



Health Sector Local 3354-3 Bylaws

Revised by Local 3354-3 on September 12th, 2022

Approved by the Health Sector on November 26th, 2022

**Approved by the Membership, Constitution and Legislation Committee on
April 6th, 2023**

SASKATCHEWAN GOVERNMENT AND GENERAL

EMPLOYEES UNION

HEALTH SECTOR LOCAL 3354-3

BYLAWS

1.0 NAME

This Local shall be known as the Local 3354-3 of the Saskatchewan Government and General Employees Union.

2.0 LOCATION

This Local shall include the Membership within the Saskatchewan Health Authority / former Kelsey Trail Health Region from the following Communities: Tisdale, Hudson Bay, Porcupine Plain, Kelvington and Rose Valley, Saskatchewan

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 Local 3354-3.

5.0 FISCAL YEAR

The fiscal year of the Local shall end on December 31st of each year.

6.0 MEETINGS

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

Notification of Date and Location of Local Meetings shall have the minimum of ten (10) calendar days.

6.1 SPECIAL MEETINGS

Local meetings may be called with a request of (10) of the members of the local.

Notice for such meetings shall be (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.

6.2 EXECUTIVE MEETINGS

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

Quorum shall be a simple majority of the Local Executive.

6.3 ANNUAL MEETING

The Annual Meeting of the Local shall be held in September. The Local Executive shall determine a date and location.

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

Quorum shall be those people in attendance.

6.4 ANNUAL MEETING NOTICE

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

6.5 TRAVEL POLICY FOR MEETING ATTENDANCE

Members must share travel, or mileage reimbursement may be reduced. Travel Policy shall be for up to four members/vehicle, unless otherwise approved by the Local Chair.

7.0 ELECTIONS

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

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 Stewards and Stewards shall be done in accordance with the Health Sector Bylaws and SGEU Constitution.

TERM OF OFFICE

The term of office shall be two years, with the Chairperson and Secretary in even numbered years, and the Vice Chairperson and Treasurer in odd numbered years.

7 STRUCTURE AND DUTIES OF THE LOCAL

a) The Local Executive shall be composed of the Chairperson, Vice Chairperson, Secretary and Treasurer from Local 3354-3.

7.1 DUTIES OF THE LOCAL EXECUTIVE AND TABLE OFFICERS

- a) Provide assistance to Bargaining committee.
- b) Provide assistance to Chief Stewards and Stewards.
- c) Develop sub committees as required.

7.2 LOCAL TABLE OF 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.

She/he (or designate) shall be an ex-officio member of all Local committees.

The Chairperson shall be authorized to countersign all cheques drawn on local funds.

She/he shall be responsible for approving union leave for all Local members on local business.

She/he shall make a written/verbal report to the Health Sector at the Health Sector Annual Meeting.

The Chairperson shall only vote in a tie.

An Honorarium of two hundred dollars (\$200.00)/term shall be given to the Chairperson at the completion of their duties.

The Chairperson shall be deemed an automatic delegate to the Health Sector BGM.

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.

She/he shall be authorized to countersign all cheques drawn on local funds.

Further duties include the organization and maintenance of the Chief shop steward system.

Shall maintain an accurate steward list.

An Honorarium of one hundred dollars (\$100.00)/term shall be given to the Vice Chairperson at the completion of their duties.

The Vice Chairperson shall be deemed an automatic delegate to the Health Sector BGM.

7.2.3 DUTIES OF THE SECRETARY

The Secretary shall keep an accurate record of the proceedings of all meetings of the Local.

She/he shall conduct correspondence of the Local.

An Honorarium of one hundred dollars (\$100.00)/term shall be given to the Secretary at the completion of their duties.

The Secretary shall be deemed an automatic delegate to the Health Sector BGM.

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 proper record of accounts, subject to examination by an 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.

Make presentation of annual financial report to Health Sector Treasure for BGM.

Shall be authorized to countersign all check on Local Funds.

Shall purchase Condolence/Retirement/Farewell Cards as necessary.

An Honorarium of one hundred dollars (\$100.00)/term shall be given to the Treasurer at the completion of their duties.

The Treasurer shall be deemed an automatic delegate to the Health Sector BGM.

8. COMMITTEES

8.1.1. EDUCATION

Shall notify health sector chair when Leadership Development courses are required.

8.1.2. SOCIAL AND RECREATION COMMITTEE

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

8.1.3. GOOD AND WELFARE COMMITTEE

Shall consist of the Local Executive and Local Chief Stewards.

Requests for Emergency Assistance:

- Members may make an emergency request for assistance for a Local Member by emailing the request to the Local Chair.
- The request shall be forwarded to the Local Executive to make a decision on the request. The Chair shall remove any identification, such as names and location from the request to avoid any conflicts.
- There shall be a response time included in the request, with motion to accept/deny with a seconder. Majority of response in given time shall rule the decision.

Requests for Donation:

- Members may requests for donations towards fundraising events that the Member or the Members family is participating in.
- Non-emergent requests that do not have time sensitivity, shall be presented at the Local meetings and voted upon by the Membership in attendance.

HEALTH SECTOR Local 3354-3 SCHOLARSHIP

- The Health Sector Local 3354-3 awards up to two (2) \$250 Scholarships annually. The Scholarships are open to all Local 3354-3 Members in Good Standing, their spouses and dependent(s). The applicant must be registered in either full-time or part-time studies at a recognized post-secondary institution. All applicants must apply in Good Faith as to the completion of their studies.
- See Attached Document

ORDER OF BUSINESS

GENERAL MEETING

Reading of the minutes from the last meeting
Treasurer`s report
New Business
Provincial Council Report
Committee reports
Old Business
Good and Welfare
Adjournment

ANNUAL MEETING

Reading of the minutes from the last Annual Meeting
Local Chairperson Report
Secretary/Treasurer report
Deferred business from the last Annual meeting
Amendments to local bylaws
Elections
Convention resolutions
Committee Reports

New Business
Good and Welfare
Adjournment

Approved and Amended by Local 3354-3: September 12, 2022

Sector Approval: November 26th, 2022

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Application Deadline: Postmarked by September 30th, 2023.

You can either mail or email application to:

**SGEU Health Sector Local 3354-3
Box 584
Kelvington, SK S0A 1W0**

Or email to: samartin@sasktel.net

To Apply: Provide the following items:

- (1) Letter of Introduction**
- (2) Complete resume, including volunteer and community involvement.**
- (3) Photocopy proof of enrollment to a post-secondary institution.**
- (4) A typed essay of 250 – 500 words on “What do you think a new member needs to know about OUR union?”**

Please remember to list all resources. Plagiarized applications will be disqualified.

SGEU Health Sector Local 3345-3 SCHOLARSHIPS

1.0 Scholarship Criteria of Rating

1. Essay out of 9 points total

a) Clarity out of 3 points _____

b) Presentation out of 3 points _____

c) Shows understanding of out of 3 points _____
Union Movement

2. Post-Secondary Education is in 1 point _____
the Health Care Field

3. Health Sector Member 1 point _____

4. Half points will be awarded.

5. In the event of a tie; the names will be drawn out of the hat.

Total is out of a possible 11 points. _____