

HEALTH SERVICES COMPONENT BYLAWS
APPROVED BY THE PROVINCIAL EXECUTIVE ON ~~NOVEMBER 24-25, 2021~~ MAY 15, 2025

File No. 4480-280

1. NAME

(a) This component shall be known as the B.C. General Employees' Union Health Services component hereinafter referred to as the "component."

(b) The component shall consist of all union members within the bargaining units, as defined under the relevant labour legislation and covered by the Health Services component under the terms of the Constitution and Bylaws of the B.C. General Employees' Union.

2. HEADQUARTERS

The headquarters of the component shall be established in accordance with Article 2 of the union's Constitution.

3. OBJECTS

The objects of the component shall be:

(a) To unite all members of the component in a single, democratic organization capable of acting on their behalf;

(b) To provide assistance to bargaining units, bargaining councils, and sectoral councils in their negotiations and to conduct all other matters relevant to the component.

4. MEMBERSHIP

Pursuant to Article 4 of the Constitution, employees of employers in British Columbia who are certified with the union or have voluntary recognition collective agreements with the union, are eligible for full membership in the union by filling out an "application for membership" card.

5. INITIATION FEE

An initiation fee, if prescribed by law, shall be payable to the union.

6. LOCAL BYLAWS

The bylaws of the local shall be consistent with the bylaws of the component and with the Constitution and Bylaws and of the union, and if inconsistent with the Constitution of the union, the Constitution shall be paramount.

7. LOCALS

(a) A local shall be formed and designated in each of the areas coinciding with the geographic boundaries of an area pursuant to the BCGEU Constitution and Bylaws, Constitution Clause 5.3, as described in Appendix A – Area Map.

(b) The geographic boundaries of a local may only be changed pursuant to the policy adopted by the union's provincial executive and contained in Appendix B – Administrative Regions.

8. MEETINGS

- (a) For the purpose of meetings, "component" shall be defined as the component executive as per BCGEU Constitution and Bylaws, Bylaws Section 1(c)(i),(ii),(iii), and (iv).
- (b) Component meetings shall be held as determined by the component vice-president or at the request of the representatives of 30% of the locals of the component.
- (c) Fourteen clear days' written notice shall be given of component meetings with the exception of an urgent situation.
- (d) Component executive meetings shall be held at least quarterly at the call of the component vice-president.
- (e) The table officers of the component executive shall meet at the call of the component vice-president to conduct normal business of the component executive, between executive meetings.
- (f) Each local should meet as often as necessary but in any event not less than twice a year. Such meetings shall be at the call of the local chairperson.
- (g) The order of business at component executive meetings may be:
 - 1. Call to order
 - 2. Reading of minutes
 - 3. Business arising from minutes
 - 4. Communications
 - 5. Convention report
 - 6. Provincial Executive report
 - 7. Financial report
 - 8. Reports of officers and committees
 - 9. Reports of local chairpersons
 - 10. Affiliation reports (CLC, NUPGE, BCFed, Labour Council)
 - 11. Unfinished business
 - 12. Nominations, elections, and installation of officers
 - 13. New business
 - 14. Good and welfare
 - 15. Adjournment
- (h) As soon as possible and not more than 30 days after the date of the annual meeting, the treasurer of the component shall forward to the president an audited financial statement of the books of the component.
- (i) As soon as possible and not more than 30 days after the date of the triennial elections, the component vice-president shall forward to the president a list of the officers and executive of the component.

9. ELECTIONS

- (a) The local nominating period shall be at least 30 clear days before the date set for local elections for the purpose of nominating candidates for all executive positions. All elections will be conducted in accordance with the BCGEU Constitution and Bylaws, Bylaws Section 1(e).
- (b)
 - (i) The chairperson of each local shall sit on the component executive as of right and they attend for up to the first 650 members. Additional members shall be elected to the component executive by the local executive from the local executive on a per capita basis. One additional delegate for each additional 650 members or major part thereof (50% plus one of the 650) to a maximum of four inclusive of the local chairperson.
 - (ii) One component executive member position shall be designated for a young worker representative elected by young workers from among young workers who have been duly elected or acclaimed in any

capacity to serve on a local executive. This young worker representative will be entitled to all voting rights of membership except voting in the component table officer elections and is not eligible to run as a component table officer.

(iii) One component executive member position shall be designated for an equity and diversity representative elected by and from among workers who self-identify in at least one of the following ~~four~~ **three** equity groups who have been duly elected or acclaimed in any capacity to serve on a local executive: ~~1) Indigenous workers, 2) workers with a disability, 3) workers of colour or 4) 2SLGBTQI+.~~ This equity and diversity representative will be entitled to all voting rights of membership except voting in the component table officer elections and is not eligible to run as a component table officer.

(iv) Where a bargaining council or sector council has been established pursuant to these bylaws, the chairperson of the bargaining council or sector council shall sit on the component executive as of right. This chairperson will be entitled to all voting rights of membership except voting in the component table officer elections and is not eligible to run as a component table officer. The bargaining council or sector council chairperson cannot be a local chairperson.

(c) Component elections shall be held triennially following local executive elections on a date to be fixed by the component executive.

(d) Table officers to be elected at component elections are a vice-president, 1st vice-chairperson, 2nd vice-chairperson, 3rd vice-chairperson, treasurer, recording secretary, and additional officers as required. These officers shall be elected for a three-year term by a vote of eligible members of the component executive from among eligible members of the component executive.

(e) The staff member assigned to the component shall be a member ex-officio of the component executive.

(f) In all cases, except for the election of officers at the Triennial Convention, the candidate(s) receiving the most votes will be declared elected as per the BCGEU Constitution and Bylaws, Bylaws Section 2(g).

(g) There shall be no "plumping." Where vacancies in office exist and more than one seat is to be filled, the membership will be clearly instructed as to how many vacancies are to be filled and the number of candidates they must vote for. Where practical, this information will be contained on the ballot.

(h) In the case of nominations for local executive positions, a nomination form shall be made available to all members so that any member may nominate or be nominated for local office. The nomination forms will be provided by the area office as per BCGEU Constitution and Bylaws, Bylaws Section 2(c). All candidate names on the ballot will be in random order. In accordance with the BCGEU Constitution and Bylaws, Bylaws Section 2(g), all elections for local officers are by referendum. No interim local officer elections will be held during the eight months previous to the triennial local officer elections without consulting the component vice-president.

(i) Steward elections

(i) Steward elections will be held every three years, starting in September of the year prior to the year in which local elections are held. Stewards will serve for three-year terms.

(ii) The local executive will determine the appropriate number of stewards for their local at a common worksite or, if there is no shared worksite, by employer and geographic location. The number of stewards will be determined prior to the opening of nominations for election in September.

(iii) The local executive may not assign less than one steward per worksite, or per 100 members, whichever is greater.

(iv) Stewards at common worksites with more than 100 members will be encouraged to form steward committees and elect amongst themselves a lead steward for the purpose of holding regular meetings to discuss matters particular to the worksite that may arise from time to time.

- (v) Nominations, balloting, and voting for stewards is the same process as outlined in 9 (g), (h), and (i) .
- (j) Election Dispute Procedure
 - A. A member of a local, eligible to cast a ballot in a local election (various voting methods), who alleges there has been an irregularity in the election procedure and wishes to challenge the election, may do so by advising the component vice-president, in writing, stating the reason(s) and the alleged irregularity.

Where the local election being challenged is the same local as the component vice-president, the president shall appoint an alternate to investigate the complaint.
 - B. The written challenges must be received by the component vice-president within 10 calendar days of the results of the election being published. The balloting committee shall retain all ballots cast in a local election in safekeeping for a minimum of 30 calendar days of the results of the election being published.
 - C. The component vice-president, upon receiving a complaint as per (A) and (B) above, shall investigate the matter. If, in the opinion of the component vice-president, there has been an irregularity, they shall order another ballot in respect to the election where the irregularity has occurred. The component vice-president's decision shall be final subject to the right of the member alleging the irregularity appealing to the provincial executive through the president.
 - D. For the purposes of this procedure an irregularity shall be defined as any variance which may have affected the result of the election.

10. QUORUM

Two-thirds of the component executive shall constitute a quorum at component executive meetings.

11. ATTENDANCE

The absence of a component executive member from two consecutive meetings without just cause shall constitute grounds for dismissal from the component executive.

12. NEGOTIATIONS

(a) *Local bargaining units*

(i) Where negotiations are conducted at the local bargaining unit level, a bargaining unit negotiating committee shall be elected from the members of the bargaining unit.

The committee shall consist of not more than three members. If additional members are required, the bargaining unit shall request approval for additional members from the component.

(ii) Each local bargaining unit shall elect a negotiating committee, one of whom shall be chairperson, and that chairperson, together with the staff member assigned to the negotiations, will co-chair the committee.

A local bargaining unit negotiating committee may be authorized to elect the chairperson from amongst its members.

Where local bargaining unit members are spread beyond one single geographic location, a referendum system of nominations and elections shall be utilized.

(b) *Sectoral standard agreement*

- i. A sectoral standard agreement committee shall be elected from among the representatives of local bargaining units affected by the sectoral agreement.
- ii. The negotiating committee members will be elected at the bargaining conference and be representative of the administrative regions within B.C. (for example, if the committee requires three (3) members then they shall be one each from Vancouver Island, Lower Mainland/Fraser Valley, Southern Interior and Northern-combined).
- iii. The chairperson of the negotiating committee shall be elected by the bargaining conference participants.

(c) *Bargaining councils*

(i) Bargaining councils may be established with the approval of the component or provincial executive, in accordance with the following:

- where there is a sectoral agreement; or
- where there is a possibility of achieving a sectoral agreement; or
- where there are significant province-wide bargaining units such as crown corporations or agencies.

(ii) A bargaining council shall consist of representatives from each of the bargaining units determined to be of like occupations, industry, or service.

(iii) Where a bargaining unit is a member of a bargaining council, the bargaining unit chairperson shall sit as of right on the bargaining council and one additional bargaining unit representative shall be elected if the membership of the bargaining unit exceeds 15% of the bargaining council membership.

(iv) There shall be no more than two representatives elected from each bargaining unit to sit on the bargaining council.

(v) The bargaining council representatives shall elect a chairperson and a recording secretary.

(vi) The chairperson of each bargaining council shall sit on the component executive as of right.

(vii) The bargaining council will be responsible for developing sectoral agreements for that council and developing strategies to achieve that sectoral agreement.

(viii) If a member of a bargaining council is unable to attend a meeting, the component may permit another member of that bargaining committee to attend in their place and have full voting privileges.

Where the bargaining council chair is unable to attend a scheduled bargaining council meeting, the recorder shall act as chair. The recorder, while acting as chair, shall appoint a recorder.

(d) The president shall be a member ex-officio of any negotiating committee established pursuant to these bylaws.

(e) In the event any negotiating committee conducts themselves contrary to the policies of the union, the union's Executive Committee shall have the right to remove the committee members until the negotiations are complete.

(f) All elections for negotiating committees shall be conducted no more than 10 months, but not less than three months, prior to the expiry of the agreement.

13. SECTOR COUNCILS

(a) The component may establish the following sector councils, as long as membership in each throughout the province does not fall below 1,000 members:

- (i) Health Science Professionals Sector Council
- (ii) Facilities Sector Council
- (iii) Independent Health Care Facilities Sector Council
- (iv) LifeLabs Sector Council

(b) Delegates to each sector council will be elected from each area by the eligible sector members on a per capita basis with one (1) delegate from each area with 1,000 members or less, and one (1) additional delegate from each area for every additional 1,000 members. Elections will occur triennially on a date set by the component executive.

(c) Eligible sector members in each area are as follows:

- For the Health Science Professionals Sector Council, all members belonging to the Health Science Professionals Bargaining Association.
- For the Facilities Sector Council, all members belonging to the Facilities Bargaining Association.
- For the Independent Health Sector Council, all members belonging to independent certifications.
- For the LifeLabs Sectoral Council, all members belonging to LifeLabs certifications.

(d) Each established sector council will meet at least once a year. At the first meeting following the election of delegates to a sector council, the council will elect from among its delegates a chairperson and a vice-chairperson/ recording secretary.

(e) Sector councils will receive reports from staff assigned on negotiations and labour management issues concerning the sector and will make recommendations to the president's office on the appointment of labour management representatives where appropriate. They will also discuss the issues concerning the sector, including strategy on negotiations, labour management, and organizing.

(f) Sector councils will be funded by the component.

(g) The component vice-president or appointed delegate will be entitled to attend all sector council meetings by right with voice but no vote.

(h) A staff representative will be assigned to each sector council and shall be a member ex-officio of the sector council.

14. GRIEVANCE PROCEDURE

(a) The component table officers shall be consulted on interpretive grievances.

(b) No member will discuss any grievance with a supervisor without notifying their steward.

(c) Grievances will be processed according to the provisions of the collective agreement involved and standard forms provided by the union will be used.

15. FINANCING

(a) The component will be financed through a portion of monthly union dues determined by the Provincial Executive pursuant to the BCGEU Constitution and Bylaws, Constitution Clause 10.7.

- (b) The component shall be responsible for the funding of their locals and may do so through an imprest account system. The component will determine the amount of funding for each local and be responsible for payment and oversight of reasonable expenses.
- (c) There shall be a standing component finance committee which shall consist of the treasurer as chairperson and five other members of the component executive as members. This committee will periodically examine the accounts of the locals and shall investigate all reported irregularities. The component vice-president or appointed delegate will be entitled to attend all finance committee meetings by right with voice but no vote.
- (d) The locals may be financed through an imprest account in an amount to be determined by the component. Such funds are to be expended according to guidelines set by the component executive, i.e., day-to-day affairs of the local. Other expenditures deemed necessary by the local must be first approved by the Component Finance Committee.
- (e) An account in a chartered bank or credit union shall be established by each local with the treasurer as signing officer and the chairperson or 1st vice-chairperson as the other signing officer.
- (f) On the last day of every month each local treasurer shall forward a "local statement," with receipts outlining the manner in which monies have been spent during the previous month, to the component treasurer, and the local shall then be reimbursed.
- (g) The component treasurer shall remit to the president approved quarterly financial statements not later than 30 days after the quarter in question.
- (h) The component's financial policy shall conform to the union's financial policies as outlined in the BCGEU Financial Manual.
- (i) In the event of irregularities, the treasurer shall refer the matter to the component finance committee, financial controller, and the treasurer of the union for appropriate action.

16. RULES OF ORDER

Rules of order and procedure shall be those contained in *Roberts' Rules of Order Revised* where not inconsistent with the BCGEU Constitution and Bylaws.

17. TABLE OFFICERS

- (a) The fiscal year of the component and locals shall end on the last day of December of each year.
- (b) Their respective officers shall act for the component and local between meetings.
- (c) If a component office becomes vacant during the term of the office, a replacement shall be elected from among the executive at the call of the component vice-president or 1st vice-chairperson if the component vice-president's office is vacant.
- (d) It shall be the duty of the component vice-president to preside at all meetings of the component executive and to exercise supervision over component affairs.
- (e) The component vice-president shall sit as a member of the provincial executive of the union. If the component is entitled to a second representative to the provincial executive, the 1st vice-chairperson shall sit as a member by right of their position.
- (f) It shall be the duty of the 1st vice-chairperson to act in the absence of the component vice-president and to assist the component vice-president in the discharge of the duties of the component vice-president. In the absence of the component vice-president and the 1st vice-chairperson, the 2nd vice-chairperson shall so act.

(g) It shall be the duty of the recording secretary to keep the minutes of the component and to render such other services as directed by the component executive. A copy of the minutes of component meetings shall be forwarded to the president.

(h) It shall be the duty of the treasurer to establish an account in a chartered bank or credit union and to deal with all component funds and to issue receipts and issue all cheques and prepare necessary financial statements and to render such other services as may be directed by the component executive. The component vice-president, treasurer, and 1st vice-chairperson shall be signing officers of such an account. All disbursements shall require the signatures of at least two signing officers. The component executive can vote to appoint the 2nd vice-chairperson and recording secretary as additional signing officers at any time.

18. CONVENTIONS

(a) Pursuant to Article 8 of the Constitution, delegates to the union's Triennial Constitutional Convention shall be elected from each local's membership on the following basis: the chairperson of each local within a component shall be a delegate for the first 100 members or part thereof and the local may elect one additional delegate for each additional 200 members or major part thereof.

(b) When a local elects its delegates to the Triennial Constitutional Convention, nominations shall exceed the number of delegates to be elected by at least two. The unsuccessful candidates shall be regarded as alternate delegates ranking in accordance with the number of votes received by them.

(c) (i) The component executive shall approve or disapprove all resolutions submitted by the locals to conventions of organizations to which the BCGEU is affiliated.

(ii) Approved resolutions to BCGEU conventions will be submitted to union headquarters as per BCGEU Constitution and Bylaws, Constitution Clause 8.4. Locals must submit resolutions to the component at least 90 days prior to the Convention to be considered.

(d) Delegates to conventions of the Canadian Labour Congress and the BC Federation of Labour shall be selected by the component executive after delegate entitlement and allocation has been determined by the Provincial Executive.

19. GENERAL

(a) No agreements contrary to the bargaining unit collective agreements or the general policy of the union shall be entered into by this component, its locals, bargaining units, bargaining councils, or any of its members. This component and its locals shall not affiliate with any other organization without express written authorization from the provincial executive.

(b) Members wishing to charge other member(s) with a breach of duty of the Constitution and Bylaws shall do so pursuant to the BCGEU Constitution and Bylaws, Constitution Article 7.

(c) These bylaws may be altered or amended by a majority vote of those members of the component executive present at a meeting, providing that notice of motion has been served to each component executive member at least 14 days prior to the meeting.

(d) For the purpose of these bylaws, the number of members in a local shall be that number provided by headquarters for the purpose of determining convention delegate entitlement. In special circumstances that number can be adjusted by the majority vote of the component executive.

(e) These bylaws and subsequent amendments must be submitted to the constitution & structure committee for recommendation to the executive committee and to the provincial executive for approval.

APPENDIX A

Local boundaries(a) **Region 1 - Vancouver Island**

- (1) *Victoria and vicinity*, consisting of that part of Vancouver Island from Chemainus south including the lower Gulf Islands of Saltspring, Mayne, Galiano, Saturna and Pender.
- (2) *Courtenay and vicinity*, consisting of the remainder of Vancouver Island and the mainland coast north of Jervis Inlet as far as Owikeno Lakes.

(b) **Region 2 - Lower Mainland/Fraser Valley**

- (3) *Vancouver and vicinity*, consisting of the area north of the South Arm of the Fraser River inland as far as Golden Ears Park and north to Jervis Inlet and Pemberton.
- (4) *Langley and vicinity*, consisting of the area south of the South Arm of the Fraser River to the Pitt River and the Fraser Valley and Canyon to include Lytton. Eastward the area includes Manning Park.

(c) **Region 3 - Southern Interior**

- (5) *Kamloops and vicinity*, which includes the area centred at Kamloops and includes Lillooet, the North Thompson to Blue River and east to Revelstoke.
- (7) *Kelowna and vicinity*, which includes the Okanagan Valley from Enderby to the US border and also includes Princeton.
- (8) *Cranbrook and vicinity*, which includes the Kootenays east of the Rogers Pass and the Salmo-Creston summit.
- (9) *Nelson and vicinity*, which includes the West Kootenays from Midway and Galena Bay and includes the area east of the Monashee Pass and Crawford Bay.

(d) **Region 4 - Northern**

- (6) *Williams Lake and vicinity*, which includes the large central plateau centred at Williams Lake and including Clinton, Ocean Falls, Quesnel and the Bowron Lakes.
- (10) *Fort St. John and vicinity*, which centres at Dawson Creek, includes the Peace River country east of Pine Pass and the Alaska Highway to Lower Post.
- (11) *Prince George and vicinity*, including area west to Fraser Lake.
- (12) *Terrace and vicinity*, including the northwest part of the province to Burns Lake and the Haida Gwaii.

APPENDIX B**Union policy regarding changing of local boundaries**

The Provincial Executive at its regularly scheduled meeting held March 16, 1978 adopted the following procedure for the changing of local boundaries. This policy has been adopted in response to the change in the Constitution and the commitment made at the 1977 BCGEU Convention to provide a method by which locals could alter their boundaries to better serve the needs of the membership.

1. The local wishing to change its boundaries shall serve the appropriate component with a notice of motion containing the reasons why the request is being made, and reasonable proof that the proposed change is endorsed by the majority of the local membership affected.
2. The motion referred to in (1) above must provide the component with specific information on the change requested, including a description of the proposed new boundaries.
3. The component, after considering the foregoing motion and hearing the views of the other local(s) affected, will refer the matter to the constitution & structure committee with a recommendation for or against the change.
4. The constitution & structure committee, upon receiving a request for a local boundary change endorsed by the appropriate component, will have the committee secretary obtain a joint report from the area representatives concerned.
5. After considering all available information, the constitution & structure committee will make the appropriate recommendations to the provincial executive for action.

This policy has been formulated not to discourage locals from changing their boundaries, but to ensure that the rights and wishes of all the members concerned are fully protected. The Provincial Executive considers the changing of local boundaries to be an important matter, and a great deal of care must be taken before any binding decisions are made.

All locals considering changing their boundaries should pay special attention to the section of the policy which requires proof that the membership affected are involved in the decision and have an opportunity to have their views heard.

APPENDIX C

The component shall establish the following committees whose members will be elected by the component executive:

- 1. Bylaws Committee: Component vice-president (chairperson)
Up to five executive members
- 2. Finance Committee: Component treasurer (chairperson)
Up to five executive members

The component may establish the following committees whose members will be elected by the component executive:

- 1. Resolutions Committee: 1st vice-chairperson (chairperson)
Three executive members
- 2. Membership/ Steward Engagement Committee: Recording secretary (chairperson)
Up to five executive members
- 3. Occupational Health & Safety Committee: Component first vice-chairperson (chairperson)
Up to five executive members
- 4. Women's Committee: All members of the executive who identify as a woman
Chairperson elected by the committee members
- 5. Education Committee: Component second vice-chairperson (chairperson)
Up to five executive members
- 6. Any other committees as requested.

APPENDIX D

Component Executive - duties of the table officers**1. COMPONENT VICE-PRESIDENT**

- (a) It shall be the duty of the component vice-president to preside at all meetings of the component executive and to exercise supervision over component affairs.
- (b) The component vice-president shall chair the component bylaws committee.
- (c) The component vice-president shall sit as a member of the Provincial Executive and serve on committees as appointed by the president of the union.
- (d) The component vice-president shall represent the component at conventions of the union and other organizations to which the union is affiliated.

2. 1st VICE-CHAIRPERSON

- (a) It shall be the duty of the 1st vice-chairperson to act in the absence of the component vice-president and to assist the **component** vice-president in the discharge of the duties of the chair.
- (b) Such other duties as assigned by the component vice-president.

3. TREASURER

- (a) It shall be the duty of the treasurer to establish an account in a chartered bank or credit union and to deal with all component funds, to issue receipts and issue all cheques, and prepare necessary financial statements and to render such other services as may be directed by the component executive and required by the BCGEU Financial Manual.
- (b) The treasurer shall arrange for the annual audit of the component's finances and shall submit financial statements as per Clause 4.2 of the BCGEU Financial Manual. The treasurer shall be responsible for the handling of the component's financial correspondence.
- (c) The treasurer shall forward to the president, within 30 days of the annual meeting, a list of the officers and executive of the component.

4. 2nd VICE-CHAIRPERSON

- (a) It shall be the duty of the 2nd vice-chairperson in the absence of the component vice-president and 1st vice-chairperson to assume the chair and discharge the duties of the chair according to the bylaws.
- (b) Such other duties as might be assigned by the component vice-president.

5. 3rd VICE-CHAIRPERSON

- (a) It shall be the duty of the 3rd vice-chairperson in the absence of the component vice-president, the 1st vice-chairperson and the 2nd vice-chairperson to assume the chair and discharge the duties of the chair according to the bylaws.
- (b) Such other duties as might be assigned by the component vice-president.

6. RECORDING SECRETARY

- (a) It shall be the duty of the recording secretary to keep the minutes of the component and to ensure that all members of the component executive receive an attested copy of the minutes following each component executive meeting.
- (b) Such other responsibilities as assigned by the component vice-president.

Approved by the component executive on ~~September 14-15, 2021~~

Approved by the provincial executive on ~~November 24-25, 2021~~

C4 Model Bylaws/revised ~~Apr 2022~~ May 2025

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