

**Constitution**

**Of the**

**Copley Hospital United Nurses**

**And**

**Allied Professionals, Local 5109**

## Article I

### Name

This organization shall be known as the Copley Hospital United Nurses & Allied Professionals, Local 5109.

## Article II

### Objectives

- Section 1. To provide an effective collective bargaining representative for Registered Nurses.
- Section 2. To bring UNAP locals into relations of mutual assistance and cooperation with the United Nurses and Allied Professionals and its other locals.
- Section 3. To improve the standards for Registered Nurses, allied health professionals and other 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 through UNAP.
- Section 4. 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 5. 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 6. To promote UNAP local participation in community health programs, health systems, agencies, as well as any other regulatory body affecting the delivery of health care.
- Section 7. 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 Registered Nurses employed by Copley Hospital.
- 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 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. Effective June, 2006, the following general officers shall be elected at-large biennially by this local.

President

Vice-President

Secretary

Treasurer

The following unit representatives shall be elected by members in their respective units biennially.

13 Unit Representatives

2 Emergency Department  
1 Ambulatory Care Unit  
    2 Birthing Center  
    1 Operating Room  
    1 Recovery  
3 Medical Surgical  
2 Special Care Unit  
1 Per Diem

Section 2. Membership in good standing for at least six (6) months is required to hold office.

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

Section 4. Elections shall be held by secret ballot during the month of June in even numbered years. 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 a plurality shall be elected. Candidates are installed immediately upon certification of the election results by the Election Committee.

Section 5. Vacancies in any general office may be filled by the Executive Council except if the office of president is vacant, in which case the vice-president shall become the president. Vacancies in any unit representative position shall be filled by members in that unit.

**Article V**

**Committees**

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

- 1) Negotiating Committee
- 2) Grievance Committee
- 3) Health and Safety Committee
- 4) Professional Issues

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

- 1) Election Committee
- 2) Legislative Committee
- 3) Communications/Public Relations Committee
- 4) Social Committee
- 5) Budget Committee
- 6) Education Committee
- 7) Audit Committee

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

Section 4. Any member may volunteer to serve on any of the above referenced committees except the negotiating committee.

## 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 the policy cannot be set by the membership.

Section 3. The Chair of the Executive Council shall be the President of the local.

Section 4. The time and place of the Executive Council meeting shall be set by the Executive Council and announced at the previous membership meeting.

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 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 the local 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 organization shall maintain affiliations with, and whenever possible, send delegates to the following organizations:

The United Nurses and Allied Professionals – All delegates and alternates to the UNAP Convention shall be elected by majority vote at least one (1) month before the UNAP Convention. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the UNAP office as soon as possible but not later than twenty (20) days before the convening of the UNAP Convention. The delegates shall confer with the Treasurer to make sure the UNAP per capita is not more than two (2) months in arrears.

Section 2. All delegates shall make written reports to the Executive Council on meetings attended.  
Section 3. Every reasonable effort shall be made by this local to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The local, to the best of its ability, shall be active in the affairs of affiliated organizations.

Section 5. 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 six (6) months.)

## 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 local when and where necessary. He/she shall make a report to the membership at least once each year summarizing the accomplishments of the local and outlining plans for the next year.

Section 2. The Vice-President shall serve in the absence of the President. The Vice-President is the Chairperson of the Grievance Committee. The duties shall include:

- A. Oversee the processing of all grievances and work with Union Officers and Unit Representatives in doing so.
- B. Shall call together the Grievance Committee to review and decide whether a grievance shall be advanced to arbitration.
- C. Shall maintain the documentation of filed grievances and minutes of the Grievance Committee.
- D. Shall offer and organize training sessions for the Executive Council and/or Grievance Committee members.
- E. Shall mentor new unit representatives.
- F. Coordinate class actions and workplace actions related to the procession of a grievance.
- G. Present a report to the Executive Council at each regular/special meeting of the Council.
- H. Present a report to the Local Membership at each regular/special Membership meeting.
- I. Shall keep the Union President informed/involved as indicated.

Section 3. Unit Representatives shall be responsible for representing their constituency in all of the activities engaged in by the local. Such activities include, but are not limited to, contract negotiations, grievance handling, communications from members and to members, coordination of job activities, attendance at unit representative meetings and education training programs and other activities.

Section 4. The duties of the Secretary shall be:

- A. The secretary shall issue all notices, shall answer correspondence at the direction of the President, and shall report outside correspondence to the President and the Executive Council.
- B. The secretary shall record the minutes of the Executive Council and of general membership meetings.
- C. Shall keep current addresses and phone numbers of the membership.

Section 5. 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 other delinquent notices.
- C. To forward all per capita dues and current membership lists to the UNAP office and other affiliated organizations to keep this local in good standing at all times.
- D. To be the Chair of the Budget Committee. He/she shall present a written report to all members once each year.
- E. To pay all bills authorized by the adopted budget, retaining voucher or receipt for the same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.

## Article IX

### Duties of Committees

#### **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 Hospital. The Negotiating Committee shall be composed of the President, Vice-President, Secretary, Treasurer and all Unit Representatives.
- 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.
- Section 3. The *Health and Safety Committee* shall be responsible for assuring that members work in a safe and healthy work environment. The Committee shall publicize all health and safety regulations to be enforced.
- Section 4. The *Professional Issues Committee* shall be responsible for promoting and enhancing the professionalism of all members. The Committee shall be responsible for the review of the delivery of care so that the members' skills and abilities are utilized in the most efficient and professional manner. The Committee shall review and develop models for shared decision-making to empower all professional staff.

#### **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 Treasurer's report. They shall present their yearly report at the first regular membership meeting after the close of the fiscal period.
- Section 3. The *Legislative Committee* shall consider recommendations of the membership and the UNAP Office, pertaining to all levels of government. It shall study proposed legislation, which may affect the local and health care delivery. It may draft proposed legislation and lobby for its passage.
- Section 4. The *Election Committee* (See Article IV, Section 3 and Section 4.)
- Section 5. The *Social Committee* shall arrange such programs and entertainment and perform such duties as the membership may direct.

Section 6. The *Communications/Public Relations Committee* shall prepare and distribute a periodic newsletter. The editor of the newsletter shall be a member of the Committee. The Committee shall make every effort to make use of other sources of publicity, i.e., newspapers, radio and television, etc.

Section 7. The *Education Committee* shall be responsible for presenting educational opportunities for officers of the Union, Union Representatives and the membership.

#### 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.

#### Article XI

##### Finance

Section 1. Local dues shall be set and voted upon after an initial budget is prepared and approved by the membership.

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

Section 3. Members who choose not to pay dues by payroll deduction shall pay the annual amount for the fiscal year beginning July 1 through June 30 by May 30<sup>th</sup> and shall be responsible for payment of per capita increases that occur during the year. Per capita increases for the remainder of the fiscal year shall be payable within 30 days of the increase. Members who pay annually and leave their bargaining unit position shall be reimbursed for prepaid dues for the remainder of the fiscal year. Within 30 days of the adoption of this amendment, members currently not utilizing payroll deduction of dues shall remit to the Treasurer the remainder of the outstanding dues for the current fiscal year.

#### 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. The Constitution shall be amended as follows:

The proposed amendment shall be submitted at any regular membership meeting and read to the assembled members. A  $\frac{3}{4}$  vote of the members present at the following membership meeting held within eight (8) 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 the Constitution**

Section 1. A copy of the local's constitution shall be sent to the UNAP office.

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

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

Adopted 5/97  
Amended 1/99  
Amended 1/00  
Amended 3/01  
Amended 3/04  
Amended 10/05  
Amended 12/08