections.....	6
9.0 Convention Delegates.....	7
10.0 Good and Welfare.....	7
11.0 Travel Expenses.....	7
12.0 Honorarium.....	7

**LOCAL BYLAWS**

**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION  
LOCAL 3354-2**

**BYLAWS**

- 1.0 NAME**  
This Local shall be known as Local 3354-2 of the Saskatchewan Government and General Employees Union.
- 2.0 LOCATION**  
Health Sector Local 3354-2 consists of members working in the communities of Nipawin, Carrot River, Arborfield, Cumberland House and Smeaton.
- 3.0 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,
- 4.0 MEMBERSHIP**  
All members in good standing of the SGEU Health Sector who work in the old North East Health District Boundaries.
- 5.0 FISCAL YEAR**  
The fiscal year of the Local shall end on December 31<sup>st</sup> of each year.
- 6.0 STRUCTURE AND DUTIES OF THE LOCAL EXECUTIVE**
- 6.1 The Local Executive shall be composed of the Chairperson, Vice Chairperson, Secretary and the Treasurer.
- 6.2 The term of office shall be two years, with Chairperson and Secretary elected in even numbered years and the Vice Chairperson and Treasurer elected in odd numbered years.
- 6.3 All elected representatives will take the Oath of Office per Article 5.2 of the SGEU Constitution.
- 6.4 All Elected Official shall, in all aspects of Union activity, conduct Themselves in accordance with SGEU Constitution, Policies, Code of Ethics for Elected Officials, and Sector/Local Bylaws.

6.5 Develop sub committees as required.

6.6 Provide assistance to Stewards, Chief Stewards and the Bargaining Committee.

6.6.1 **Chairperson**

6.6.1.1 The Chairperson duties and responsibilities are as follows:

6.6.1.2 Preside at all meetings and enforce due observance of the SGEU Constitution, Policies and Bylaws of the Local/Sector.

6.6.1.3 Shall be authorized to countersign all cheques drawn on the Local Funds.

6.6.1.4 Shall only vote in case of a tie.

6.6.1.5 Be an ex-officio member of all Local committees.

6.6.1.6 Be responsible for approving all union leave for the Local members on business for the Local.

6.6.1.7 Through the secretary, ensure that all seats allotted to the Sector/Local for any Convention/event are filled.

6.6.1.8 Shall make a written/verbal report to the Health Sector at the Health Sector Annual Meeting.

6.6.2 **Vice Chairperson**

6.6.2.1 The Vice Chairperson duties and responsibilities are as follows:

6.6.2.2 In the absence of the Chairperson assume the duties of the Chairperson.

6.6.2.3 Shall be authorized to countersign all cheques drawn on the Local Funds.

6.6.2.4 Maintenance of Steward List.

Page 4

6.6.3 **Secretary**

6.6.3.1 Keep an accurate record of the proceedings of all meetings of the Local and send a copy to the Health Sector Chair.

6.6.3.2 Conduct all Local correspondence.

6.6.4 **Treasurer**

6.6.4.1 Collect and deposit all funds into a chartered bank or credit union to the credit Of the Local Union.

6.6.4.2 Shall be authorized to countersign all cheques on Local Funds.

6.6.4.3 Keep a proper record of accounts, subject to examination by the auditor or Designated individual.

6.6.4.4 Make presentation of interim financial reports of the Local and Sub-Local Accounts at general and executive meetings, as well as present an audited financial statement of these accounts at the annual meeting and provided a copy of the audited statement to the Health Sector.

**7.0 Meetings**

7.1 Local meetings shall be held at least 3 times per year.

7.1.2 Additional executive and/or membership meetings may be called at the request of the chairperson.

7.1.3 Virtual meetings may be held as needed.

**7.2 Special Meetings**

7.2.1 May be called with a request of (10) percent of the members of the local.

7.2.2 Quorum will be as set out for the Annual Meeting.

7.2.3 The Order of Business in a Special meeting shall be at the discretion of the Chairperson and the executive, except that no business shall be dealt with which is not indicated on the notice of the meeting.

7.2.4 Notice for such meetings shall be (21) days.

### 7.3 **Executive Meeting**

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

7.3.2 Quorum shall be simple majority of the Local Executive.

### 7.4 **Annual Meeting**

7.4.1 The Annual Meeting of the Local shall be held in September. The Local executive shall determine the date and location and a notice will be posted 4 weeks prior to the meeting indicating the order of business.

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

7.4.3 Quorum shall be those people in attendance.

## 8.0 **Elections**

8.1 Elections for the Chairperson, Vice Chairperson, Secretary, and Treasurer shall be held at the Annual Meeting.

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

8.3 An election committee shall be struck at the annual meeting.

8.4 All election shall be done by secret ballot.

8.5 Elections of Chief Stewards and Stewards shall be done in accordance with

**9.0 Convention Delegates**

9.1 Two members of the Executive shall be automatic delegates to SGEU Health Sector Biennial General Meeting. Executive Members shall be considered first when selecting delegates to attend the SGEU Convention and Health Sector BGM. Other members may be considered once Executive members have been exhausted.

9.2 These delegates will come out of our Local allotment.

**10.0 Good and Welfare**

10.1 A maximum of \$500 shall be used each year for Good and Welfare of our Membership.

10.2 The amount given for each request shall be determined by the Local Executive.

**11.0 Travel Expenses**

11.1 Mileage will be paid for one vehicle from each community to attend meetings. Travel as per SGEU Policy.

**12.0 Honorarium**

12.1 Honorarium for Chairperson shall be \$200 per term.

12.2 Honorarium for Vice-Chairperson, Secretary, and Treasurer shall be \$100 per term.

12.3 Honorarium to be paid at the end of the term.