

APPENDIX A: SUN NETWORK COUNCIL BYLAWS PROTOTYPE

**SASKATCHEWAN UNION OF NURSES
SUN NETWORK COUNCIL BYLAWS**

True Certified Copy of the Bylaws

For _____ SUN Network Council

Of The Saskatchewan Union of Nurses

Approved by the Network Council

This _____ day of _____, 20_____

(SUN Network Council Chairperson - 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)

- 3.02 The members of the SUN Network Council are elected from the locals comprising the SUN Network Council in accordance with the Local Bylaw 5.02.
- 3.03 All members of the SUN Network Council are subject to the orders, bylaws, rulings and decisions of the SUN Network Council.

BYLAW 4 – MEETINGS

- 4.01 The SUN Network Council shall hold an annual meeting with members in the Network between September 1st and October 31st of each calendar year for the purpose of receiving the annual reports of the officers and committees for the previous business year, previous meeting minutes, documentation of all previous financial decisions, and transacting such other business as may be brought before it.
- 4.02 The SUN Network Council shall hold a minimum of three (3) meetings per calendar year.
- 4.03 _____ members present at a meeting of the SUN Network Council, or three (3) members, whichever is the greater, shall constitute a quorum for meetings of the SUN Network Council.
- 4.04 Notice of any meeting of the SUN Network Council shall be deemed to be duly given if it is sent to members through appropriate electronic communication not less than two (2) weeks prior to such meeting.
- 4.05 Every member in good standing of a Local in the Network may attend and participate in any meeting of the SUN Network Council.
- 4.06 Each SUN Network Council Representative or alternate is entitled to one (1) vote at meetings of the SUN Network Council and there shall be no votes by proxy.
- 4.07 The SUN Network Council executive and/or committee(s) may hold such meetings as necessary to assist in the administration of the affairs of the SUN Network Council.
- 4.08 A majority of officers shall constitute a quorum for any meeting of the SUN Network Council executive or committee(s).

BYLAW 5 - ELECTIONS

- 5.01 The SUN Network Council executive shall be elected by and from SUN Network Council Representatives at the SUN Network Council annual meeting.
- 5.02 Elections of officers and committees for the SUN Network Council shall be by secret ballot and shall require a majority of the votes cast by SUN Network Council Representatives. The term of office is for a period of _____one (1) year or ____two (2) years. [Please check and initial the appropriate term]
- 5.03 Committee members may be elected at any meeting of the SUN Network Council by the SUN Network Council Representatives.
- 5.04 In the absence of candidates for positions, the SUN Network Council executive may appoint members in good standing to these positions.
- 5.05 In the event a vacancy occurs in the executive or committees of the SUN Network Council, the executive shall appoint a temporary officer for the duration of the unexpired term if it is less than six (6) months. If the vacancy is greater than six (6) months a by-election shall be held within the next sixty (60) days.

BYLAWS 6 – EXECUTIVE

- 6.01 The affairs of the SUN Network Council shall be administered by an executive composed of the following:
- i) SUN Network Council Chairperson;
 - ii) Vice-Chairperson;
 - iii) Secretary;
 - iv) Treasurer;
 - v) Chairperson of committees as desired by each SUN Network Council.
- 6.02 The SUN Network Council Chairperson and Treasurer cannot be the same person.

6.03

The duties of the officers of the SUN Network Council shall be:

- i) The SUN Network Council Chairperson shall:
 - a) preside at all meetings of the SUN Network Council;
 - b) attend meetings of the Board of Directors as required;
 - c) enforce the provisions of the Constitution, Bylaws and SUN Network Council Bylaws of the Saskatchewan Union of Nurses;
 - d) be an ex-officio member of all committees of the SUN Network Council;
 - e) be charged with the responsibility of establishing and maintaining communications between the Network Lead, the Board of Directors Representatives, and the locals in their respective network;
 - f) be charged with representing the views of the membership of the SUN Network Council they represent at meetings of the SUN Board of Directors;
 - g) perform such other duties as the SUN Network Council or the SUN Network Council executive may assign to them;
 - h) be responsible to the general meeting for carrying out and enforcing policies, rules and regulations enacted by the Union;
 - i) Establish and chair SUN Network Council meetings as required;
 - j) Serve on committee of SUN Network Council as required;
 - k) Provide home office space to perform SUN Network Council duties.

- ii) The Vice-Chairperson shall:
 - a) assist the SUN Network Council Chairperson in the discharge of their duties;
 - b) perform the duties of the SUN Network Council Chairperson during their absence.

- iii) The Secretary shall:
 - a) keep accurate minutes of all meetings of the SUN Network Council and the executive;
 - b) forward minutes to all SUN Network Council Representatives, Network Lead, Board of Directors Representative and respective ERO;
 - c) conduct all correspondence in accordance with instructions given by the Chairperson and the executive.

- iv) The Treasurer shall:
 - a) receive all monies paid into the SUN Network Council and give official receipts for all monies received;
 - b) deposit all monies received in the name of the SUN Network Council in such financial institution as the executive may direct;
 - c) request to receive copy or report on all financial decisions and transactions from other signing officers;
 - d) prepare an annual financial statement of the SUN Network Council.

6.04 The SUN Network Council shall have full power and authority to set up committees as deemed necessary.

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

6.06 The Chairperson for each committee shall be chosen from the members of that committee.

BYLAW 7 – SUN NETWORK COUNCIL REPRESENTATIVE

7.01 The SUN Network Council Representative or alternate should, if able, attend SUN Network Council Meetings.

7.02 The SUN Network Council Representative shall:

- i) Be charged with the responsibility of establishing and maintaining communication between the SUN Network Council and their respective facility/agency or local.
- ii) Be charged with representing the views of the membership of the facility/agency or local they represent at meetings of the SUN Network Council.

BYLAW 8 – REVENUE

8.01 SUN Network Councils will create financial policies to provide direction regarding financial practices.

- 8.02 The revenue of the SUN Network Council shall be derived from SUN provincial grants.
- 8.03 All officers and persons having custody or control of the funds or property of the SUN Network Council shall, if so required by the SUN Network Council, give a bond of a reliable surety company in the form approved and in the amount fixed by the SUN Network Council Executive. All officers of the SUN Network Council 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 SUN Network Council, or who retains for their own use or fails to deliver to their successor any funds or property of the SUN Network Council, shall be referred to the President.
- 8.04 The SUN Network Council fiscal year shall be from October 1st to September 30th.
- 8.05 There shall be an annual review of accounts of the SUN Network Council by an arms-length third party with the review report to be presented to the Annual Meeting of the SUN Network Council.
- 8.06 The SUN Network Council shall appoint or elect a minimum of three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership. Financial business of the SUN Network Council, such as withdrawal of funds or transactions by cheque, must be signed by any two (2) of the following officers of the SUN Network Council: Chairperson, Vice Chairperson, Secretary or Treasurer, or any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.
- 8.07 SUN Network Council grant submissions, including a union activities plan, budget, bank reconciliations as of September 30th, bank statement as of September 30th, treasurer's report and minutes from the current year's annual meeting including all officer's reports, be submitted no later than October 31st.
- 8.08 The expense allowance of paid officers of the SUN Network Council, if any, shall be fixed by the membership of the SUN Network Council and be reflected in financial policy at the

meeting at which such paid officers are to be elected. Thereafter, such expense allowance shall not be increased during the terms of their office except by a special meeting of the membership of the SUN Network Council called for such purpose. Notice of this meeting shall be communicated to the membership at least two (2) weeks in advance.

- 8.09 Any payment of honourariums or wage replacement, regardless of dollar amount, must be processed through a payroll system that will do appropriate deductions and will become taxable income according to Canada Revenue Agency regulations. Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.

BYLAW 9 – AMENDMENTS

- 9.01 These bylaws may be amended or altered only with the approval of a majority vote at a meeting of the SUN Network Council. No amendments shall take effect until the approval of both the members of the SUN Network Council and the Board of Directors of the Saskatchewan Union of Nurses has been obtained.
- 9.02 Notice of intention to amend these bylaws shall be given at least two (2) weeks prior to the SUN Network Council meeting being called for that purpose. Such notice must set out details of the proposed amendments for the information of the members of the SUN Network Council.

BYLAW 10 – INTERPRETATION

- 10.01 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.