

BYLAWS

SASKATCHEWAN EMERGENCY NURSES GROUP

BYLAW I – ELECTION OF BOARD OF DIRECTORS

1. The offices of President, President-Elect, Secretary, Treasurer, Communications Officer, Education Coordinator-North, Education Coordinator-South, and FOUR (4) Members-At-Large shall be elected at Annual General Meetings of SENG. Members-At-Large may be expanded by two additional members per every 100 SENG members as required. Office will be assumed immediately following the Annual General Meeting.
2. The Communications Officer, Education Coordinator-North and TWO (2) Members-At-Large shall be elected in even years.
3. The Secretary, Treasurer, Education Coordinator-South and alternate TWO (2) Members-At-Large shall be elected in odd years.
4. The position of President-Elect and President shall follow consecutively with no elections needing to be held in between. The President-Elect shall be elected in odd years to serve a ONE (1) year term. At the completion of this term, the President-Elect shall move into the position of President for the TWO (2) year term in the even years.
5. The term of office for all positions, with the exception of President-Elect (see above), shall be for TWO (2) years. No one shall hold the same office for more than THREE (3) consecutive terms.
6. Vacancies occurring on the Board of Directors may be filled by Provincial Executive Committee appointment until election at the next Annual General Meeting.

BYLAW II – IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall be a member of the Board of Directors for a term of ONE (1) year.

BYLAW III – FEES

1. Annual Membership fees must be paid electronically through the NENA website. Members may join SENG at any time of the year for the annual membership. This fee will include membership in NENA.
2. Members will be notified in writing (electronically) by NENA of the membership dues at any time payable by them, and if they are not paid within one calendar month following the membership renewal date, the members shall be in default and shall automatically cease to be members of SENG and NENA, and shall forfeit all rights and privileges thereof.
3. The Provincial Board shall give notice of its intent to propose changes in the membership fees at least THIRTY (30) days prior to requesting a vote, either electronically or at the AGM.

BYLAW IV – QUORUM

1. Quorum for the Annual General Meeting shall consist of the majority of those present, THREE (3) of which must be members of the SENG Board of Directors.
2. One half plus one members of the Board of Directors shall constitute a quorum of the Board of Directors for Provincial meetings. Meetings may occur in person or by means of tele- or electronic communication.

BYLAW V – SPECIAL COMMITTEES

1. Ad Hoc committees to carry out short term projects or assignments may be appointed by the SENG Board or by the membership at the Annual General Meeting of SENG.
2. The Board may appoint special committees to carry out regular projects/assignments. These shall be chaired by a member of the Board.

BYLAW VI – PROVINCIAL AND NATIONAL AFFILIATION

1. The Board of Directors may name a SENG representative to serve as liaison with appropriate Provincial or National Groups.
2. The Board of Directors may name a SENG representative to serve as an official SENG presence at local and regional meetings requiring representation by an Emergency Nurse.
3. The Council of the Saskatchewan Registered Nurses Association shall be informed of SENG members serving on Provincial and National Groups.

BYLAW VII – NOTICE OF MEETING

1. Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means: by telephonic, electronic, or other communication facility , during a period of 30 days before the day on which the meeting is to be held.

BYLAW VIII – VOTING

1. At the Annual General Meeting (AGM), each member shall be entitled to attend and vote in person.
2. The Board of Directors may prescribe, at its discretion, the use of email ballots to enable eligible voters at either Board of Directors meeting or Members meetings. Instruction for the completion and return of ballots will be delineated clearly on both the notice for said meetings, and on the agenda to be circulated in advance of such meetings. Instructions for completing and returning ballots shall include:
 - a) a deadline for the return of ballots,
 - b) return email address
 - c) a clearly worded resolution requiring the voter to express approval or disapproval, and
 - d) a clearly marked section on the ballot to enter approval or disapproval.

e) All ballots will be collected and tabulated, protecting the identity of the member, by the scrutineers appointed by the Board, and/or NENA Webmaster between the ballot return deadline and the next AGM. Those results will be given to the SENG Secretary for announcement by the President. Ballots and/or NENA Webmaster reports will be retained by the Secretary for ONE (1) year.

BYLAW IX - ORDER OF BUSINESS

1. The order of business of any meeting of SENG shall be as follows:
 - a) Call to order
 - b) Approval of Agenda
 - c) Approval of minutes of the previous meeting
 - d) Business arising from the minutes
 - e) Treasurer's report
 - f) Other reports, as necessary
 - g) Correspondence
 - h) New business
 - i) Open forum
 - j) Adjournment with assignment of next meeting date

BYLAW X – DISAFFILIATION FROM NENA

1. SENG may, by recommendation of the SENG Board of Directors and a vote by the membership, withdraw its affiliation from NENA.
2. Recognizing that this is a serious step, it should not be taken inadvisably, nor should it be done without exhaustive efforts to resolve differences and negotiate of an ease of tensions.