

CONSTITUTION

KAISER WEST LOS ANGELES REGISTERED NURSES ASSOCIATION,
UNITED NURSES ASSOCIATIONS OF CALIFORNIA/UNION OF HEALTH CARE
PROFESSIONALS, NATIONAL UNION OF HOSPITAL & HEALTH CARE EMPLOYEES,
AFSCME, AFL-CIO

ARTICLE I NAME

Section 101 The name of this organization shall be: The Kaiser West Los Angeles Registered Nurses Association, United Nurses Associations of California/Union of Health Care Professionals, hereinafter referred to as the Association.

ARTICLE II PURPOSE

Section 201 The purpose of this Association shall be:

- A. To achieve and maintain the highest standards of nursing practice in order to provide the best possible health care for all patients.
- B. To provide a means for consideration and implementation of nursing input to policies and practices.
- C. To represent the Registered Nurse in professional negotiations for the determination of wages and conditions of employment.

ARTICLE III OBJECTIVES

Section 301 The objective of the Association shall be:

- A. Consider constructively the professional practice of Registered Nurses.
- B. Recommend to management through the Director of Nursing Services and/or Clinic Administration, ways and means to improve patient care.
- C. Promote increased cooperation and understanding within the nursing staff.
- D. Promote a greater sense of involvement by the nurses in the commitments and concerns of our Affiliate.
- E. Promote improvements in the economic and general welfare of the nurses in our Affiliate.
- F. Provide an avenue for receiving individual or group suggestions, planning and implementing a course of action.

ARTICLE IV MEMBERSHIP

Section 401 A member shall be a Registered Nurse at Kaiser West Los Angeles Medical Center and their associated outlying medical offices and inpatient facilities. Excluded from membership are Nurse Anesthetists, Nurse Supervisor Classifications and all other personnel as defined in the National Labor Relations Act as amended.

- Section 402 A member in good standing shall be:
- A. A Registered Nurse who meets the requirements of membership as specified in Section 401 of this article.
 - B. A Registered Nurse who is actively employed and who complies with all the financial assessments of this Association.
- Section 403 Each member in good standing shall have a vote and full membership rights.
- Section 404 Members on Leave of Absence are:
- A. Obligated to notify the Treasurer of such leaves of absence and their duration.
 - B. Obligated to meet financial assessments as determined by the Executive Committee on an individual basis.
- Section 405 Notification by the Treasurer shall be instituted when failure to meet the above obligations has exceeded sixty (60) days.
- Section 406 Reinstatement shall be effected after fulfillment of all financial assessments.
- Section 407 No discrimination shall ever be shown by this Association toward individual Registered Nurse members or applicants for membership because of race, sex, religious faith or political activities or beliefs.

ARTICLE V OFFICERS

- Section 501 The elected officers of Kaiser West Los Angeles Registered Nurses Association, the Executive Committee, shall be: A President from the Hospital (Hospital President), a President from Southern California Permanente Medical Group (Clinic President), a Secretary, a Treasurer, a Delegate to the UNAC Executive Council and an Association Representative Coordinator.
- Section 502 The duties of the elected officers shall be:
- A. The Presidents shall preside at all meetings of the Association and of the Executive Committee. They shall appoint all committees, direct the administration of the business of the Association, and shall inform Association Representative Committee members of new hires.
 - B. The Secretary shall be responsible for keeping all records of the Association and of the Executive Committee; shall issue meeting notices; keep minutes for all meetings and send copies of these minutes to UNAC and Co-Chairpersons; shall keep attendance records of all meetings and deliver all records to his/her successor upon retirement from office. If the Secretary is not able to be present she/he will temporarily appoint a person to fill in.
 - C. The Treasurer shall collect all dues and assessments of the Association;

make all disbursements subject to countersignature by either of the Co-Chairpersons; shall keep such financial records as may be required by the Executive or Financial Control Committee; shall submit financial records for audit when required by the Financial Control Committee as necessary.

- D. The immediate past President's duties shall be to advise the Executive Committee.
- E. The Association's Delegate to the State (UNAC) Executive Council shall represent the local Association at the monthly meetings of the State Executive Council. (Refer to Article titled Executive Council of the UNAC Constitution.
- F. The Association Representative Coordinator shall preside over committee meetings of the Association Representatives in conjunction with the Association Presidents and shall perform other duties as may be assigned by the Presidents or the Executive Committee.

- Section 503 Any officer of the Association desiring to resign shall do so by writing a letter of resignation to the Secretary.
- Section 504 The Executive Committee shall appoint a qualified member to fill a vacated office. Appointee will serve in the position until the next Officer election is conducted.
- Section 505 The Executive Committee or its appointees shall be responsible for serving as the Negotiations Committee.
- Section 506 All elected officer of this Association shall automatically be eligible to serve as Delegates to the State (UNAC) Convention during their term of office. The remaining Delegate seats will be filled by secret ballot election in accordance with the UNAC Constitution under Article titled State (UNAC) Convention Delegates.

ARTICLE VI ELECTION OF OFFICERS

- Section 601 Officers of the Association (the Executive Committee) shall be elected by secret ballot vote with proper notice to the membership. Each term of Office shall be for two (2) years.
- A. Alternate election: Clinic President, Treasurer, and Delegate will be elected in even numbered years; Hospital President, Secretary, and an Association Representative Coordinator shall be elected in odd numbered years.
 - B. Nominations for slate of officers shall be opened in October by proper notification to membership. Nominations from a slate of offices from the Nominating Committee or from the floor will be accepted at a General Membership meeting in November at which time nominations will close.
 - C. A member shall be eligible for nomination or election to office when she/he has been a member in good standing for a period of 3 months.
 - D. Elections will be conducted in December. Elected Offices will take office in

January in the year following elections.

Section 602: Election of office shall be by plurality vote.

Section 603 Recall of officers shall be effected by:

- A. Notification to the Secretary of the desire to recall with a signed petition of twenty-five (25%) percent of the membership.
- B. A general membership meeting in accordance with Article VII shall be called within thirty (30) days of receipt of valid recall petition.

Section 604 Recall shall be effective immediately after approval of two-thirds (2/3) majority of general membership.

Section 605 Voting on recall measure shall be conducted by ballot.

Section 606 Successful recall measure shall automatically institute election procedure of Article VI, Section 1 and 2 within thirty (30) days.

ARTICLE VII GENERAL MEETINGS

- Section 701 Regular general meetings of the Association shall be held at least once each quarter.
- A. The place of meetings shall be determined by the Executive Committee.
 - B. All members shall be notified of general meetings by posted notices.
 - C. A quorum shall be deemed present for the purpose of the conduct of business at the general meeting of the Affiliate whenever two percent (2%) of the duly notified membership are present.

ARTICLE VIII AMENDING THE CONSTITUTION

Section 801 The Constitution may be amended at any regular meeting of the General Membership by a majority vote of the membership in attendance at the meeting if quorum to conduct business.

Section 802 Proposed amendments to the Constitution must be submitted in writing to the Secretary at least three (3) weeks before the next meeting. Such proposals shall be posted to the General Membership at least two (2) weeks prior to vote. Such proposals shall be read and voted on at the next regular general membership meeting.

Section 803 Notice of adopted changes in the Constitution shall be published within ninety (90) days by posted notice to all members. The By-Laws of this Association may be amended in the same manner of the Constitution.

BYLAWS

The Bylaws shall provide for the management and government of the Association except as provided in the Constitution.

ARTICLE I GOVERNMENT

Section 101 The government of the Association shall be vested with the Executive Committee except for those powers and authorities reserved in the Constitution.

ARTICLE II COMMITTEES

Section 201 The Executive Committee shall consist of the elected officers: A President from Kaiser Foundation Hospital (Hospital President), a President from Southern California Permanente Medical Group (Clinic President), a Secretary, a Treasurer, a Delegate to the Executive Council and an Association Representative Coordinator will also be elected.

- A. The Executive Committee, or its appointees, shall be responsible for serving on the Negotiations Committee.
- B. The Executive Committee shall meet with representatives of Nursing Administration quarterly, or as necessary to consider matters related to nursing practice and patient care. An agenda shall be prepared and furnished to all participants in advance of the meeting.
- C. Executive Committee meetings shall be held at least monthly.
- D. Executive Committee members are to attend UNAC-Basic and Advanced Labor Management Class within one year of being elected.

Section 202 The Association Representative Committee shall consist of a representative from each inpatient area and each outpatient area from West Los Angeles, Inglewood, La Cienega. Representation shall include all shifts of work.

- A. The Association Representative Committee shall meet at least every other month, or at the call of the Presidents.
- B. Committee members shall welcome new employee Registered Nurses in the department or on the same shift.
- C. The list of members on the Committee shall be published yearly and revised as needed with notification posted for the members. Responsibility for maintaining and publishing the committee list will be determined by the Executive Committee.
- D. Committee members will provide each newly employed Registered Nurse with a copy of the Constitution and Bylaws.
- E. Committee members will explain the new Registered Nurses' rights and responsibilities under the Constitution, explain the KWRNA Labor Agreement, inform the Registered Nurse of the need to observe time limits for filing grievances and direct the Registered Nurse to contact the Committee member on the unit concerning questions, complaints, working conditions, etc.

Section 203 The Financial Control Committee shall consist of a Kaiser Foundation Hospital member, and a Southern California Permanente Medical Group member and the Treasurer.

- A. The Financial Control Committee shall review all financial records and all expenses paid-out.
- B. Financial Control Committee meetings shall be held monthly or as necessary.

Section 204 Committee members shall be required to attend all meetings. If unable to attend, committee members shall be responsible for furnishing their own alternate. If a member or an alternate does not attend three (3) consecutive meetings, the Executive Committee may appoint a new member as a replacement.

Section 205 Any committee member of the Association desiring to resign shall do so by writing a letter of resignation to the Secretary.

ARTICLE III FINANCE

Section 301 The dues for this Association shall be determined by the general Registered Nurse membership.

Section 302 The Association shall initiate and maintain affiliation with United Nurses Associations of California (UNAC) by payment to UNAC of monthly per capita tax for each Registered Nurse member of the Association.

Section 303 Fiscal year of the Association shall begin with September 1st and terminate August 31st.

ARTICLE IV OFFICER'S STIPEND

Section 401 The elected or duly appointed officers of the Association shall receive a monthly stipend as payment for the time spent in their required responsibilities, where not otherwise compensated.

Section 402 Stipends shall be paid on a monthly basis, when attendance and participation in required functions has been verified. The stated officers have the right to waive stipends for any period if so desired.

Section 403 Stipends shall be paid each month. Stipends shall be reviewed yearly by the Finance Committee and the Executive Committee. If a change is warranted, there shall be a vote of the membership.

ARTICLE V ORDER OF BUSINESS

Section 501 The order of business at all meetings of the Association shall be prescribed by the presiding officer.

ARTICLE VI AMENDING THE BYLAWS

Section 601 The Bylaws shall be amended in the same manner as the Constitution.

ARTICLE VII PARLIAMENTARY PROCEDURES

Section 701 The rules of Parliamentary Procedure Published in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the Affiliate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Constitution, or any special rules which the Affiliate may adopt.

Constitution and Bylaws

Adopted August, 1979

Amended June, 1991

Amended December 23, 1992

Amended December 22, 1993

Amended April 24, 2001