



**Constitution  
of the  
The Homestead Group  
United Nurses & Allied Professionals  
Local 5068**

**Adopted February 22, 2006**

**Amended June 7, 2007**

**Amended November 8, 2010**

**ARTICLE I**

**NAME**

This organization shall be known as the The Homestead Group United Nurses & Allied Professionals, Local 5068 .

**ARTICLE II**

**OBJECTIVES**

**Section 1.** To provide an effective collective bargaining representative for The Homestead Group employees.

**Section 2.** To bring UNAP locals into relations of mutual assistance and cooperation with one another.

**Section 3.** To improve the standards for employees by advancing economic status and securing working conditions essential to the best performance of service.

**Section 4.** To promote UNAP local participation in community activity programs, health systems, agencies, as well as any other regulatory body affecting the delivery of direct support to consumers.

**Section 5.** To work for passage and retention of just laws, which will improve the climate for human services employees, health care consumers, nurses, allied health professionals and health care employees.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.** All non-supervisory employees of the The Homestead Group are eligible for membership.

**Section 2.** Supervisory personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor automatically are removed from membership on the effective date of the promotion.

**Section 3.** Employees in public or private health care or human services facilities outside the jurisdiction of this local may be admitted to membership until

such time as a local is chartered in their jurisdiction.

**Section 4.** No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or beliefs, sex, age, sexual preference, economic status, national origin or disability.

**Section 5.** A member may be expelled for acts detrimental to the union upon presentation of written charges signed by at least  $\frac{1}{4}$  of the total membership and approved by at least  $\frac{3}{4}$  of the local's Executive Council. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

#### **ARTICLE IV**

#### **OFFICERS AND REPRESENTATIVES**

**Section 1.** The following officers and representatives shall be elected biennially by this local:

President  
Executive Vice President  
Secretary  
Treasurer  
Vice Presidents (8)

**Section 2.** Membership in good standing for at least (1) year is required to hold office except during the first three (3) years after the chartering of this local.

**Section 3.** An Election Committee shall be made up of at least (3) interested non-candidate members.

**Section 4.** Elections shall be held by secret ballot during the month of March in even-numbered years. Notice of the election shall be made by mail and received at least fifteen (15) days prior to the date of the election. A reasonable nomination period shall precede the election. Candidates receiving plurality shall be elected. Candidates are installed

immediately upon certification of the election results by the Election Committee.

**Section 5.** Vacancies in any office shall be filled by the Executive Council.

## **ARTICLE V**

### **COMMITTEES**

**Section 1.** The following standing committees shall be active in this local:

- (1) Negotiating Committee
- (2) Grievance Committee

**Section 2.** The following special committees shall be active in this local:

- (1) Budget Committee
- (2) Audit Committee
- (3) Election Committee

**Section 3.** The chair of all committees shall be appointed by the President with consent of a majority of the Executive Council.

## **ARTICLE VI**

### **THE EXECUTIVE COUNCIL**

**Section 1.** The Executive Council of this local shall consist of all elected officers

**Section 2.** The Executive Council shall administer the policy of this local as set by the membership at regular meetings. It shall have the power to act for the good of the local in emergency situations where policy cannot be set by the membership.

**Section 3.** The chair of the Executive Council shall be the President of this local.

**Section 4.** The time and place of the Executive Council meeting shall be set by the Executive Council.

**Section 5.** The Executive Council shall have the power to employ all personnel including an executive Secretary or Treasurer, clerical help, and other persons on a full or part-time basis as may be determined by the needs and finances of the local.

**Section 6.** The Executive Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for union purposes at such rates of interest and terms and conditions as they may deem appropriate; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

**Section 7.** The Executive Council shall report its activities at each regular membership meeting.

## **ARTICLE VII**

### **AFFILIATIONS**

**Section 1.** This Local shall maintain affiliation with the United Nurses & Allied Professionals.  
The Homestead Group United Nurses & Allied Professionals Local 5068 delegates shall be elected at least one (1) month before the United Nurses & Allied Professionals Convention at a regular membership meeting.

**Section 2.** Every reasonable effort shall be made by this local to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

**Section 3.** The local, to the best of its ability, shall be active in the affairs of affiliated organizations.

**Section 4.** Delegates to affiliated organizations shall meet the same requirements as officers of this local. (Must be a member in good standing of this local for at least one (1) year except for the first three (3) years after the chartering of this local union).

**ARTICLE VIII**  
**DUTIES OF OFFICERS**

**Section 1.** The President shall preside at all meetings of the local and of the Executive Council. He/she shall be ex-officio member of all committees (except the Audit Committee), shall sign all necessary papers and documents, and represent the Union when and where necessary. He/she shall make a report to the membership at least once each year summarizing the accomplishments of the union and outlining plans for next year.

**Section 2.** The Executive Vice President shall serve in the place of the President in the absence of that officer. The Executive Vice President is charged with the responsibility of ensuring that the collective bargaining goals of the local are carried out on behalf of members. In addition, the Vice President will assist both the President and the unit representatives in handling matters of mutual concern to local members.

**Section 3.** The duties of the Secretary shall be:

- a. The Secretary shall issue all notices, shall answer all correspondence at the direction of the President and shall report outside correspondence to the President and the Executive Council. He/she shall be the custodian of the charter of this local. The Secretary shall record the minutes of the Executive Board and of general membership meetings.

**Section 4.** The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the local all moneys from dues and all other sources.
- b. To keep the membership roll, issue receipts, and delinquent notices.
- c. To forward all per capita dues and current membership lists to the United Nurses & Allied Professionals Providence Office and to other affiliated organizations to keep this local in good standing at all times.
- d. To be chair of the Budget Committee. He/she shall present a written report to all members once a year.
- e. To pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.

## **Vice Presidents**

**Section 4.** Vice Presidents shall be responsible for representing their constituency in all of the activities engaged by this local. Such activities include, but are not limited to, contract negotiations, grievance handling, communications from members and to members, coordination of job actions, education training programs and other activities.

## **ARTICLE IX**

### **DUTIES OF COMMITTEE**

#### **A. STANDING COMMITTEES**

**Section 1.** The Negotiating Committee shall survey the membership and prepare and substantiate contract proposals. It shall present these proposals for approval of the membership and then negotiate the proposals with the agency. The Negotiating Committee shall be composed of the President, Vice President, Secretary, Treasurer and Vice Presidents.

**Section 2.** The Grievance Committee shall act on all grievances and determine whether or not a grievance is taken to arbitration. This committee shall cause the grievance procedure to be widely publicized and understood.

#### **B. SPECIAL COMMITTEES**

**Section 1.** The Budget Committee shall prepare a budget for adoption by the membership at least one (1) month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.

**Section 2.** The Audit Committee shall audit the Treasurer's books and yearly Financial Report. The Treasurer and check signers are prohibited from serving on this committee.

**Section 3.** The Election committee (see article IV, Section 3 and Section 4) shall conduct all elections in accordance with this constitution.

## **ARTICLE X**

### **MEETINGS**

**Section 1.** The time and place of meetings shall be fixed by the membership. Special meetings will be fixed by the Executive Council.

**Section 2.** There shall be at least one (1) membership meetings per calendar quarter and additional membership meetings as needed.

**Section 3.** A quorum shall consist of five (5) percent of the total membership.

## **ARTICLE XI**

### **FINANCE**

**Section 1.** Regular dues shall be equal to per capita (UNAP dues) required by affiliates plus local dues. Local dues shall be set based on a budget that is prepared by the budget committee.

**Section 2.** Additional finances may be obtained by various fund-raising activities.

## **ARTICLE XII**

### **RULES OF ORDER**

Robert's Rules of Order, Revised, shall govern in all cases not covered by this Constitution.

## **ARTICLE XIII**

### **AMENDMENT**

**Section 1.** This constitution may be amended as follows:

The proposed amendment shall be submitted at any regular membership meeting and read to the assembled members or the proposed amendment may be mailed to the membership at least 6 weeks prior to the next membership meeting. A 3/4 vote at the following membership meeting held within six (6) weeks shall be sufficient to adopt the amendment.

**Section 2.** Bylaws shall be submitted at any regular membership meeting and read to the assembled members. A majority vote (show of hands) is necessary for their adoption.

## **ARTICLE XIV**

### **AVAILABILITY OF CONSTITUTION**

**Section 1.** A copy of this Constitution and all future amendments shall be submitted to the State Office of United Nurses & Allied Professionals.

**Section 2.** Copies shall be made available to other affiliated organizations upon request.

**Section 3.** Copies shall be available for any member of this local upon request to the Secretary.