



# HEALTH SECTOR BYLAWS

Revised by the Health Sector Executive on June 21th, 2018  
As amended at the Biennial General Meeting on October 4th, 2018  
Approved by the MC&L Committee on February 4th, 2019



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# **SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

## **HEALTH SECTOR BYLAWS**

### **1.0 NAME**

This sector shall be known as the Health Sector of the Saskatchewan Government and General Employees' Union (SGEU)

### **2.0 LOCATION**

Refer to Article 8 of the Health Sector Bylaws

### **3.0 OBJECTIVES**

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

### **4.0 DEFINITIONS**

4.1 Member in good standing: shall have the rights and privileges afforded them under the SGEU Constitution.

4.2 Plurality refers to the one with the most votes

4.3 Recall refers to a process by which an elected official can be removed from his/her office.

4.4 SGEU refers to Saskatchewan Government and General Employees' Union

4.5 Election Protocol (as per Health Sector Policy Manual)

4.6 SHA refers to Saskatchewan Health Authority

## **5.0 MEMBERSHIP**

All members of SGEU who work in the Saskatchewan Health Authority (former Kelsey Trail Health Region former Keewatin Yatthé Regional Health Authority, former Mamawetan Churchill River Regional Health Authority), Cancer Agency, J T Ambulance and any other bargaining units that may be assigned, to the Health Sector.

## **6.0 SECTOR LIFE MEMBERSHIP**

### **6.1 CRITERIA:**

- 6.1.1. At least ten (10) years membership in good standing in the Health Sector
- 6.1.2. Must have served in various elected capacities within the Health Sector.
- 6.1.3. Shall not be an active member within the union structure.

### **6.2 SELECTION PROCESS:**

- 6.2.1. The Health Sector Executive shall establish a three (3) person committee, comprised of executive members, to review all nominations from Locals.
- 6.2.2. The committee will propose up to two (2) nominees to the Health Sector Executive.
- 6.2.3. The Health Sector Executive may, by secret ballot vote, recommend that up to two (2) nominees be referred to the Sector Biennial General Meeting for confirmation.
- 6.2.4. Nominees put forward to the Biennial General Meeting shall be elected by secret ballot vote, and shall receive a two-thirds (2/3) majority of the delegates at the Biennial General Meeting to have Health Sector Life Membership conferred upon them.

### **6.3 ROLES AND RESPONSIBILITIES:**

- 6.3.1. be eligible to participate in all Health Sector sponsored social activities.
- 6.3.2. not hold elected positions within the Health Sector.
- 6.3.3. be free of regular dues and assessments.

6.3.4 may attend Union Meetings and shall have voice at the courtesy of the Chair but shall not have vote.

## **7.0 FISCAL YEAR**

The fiscal year of the Health Sector shall end on August 31<sup>st</sup> of each year.

## **8.0 THE HEALTH SECTOR STRUCTURE SHALL:**

Be divided into locals.

Local 3354-1	SHA (former Kelsey Trail Health Region)
Local 3354-2	SHA (former Kelsey Trail Health Region)
Local 3354-3	SHA (former Kelsey Trail Health Region)
Local 3024-1	Sask. Cancer Agency - Regina
Local 3024-2	Sask. Cancer Agency - Saskatoon
Local 3328-3	SHA (former Mamawetan Churchill River Regional Health Authority)
Local 3328-2	SHA (former Keewatin Yatthé Regional Health Authority)
Local 3491-1	J T Ambulance

## **9.0 EXECUTIVE AND TABLE OFFICERS SHALL:**

9.1 Be composed of the Chairperson, Secretary, Treasurer, Provincial Council members (one (1) of which will be the Sector Vice-President), other Vice-President seats that may be held by Health Sector Members and one Bargaining Committee member from each Local. The Vice - Chair shall be elected at the first executive meeting from the members of the executive.

9.1.1 Duties and responsibilities shall be to:

9.1.1.1 Manage day-to-day operations of the Health Sector as required.

9.1.1.2 Select delegates to special SGEU conventions/conferences, and/or Union Committees as may be required.

9.1.1.3 Review the fiscal operations of the Health Sector as required.

9.1.1.4 Provide assistance to their Provincial Council Members.

9.1.1.5 Determine the size of all sub committees.

9.1.1.6 Make the final decision on all subcommittee recommendations

9.1.1.7 Fill any interim vacancies with alternate or by appointment until an election can be held.

- 9.1.1.8 Ratify the selection of the chairpersons of the Health Sector sub committees.
- 9.1.1.9 Review the Health Sector's Vice President, Chairperson, Secretary & Treasurer honoraria Biennially
- 9.1.1.10 Review Bargaining Guidelines prior to submission to the Membership/Constitution and Legislation Committee.
- 9.1.1.11 Review resolutions for SGEU Convention as per the SGEU Constitution.

## 9.2 TERM

All Bargaining Unit representatives shall be elected and serve a term as specified by the Bargaining Guidelines. All other representatives shall be elected from the floor at the Health Sector Biennial General Meeting for a two (2) year term to commence at the close of the SGEU Convention or as per the SGEU Constitution.

## 10.0 HEALTH SECTOR EXECUTIVE

### 10.1 DUTIES AND RESPONSIBILITIES

#### 10.1.1 **The Chairperson Shall:**

- 10.1.1.1 Chair all Health Sector and Health Sector Executive meetings and enforce observance of the SGEU Constitution, policies and bylaws.
- 10.1.1.2 Be an ex-officio member of all Health Sector sub committees or his/her designate.
- 10.1.1.3 Be authorized to countersign all cheques drawn on Health Sector funds.
- 10.1.1.4 Be responsible for approving union leave for all Health Sector members on Health Sector business.
- 10.1.1.5 Through the Secretary, will make emergency decisions in contacting alternate delegates from the Health Sector for any union convention or meeting where there are vacancies for Health Sector representatives.
- 10.1.1.6 Only vote in the case of a tie.
- 10.1.1.7 Be the chief spokesperson for the Health Sector regarding Health Sector issues.
- 10.1.1.8 Be an automatic to Provincial Council.



10.1.1.9 Be the alternate to the Health Sector Vice President.

**10.1.2 The Vice- Chairperson shall:**

10.1.2.1 In the absence of the Chairperson, assume all the duties and powers of the Chairperson.

10.1.2.2 Be authorized to countersign all cheques drawn on Health Sector funds.

10.1.2.3 Make booking arrangements for Biennial meetings.

**10.1.3 The Secretary shall:**

10.1.3.1 Keep an accurate record of the proceedings of all meetings of the Health Sector and Health Sector Executive as per SGEU Policy

10.1.3.2 Conduct all correspondence of the Health Sector.

10.1.3.3 Send out a notice of call for resolutions to the Health Sector members for the SGEU convention.

10.1.3.4 Send out a notice to call for amendments to the Health Sector Bylaws.

10.1.3.5 Maintain lists of all representatives, delegates, and alternates.

10.1.3.6 Include the organization and maintenance of the Chief Steward and Steward system, which includes maintaining a current Steward List.

10.1.3.7 Ensure all stewards are registered, by numbered districts, and Chief Stewards by numbered zones, with the appropriate union designate within the Regina office within thirty (30) days of the conclusion of the elections as per SGEU Constitution.

10.1.3.8 Be authorized to countersign all cheques drawn on Health Sector funds.

**10.1.4 The Treasurer shall:**

10.1.4.1 Collect and deposit any funds in a chartered bank or credit union to the credit of the Health Sector.

10.1.4.2 Be authorized to countersign all cheques drawn on Health Sector funds.

10.1.4.3 Pay all debt incurred by the Health Sector using Health Sector funds.

10.1.4.4 Keep a proper record of accounts, subject to examination by the auditor(s).

- 10.1.4.5 Make presentation of audited financial statement at the Biennial meeting and also present interim financial reports at general and executive meetings.
- 10.1.4.6 Submit the audited financial statements to the SGEU Treasurer annually following approval at the Health Sector Biennial Meeting in even years and by the Health Sector Executive (and Table Officers) in odd years.
- 10.1.5 **The Vice-President as per constitution shall:**
  - 10.1.5.1 Assume the duties of President as required or designated.
  - 10.1.5.2 Visit each bargaining unit, local or workplace as requested.
  - 10.1.5.3 Consult with Health Sector Chair regarding Communications to Union Proper..

## **11.0 ELECTION**

### **11.1 EXECUTIVE AND TABLE OFFICERS**

- 11.1.1 Vice-President, Chairperson, Secretary, Treasurer, Provincial Council members and Alternates of Provincial Council.
- 11.1.2 All Bargaining Unit representatives shall be elected and serve terms as specified in the Bargaining Guidelines.
- 11.1.3 **Criteria**  
To be eligible for nomination an individual must be a member in good standing, as per the SGEU Constitution.
- 11.1.4 **Process**
  - 11.1.4.1 An Elections Committee shall be struck as per the Health Sector Election Protocol (as per Health Sector Policy Manual).
  - 11.1.4.2 Nominated and elected from the floor at the Biennial General Meeting, absent nominees are required to send a signed letter of acceptance.
  - 11.1.4.3 Votes will be by secret ballot as described in the SGEU Constitution
  - 11.1.4.4 Declared elected incumbents are by plurality
  - 11.1.4.5 Health Sector Chairperson shall be an automatic to the Provincial Council entitlement.

- 11.1.5 Term
  - Two (2) year term as per SGEU Constitution
- 11.2 PROVINCIAL STANDING COMMITTEES (with the exception of Administration)
  - 11.2.1 Criteria
    - To be eligible for nomination an individual must be a member in good standing, as per the SGEU Constitution.
  - 11.2.2 Process
    - 11.2.2.1 An Elections Committee shall be struck as per the Health Sector Election Protocol (as per Health Sector Policy Manual).
    - 11.2.2.2 Nominated and elected from the floor at the Biennial General Meeting, absent nominees are required to send a signed letter of acceptance.
    - 11.2.2.3 Votes will be by secret ballot as described in the SGEU Constitution
    - 11.2.2.4 Declared elected incumbents are by plurality
    - 11.2.2.5 The floor will be immediately opened for nominations of alternate(s) to all elected incumbents. Alternates shall be by plurality.
  - 11.2.3 Term
    - Two (2) year term as per SGEU Constitution (with the exception of Membership Constitution and Legislation and Provincial Grievance Appeals Committee will hold a four (4) year term)
  - 11.2.4 Representative to:
    - 11.2.4.1 Administration as per SGEU Constitution
    - 11.2.4.2 Anti-privatization
    - 11.2.4.3 Education and Publicity
    - 11.2.4.4 Fostering Acceptance of Indigenous Rights
    - 11.2.4.5 Grievance
    - 11.2.4.6 Long Term Disability

11.2.4.6.1 Number of representatives as per SGEU Long Term Disability Plan Text / SGEU Constitution

11.2.4.7 Membership/Constitution and Legislation

11.2.4.8 Occupational Health and Safety

11.2.4.9 Women's

11.3 RESOLUTION COMMITTEE Representative – one (1) delegate

11.3.1 Criteria

Must be a delegate to SGEU Convention

11.3.2 Process

11.3.2.1 On a rotational basis:

SHA (former Mamawetan Churchill River Regional Health) - 2019

Sask. Cancer Agency Regina - 2020

JT Ambulance, - 2021

SHA (former Kelsey Trail Health Region) – Nipawin - 2022

SHA (former Keewatin Yatthe Regional Health) – 2023

Sask. Cancer Agency Saskatoon - 2024

SHA - (former Kelsey Trail Health Region) – Melfort - 2025

SHA - (former Kelsey Trail Health Region) – Tisdale - 2026

11.3.2.2 In the event of more than one (1) member wishing to participate, the Representative will be randomly selected by the Health Sector Executive.

## **12.0 VACANCIES**

Shall be filled as per these Bylaws

12.1 Will be filled by the alternate moving up.

12.2 If no alternate exists an election shall be held at a Health Sector executive meeting to fill the vacancy.

12.3 Or as per the applicable Bargaining Guidelines.

## **13.0 RECALL OF ELECTED OFFICIALS**

- 13.1 An elected official may be subject to a recall process.
- 13.2 Petition Process
  - 13.2.1 Recall must be petitioned for by twenty-five (25) percent of the members who are represented by the person being recalled.
  - 13.2.2 The petition must outline the reasons for recall in clear and concise language.
  - 13.2.3 Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date and location.
  - 13.2.4 The official facing the recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall be at least fourteen (14) days prior to the meeting.
- 13.3 Recall Process
  - 13.3.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
  - 13.3.2 A secret ballot vote of two-thirds (2/3) majority of those members in attendance shall be required to unseat the incumbent. Only those who are represented by the Officer being recalled can vote on the recall.
- 13.4 Vacancies created by a recall:
  - 13.4.1 Will be filled by the alternate moving up.
  - 13.4.2 If no alternate exists an election shall be held at the meeting to fill the vacancy.

## **14.0 OATH OF OFFICE FOR ALL ELECTED OFFICIALS.**

All elected officials will take the oath of office as follows:

"In accepting nomination, I ..... do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union that I will truly and faithfully perform the duties of my office in accordance with the SGEU Constitution, Code of Ethics, Statement of Equality, the Policies and the Bylaws of the Union. I will safeguard

and protect the assets of the Union and return all assets at the close of my term in office."

## **15.0 HEALTH SECTOR EXECUTIVE SUB - COMMITTEES**

15.1 BYLAW/MEMBERSHIP COMMITTEE shall:

15.1.1 Be appointed from the membership at the discretion of the Health Sector Executive and meet at the direction of the Health Sector Chairperson.

15.1.2 Deal with questions relating to Health Sector bylaws and policies.

15.1.3 Ensure bylaws or proposed amendments do not contravene the SGEU Constitution.

15.1.4 Review bylaws for potential amendments to be presented at a Health Sector Executive meeting and subsequent Biennial General meeting.

15.1.5 May be responsible for resolving membership complaints.

15.2 EDUCATION AND PUBLICITY COMMITTEE shall:

15.2.1 Be appointed from the membership at the discretion of the Health Sector Executive and meet as required by the Health Sector Executive.

15.2.2 Be responsible for the education of the members about the principles and policies of the Union.

15.2.3 Shall arrange Leadership Development 10 training courses through the Education Officer of the Union for elected members.

15.2.4 Arrange for publicity of Health Sector affairs and programs.

15.2.5 Perform such other duties as the Health Sector Executive may direct.

15.2.6 Selections and review of Scholarships as available.

15.3 SOCIAL AND RECREATION COMMITTEE shall:

15.3.1 Be appointed from the membership at the discretion of the Health Sector Executive.

15.3.2 Be responsible for the coordination of all social and sport activities as directed from time to time by the Health Sector executive.

- 15.4 GRIEVANCE COMMITTEE shall:
- 15.4.1 Be the Bargaining Committee from the respective Bargaining Units.
- 15.5 CREDENTIALS COMMITTEE shall:
- 15.5.1 be made up of no less than three (3) members
- 15.5.2 be struck prior to Biennial General Meeting
- 15.5.3 be responsible for the accurate recording of membership

## **16.0 MEMBERSHIP MEETINGS**

- 16.1 BIENNIAL GENERAL MEETING
- 16.1.1 The Biennial General Meeting of the Health Sector shall be held at a date and location determined by the Health Sector Executive.
- 16.1.2 All members of the Health Sector are eligible to attend the Biennial General Meeting and shall have voice and vote.
- 16.1.3 Notice of the Biennial Meeting shall be posted at least four(4) weeks prior to the meeting. This notice shall include a call for resolutions for the SGEU Convention and Health Sector Bylaw amendments with the deadline for submissions to be one (1) week prior to the meeting. The proposed agenda, proposed amendments to the bylaws and the positions up for election, shall be included with the notice of the biennial meeting with the date, time and location.
- 16.1.4 Elections for the following positions  
Vice President  
Chairperson  
Secretary  
Treasurer  
Provincial Council  
Provincial Standing Committees as per 11.2 of the Health Sector Bylaws
- 16.1.5 The order of business to govern each Biennial General Meeting shall be as follows:
- Call to Order
  - Reading of Statement of Equality (Ombudsman)
  - Adoption of the Agenda
  - Introductions
  - Adoption of the minutes, as circulated, of last Biennial meeting
  - Nomination/Election of Election Committee

- Health Sector Chairperson Report
- Adoption of Treasurer's Annual Report (including approval of the audited financial statement)
- Local's - Chairperson's Yearly Activity report (including yearly financial report)
- V.P. Report / Provincial Council Report
- Bargaining Unit Reports
- Deferred business from last Biennial meeting
- Amendments to Bylaws
- Convention Resolutions
- Changes to policies from other meetings
- Committee reports - written
- Table Officer Elections
- Committee Elections
- Other Conventions Delegate Elections
- NUPGE (Triennial)
- CLC (Triennial)
- New Business
- Good and Welfare
- Adjournment

## 16.2 HEALTH SECTOR EXECUTIVE MEETINGS

- 16.2.1 The Health Sector Executive shall meet at least four (4) times per year, one of which will be in conjunction with the Biennial meeting.
- 16.2.2 Additional meetings may be called at the request of the Health sector chairperson or one third of the members of the Health Sector Executive.
- 16.2.3 Notice for the Health Sector executive meetings shall be fourteen (14) days.
- 16.2.4 The Table Officers shall meet at the call of the Chairperson to deal with emergent matters related to the Health Sector between executive meetings. Any decisions made at these meetings are to be reviewed at the next Health Sector Executive Meeting.
- 16.2.5 Conference Calls may be used and notice for the call will be as much time as possible.

## 16.3 SPECIAL MEETINGS

- 16.3.1 A special meeting of the general membership may be called at any time upon the direction of the Chairperson or the Executive or upon the written request of fifty (50) members of the Health Sector.



- 16.3.2 Notice for such special meetings shall be twenty one (21) days and shall specify the business for which the meeting is called.
- 16.3.3 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.
- 16.4 QUORUM
  - 16.4.1 For Executive meetings, fifty (50) percent plus one (1) of the Health Sector Executive members in attendance shall constitute a quorum.
  - 16.4.2 For the Biennial General Meeting, quorum shall be fifty (50) percent plus one (1) of those people in attendance.
  - 16.4.3 For Special Meetings, which are to deal with business specific to the Health Sector, quorum shall be fifty (50) percent plus one (1) of those people in attendance.
- 16.5 MEETING ATTENDANCE
  - 16.5.1 An Elected member missing more than three (3) consecutive meetings, without prior notification shall be deemed to have resigned. The remaining term shall be filled by the alternate.
  - 16.5.2 Absent with Regrets: In order to be considered Absent with Regrets, you must inform the Chairperson within seventy-two (72) hours prior to, that you are unable to attend the meeting/event, except due to extenuating circumstances.

**17.0 CONVENTION DELEGATES**

- 17.1 The delegates to the SGEU Annual Convention shall be elected at the Local level as per SGEU Constitution and Health Sector Policies
  - 17.1.1 Provincial Council Elect/FAIR Committee member seats as per the SGEU Constitution.
  - 17.1.2 One (1) Equity seat to be allocated on a rotational basis.
    - SHA (former Mamawetan Churchill River Regional Health) - 2019
    - Sask. Cancer Agency Regina - 2020
    - JT Ambulance - 2021
    - SHA (former Kelsey Trail Health Region) – Nipawin - 2022
    - SHA (former Keewatin Yatthé Regional Health) - 2023
    - Sask. Cancer Agency Saskatoon - 2024
    - SHA (former Kelsey Trail Health Region) – Melfort - 2025

SHA (former Kelsey Trail Health Region) – Tisdale - 2026

- 17.2 Saskatchewan Federation Labour (SFL) Convention Delegates shall:
  - 17.2.1 Be the Health Sector VP and the SFL President, SFL Secretary/Treasurer Elect (if from the Health Sector) from the overall entitlement
  - 17.2.2 The Remaining delegates/alternates shall be elected at the Local level on a rotational basis.
  - 17.2.3 One delegate elected per Local

SHA (former Mamawetan Churchill River Regional Health) - 2019

Sask. Cancer Agency Regina - 2020

JT Ambulance - 2021

SHA - (former Kelsey Trail Health Region) – Nipawin - 2022

SHA (former Keewatin Yatthé Regional Health) – 2023

Sask. Cancer Agency Saskatoon - 2024

SHA - (former Kelsey Trail Health Region) – Melfort - 2025

SHA - (former Kelsey Trail Health Region) – Tisdale - 2026

- 17.3 National Union of Public and General Employees(NUPGE) and Canadian Labour Congress (CLC) Convention delegates/alternates shall:
  - 17.3.1 Be the NUPGE President or NUPGE Secretary/Treasurer Elect (if from the Health Sector) from the overall entitlement.
  - 17.3.2 The remaining delegates/alternates shall be elected from members in good standing at the Biennial General Meeting.
- 17.4 Alternates may:
  - 17.4.1 Be randomly selected by the Health Sector Executive
  - 17.4.2 Be placed on a Health Sector alternate list
- 17.5 Observers may:
  - 17.5.1 First preference will be given to first time observers.
  - 17.5.2 Be randomly selected by the Health Sector Executive.
  - 17.5.3 Be placed on a Health Sector alternate list.

## **18.0 RULES OF ORDER**

- 18.1 In accordance with the SGEU Constitution and Bourinot's Rules of Order.
- 18.2 The order of business must include: statement of equality, appointment of Ombudsman, adopting of the agenda and adoption of the previous minutes.
- 18.3 An accurate records of all meetings and a register of attendees will be kept. After the adoption of the minutes, they will be signed by the Chair or the Secretary and kept in a minute book or binder. They will be the official records of all business done in the Health Sector. A copy shall be forwarded to the appropriate union designate within the Regina office (As per SGEU Policy).
- 18.4 At the close of each meeting the chair will sign his/her name directly below the last person's name who signed in and add the time and date.
- 18.5 A quorum will be fifty (50) percent plus one (1) of those members in attendance.
- 18.6 The Chairperson of the meeting will vote only in the event of a tie.
- 18.7 There will be no proxy voting at meetings.

## **19.0 AUDIT**

- 19.1 Auditors shall be appointed at a Health Sector Executive meeting prior to the end of the Fiscal year.
- 19.2 The Auditor's report on the previous fiscal year will be reviewed and approved at the Biennial General Meeting.

## **20.0 FINANCIAL STATEMENT**

- 20.1 The Treasurer will submit the audited financial statement annually to the SGEU Treasurer.

## **21.0 COMMUNICATIONS**

- 21.1 All public statements shall be consistent with SGEU Constitution and Policies and must have prior approval from the SGEU President.

## **22.0 STEWARD / CHIEF STEWARD ORGANIZATION.**

22.1 As per Bargaining Unit Guidelines and the SGEU Constitution.

## **23.0 AFFILIATION TO SASKATCHEWAN FEDERATION OF LABOUR AND LABOUR COUNCILS**

23.1 SFL – affiliated by Sector

23.2 Labour Council – affiliated by geographic boundaries as per CLC Constitution

## **24.0 AMENDMENTS TO BYLAWS**

24.1 Bylaws Amendments will be voted on at the Biennial General Meeting.

24.2 These Bylaws may be amended by a motion adopted by two-thirds (2/3) majority of those Members present at the Biennial General Meeting.

24.3 Any amendments to these Bylaws will become effective on the closing of the Biennial General meeting at which it was passed.

24.4 These Bylaws will be forwarded to the SGEU MC&L Committee within sixty (60) days of membership approval at the BGM in accordance with Policy article 5.1.2.2.1

## **25.5 Policy Manual**

25.1 The Policy Manual of the Health Sector shall be reviewed and endorsed annually at the close of the budget year, by the Executive of the Health Sector. Any amendments shall be reported to the Biennial General Meeting of the Health Sector.