

**Constitution
of the
UNAP Local 5008**

Adopted November 19, 2008
Bylaws adopted September 16, 2010

ARTICLE I
NAME

5008. This organization shall be known as the United Nurses & Allied Professionals, Local

ARTICLE II
OBJECTIVES

- Section 1.** To provide an effective collective bargaining representative.
- Section 2.** To improve the standards for health care employees by advancing economic status, promoting better preparation in basic education programs, encouraging and promoting continuing education, securing working conditions essential to the best performance of services and the most effective delivery of health care.
- Section 3.** To promote the welfare of the health care consumer by providing progressively better access to and utilization of health care resources in this country.
- Section 4.** To right all forms of bias in health care delivery due to race, creed, sex, age, sexual preference, social, political or economic status, national origin or disability.
- Section 5.** To promote local participation in community health programs, health systems, agencies, as well as any other regulatory body affecting the delivery of health care.
- Section 6.** To work for passage and retention of just laws, which will improve the climate for health care consumers, nurses, allied health professionals and other health care employees.

ARTICLE III
MEMBERSHIP

- Section 1.** All non-supervisory employees of Kent Hospital including but not limited to registered nurses 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.** 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 4.** A member may be expelled for acts detrimental to the UNAP Local 5008 upon presentation of written charges signed by at least ¼ of the total membership and approved by at least ¾ 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

- Section 1.** The following officers shall be elected biennially in even numbered years by this Kent Hospital UNAP Local:

- President
Executive Vice President
Treasurer
Recording Secretary
7 Vice Presidents
1. ER
 2. 2 NW ECCU CCU, IMCU, ICU

3. Preadmission, OR, PACU, Outpatient Surgery, Cath Lab, Endoscopy
4. 3 South, 3 North, PCU, Nsg Office Floats
5. 3 West, Women's Care Center, L & D
6. 4 West, 4 North West, 4 South, 5 West
7. Special Procedures, Dialysis, Wound Care, IV, Coordinated Care, Education, Infection Control, Quality Assurance, IT, Miscellaneous

- Section 2.** The Vice Presidents shall be elected by their constituency groups.
- Section 3.** Membership in good standing for at least one (1) year is required to hold office except during the first three (3) years after the chartering of this local.
- Section 4.** An Election Committee shall be made up of interested non-candidate members.
- Section 5.** Elections shall be held by secret ballot during the month of December in even-numbered years beginning in the year 2008. Notice of the election shall be made by mail and received by the membership 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.
- Section 6.** In the event of a vacancy in the office of President, the Executive Vice President shall assume the office of president for the remainder of the un-expired term. Vacancies in any other office shall be filled by the Executive Council.

ARTICLE V
DUTIES OF OFFICERS

- Section 1.** The President shall preside at all meetings of the Union and of the Executive Council. The President 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. The President 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 perform all duties of the President in the absence of that officer.
- Section 3.** The Vice Presidents are charged with the responsibility of ensuring that the collective bargaining goals of the Union are carried out on behalf of their constituent members. In addition the Vice Presidents will assist the President in handling matters of mutual concern to Union members.
- Section 4.** The Recording Secretary shall issue all notices, shall answer correspondence to the President and the Executive Council. The Secretary shall record the minutes of the Executive Board and of general membership meetings.
- Section 5.** The duties of the Treasurer shall be:
- a. To receive, record, and deposit in the name of the Union all moneys from dues and all other sources.
 - b. To keep the membership roll, issue receipts, and delinquent notices.
 - c. To be Chairperson of the Budget Committee. He/she shall present a written report to all members once a year.
 - d. 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.

ARTICLE VI
UNIT REPRESENTATIVES

- Section 1.** Unit Representatives shall be elected biennially in even – numbered years beginning in the year 2008, by the members in good standing of the Union in each unit/area. Members who work in more than one unit shall have their membership counted in one unit.
- Section 2.** The duties of the unit Representatives shall be to represent their constituency in all of the activities engaged in by the Union at the direction of the President.
- Section 3.** Term of office. Duly elected unit representatives shall serve a two - year term.
- Section 4.** If a unit representative position becomes vacant it shall be filled by the Executive Council.

ARTICLE VII
THE EXECUTIVE COUNCIL

- Section 1.** The Executive Council shall consist of the following:
(1) All elected officers.
- Section 2.** The Executive Council shall administer the policy of this Union as set by the membership at regular membership meetings. It shall have the power to act for the good of the Union in emergency situations where policy cannot be set by the membership.
- Section 3.** The Executive Council shall be chaired by the President of the Union.
- 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, clerical help, and other persons on a full or part-time basis as may be determined by the needs and finances of the Union.
- 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.
- Section 8.** The Executive Council shall have the authority to endorse candidates for political office.

ARTICLE VIII
COMMITTEES

- Section 1.** The Audit Committee shall be composed of three to five members. The Treasurer and President are prohibited from serving on this committee. The Audit Committee or an outside accountant shall audit the Treasurer's books and yearly Financial Report.
- Section 2.** The Election committee shall conduct all elections in accordance with Article IV of this constitution.
- Section 3.** 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 for approval of the membership and then negotiate these proposals with Kent Hospital. The Negotiating Committee shall be composed of the bargaining unit President, Vice Presidents and other members subject to the approval of the Executive Council.

- Section 4.** 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.
- Section 5.** 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 6.** The chair of all committees shall be appointed by the President with the consent of a majority of the Executive Council.

ARTICLE IX
AFFILIATIONS

This organization shall be affiliated with the United Nurses and Allied Professionals.

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 meeting per calendar quarter and additional membership meetings as needed.
- Section 3.** A quorum shall consist of five (5) percent of the total membership.
- Section 4.** Membership meeting notices shall be posted on union bulletin boards.

ARTICLE XI
FINANCE

- Section 1.** Regular dues shall be equal to the amount of dues required by affiliates plus local dues.
- 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 or by the By-Laws of this local.

ARTICLE XIII
AMENDMENT

- Section 1.** This constitution may be amended as follows:
The proposed amendment shall be mailed to the membership or submitted at any regular membership meeting and read to the assembled members. A ¾ vote of those present 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

Copies shall be available for any member of this Union upon request to the Secretary.

Bylaws

Membership in good standing is defined as: In order to be considered a member in good standing a member must be current in the payment of dues.

Write in votes shall not be permitted in elections of officers and representatives.