

CONSTITUTION

KAISER WOODLAND HILLS REGISTERED NURSES ASSOCIATION UNITED NURSES ASSOCIATIONS OF CALIFORNIA/UNION OF HEALTH CARE PROFESSIONALS, NATIONAL UNION OF HOSPITAL AND HEALTH CARE EMPLOYEES, AFSCME, AFL-CIO

ARTICLE I NAME

Section 101 The name of this organization shall be: the Kaiser Woodland Hills Registered Nurses Association, United Nurses Associations of California/Union of Health Care Professionals.

ARTICLE II PURPOSE

Section 201 The purpose of this organization shall be:

- 1) To achieve and maintain the highest standards of nursing practice in order to provide the best possible health care for all patients.
- 2) To provide a means for consideration and implementation of nursing input to policies and practices.
- 3) To represent the Registered Nurse and other Health Care Professionals in professional negotiations for the determination of wages and conditions of employment.

ARTICLE III OBJECTIVES

Section 301 The objectives of this organization shall be:

- 1) Consider constructively the professional practice of Registered Nurses and other Health Care Professionals.
- 2) Recommend to management through the Director of Nursing Services and/or Clinic Administrator, ways and means to improve patient care.
- 3) Promote increased cooperation and understanding within the nursing staff.
- 4) Promote a greater sense of involvement by the Nurses in the commitments and problems of our Association.
- 5) Promote improvements in the economic and general welfare of the nurses in our Association.
- 6) Encourage participation in our Association.
- 7) 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 person who is a Registered Nurse at Kaiser Foundation Hospital or Southern California Permanente Medical Group in the Woodland Hills Medical Center or outlying clinics, excluding administrators, directors, supervisors, exempt personnel, or others with the power to hire or fire Registered Nurses.
- Section 402 A member in good standing shall be:
- 1) A Registered Nurse who meets the requirements of membership as specified in Section 1 of this Article IV.
 - 2) 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:
1. Obligated to notify the Secretary of such leaves of absence of their duration.
 2. Obligated to meet financial assessments as determined by the Executive Committee on an individual basis.
- Section 405 Notification by the Secretary shall be instituted when failure to meet this obligation has exceeded thirty (30) days.
- Section 406 Reinstatement shall be effected after fulfillment of all financial assessments.
- Section 407 No discrimination shall ever be shown in this organization or any affiliated association toward individual members or applicants for membership because of race, sex, age, religious faith or political activities or belief.

ARTICLE V OFFICERS

- Section 501 The elected officers of this Association shall consist of: a President from Kaiser Foundation Hospital (Hospital President), a President from the Southern California Permanente Medical Group (Clinic President), a Vice President from the Kaiser Foundation Hospital (Hospital Vice President), a Vice President from the Southern California Medical Group (Clinic Vice President), a Secretary, and a Treasurer from either the Kaiser Foundation Hospital or the Southern California Permanente Medical Group.
- Section 502 Officers of the Association shall be elected and shall hold office for a term of two years or until their successors are elected. Elections will take place in October and

the elected officers shall take office in January.

Section 503 The duties of the elected officers shall be:

- 1) The Presidents shall preside at all meetings of the Association and of the Executive Committee; shall appoint all committees; shall direct the administration of the business of the Association; shall be the ex-officio members of all committees and shall deliver all records to their successors upon retirement.
- 2) The Vice Presidents shall perform such duties as pertains to the office or may be designated by the Presidents; shall organize and coordinate the Association's newsletter, shall ascertain that rules of Parliamentary Procedure are followed according to Sturgis Standard Code of Parliamentary Procedure and shall deliver all records to their successors upon retirement.
- 3) The Secretary shall be responsible for keeping all records of the Association or the Executive Committee; shall issue notices and keep minutes of all meetings; shall send copies of all minutes to members of the Executive Committee; shall act as historian for the affiliate; shall keep all attendance records of all meetings and shall deliver up all records to his/her successor upon retirement from office.
- 4) The Treasurer shall make all disbursements subject to counter-signature by either of the Presidents; shall keep such financial records as may be required by the Executive or Financial Control Committee; shall submit financial records together with minutes from all meetings, for audit when required by the Financial Control Committee; shall meet with Financial Control Committee as necessary and shall deliver all records to his/her successor upon retirement from office.
- 5) The Executive Committee, or its appointees, shall be responsible for serving as the Negotiations Committee.
- 6) All officers and committee members of the Association desiring to resign from office shall do so by writing a letter of resignation to the Secretary.
- 7) The Executive Committee shall appoint a qualified member to fill a vacated office for the remainder of the term.
- 8) The Executive Committee shall meet with the 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 in accordance with the Labor Agreement.

- 9) All elected officers shall automatically be eligible to serve as delegates to the State Convention of UNAC. All remaining delegate seats are to be filled by secret ballot election as stated in the UNAC State Constitution, under Article titled State (UNAC) Convention Delegates.

ARTICLE VI ELECTIONS

- Section 601 The Executive Committee Officers shall be nominated at a general membership meeting in September, by nominations from the floor and/or from a slate presented by the Nominating Committee with the consent of the nominee.
- Section 602 Elections shall be carried out by the membership within four (4) weeks of nominations by secret ballot. Election to office will be plurality vote.
- Section 603 The new officers shall preside at the January meeting.
- Section 604 Nominations shall be made to provide alternating terms for officers as follows:
- 1) Elections taking place in even numbered years:
Hospital President
Clinic Vice President
Secretary
 - 2) Elections taking place in odd numbered years:
Clinic President
Hospital Vice President
Treasurer
- Section 605 Recall of officers shall be effected by:
- 1) Notification to the Secretary of the desire to recall with a signed petition of twenty-five (25%) percent of the membership.
 - 2) A general membership meeting in accordance with Article VII shall be called within thirty (30) days of receipt of valid recall petition.
- Section 606 Recall shall be effective thirty (30) days after approval of two-thirds (2/3) majority of the general membership.
- Section 607 Voting on a recall measure shall be conducted by ballot.
- Section 608 Successful recall measure shall be automatically institute election procedure of Article VI, Section 601 and 602 within thirty (30) days.

ARTICLE VII MEETINGS

Section 701 Regular general meetings of the Association shall be held at least quarterly.

- 1) The place of meeting shall be determined by the Executive Committee.
- 2) All members shall be notified of meetings by mail and posted notices.
- 3) A quorum will be deemed present for the purpose of conducting business at the general meeting of the Association whenever a majority of three percent (3%) of the duly notified membership is present.

Section 702 Executive Committee meetings shall be held at least monthly.

ARTICLE VIII FINANCE AND AFFILIATIONS

Section 801 The dues for this organization shall be determined by the general membership.

Section 802 This organization shall initiate and maintain affiliation with the United Nurses Associations of California (UNAC) by payment to UNAC of a monthly per capita tax for each member of this organization. No per capita tax shall be owed or paid to an affiliate organization which refuses or discontinues affiliation with this organization.

Section 803 Fiscal year - The fiscal year of the Association shall begin with September 1st and terminate August 31st.

ARTICLE IX GOVERNMENT

Section 901 The management of this Association shall be vested in the Executive and Financial Control Committees except for those powers reserved in the State Association Constitution.

ARTICLE X COMMITTEES

Section 1001 The Executive Committee shall consist of the elected and appointed officers if any: a President from Kaiser Foundation Hospital, a President from Southern California Permanente Medical Group, a Vice President from Kaiser Foundation Hospital a Vice President from Southern California Permanente Medical Group, a Secretary and a Treasurer.

Section 1002 The Nominating Committee shall be appointed by the Executive Committee during September each year or as necessary.

- 1) There shall be a minimum of one (1) member from the Kaiser Foundation

Hospital and one (1) member from the Southern California Permanente Medical Group.

- 2) Their duties shall be to prepare a slate of officers for consideration for the ballot.

Section 1003 The Financial Control Committee shall consist of a Kaiser Foundation Hospital member, a Southern California Permanente Medical Group member and the Treasurer.

- 1) The Financial Control Committee shall review all financial records and expenses paid out.
- 2) Financial Control Committee meetings shall be held quarterly or as necessary.

Section 1004 The Communication Committee (Master Committee) shall consist of a representative from each in-patient care area and each out-patient care area.

- 1) Representation shall include the evening and night shifts.
- 2) The Communication Committee members (Association Representatives) shall welcome new employee Registered Nurses in the department or on the same shift.
- 3) All Communication Committee Representatives are to attend the UNAC Basic Labor-Management Training classes within one (1) year of appointment.
- 4) The list of members on the Communication 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.

Section 1005 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 alternate does not attend three (3) consecutive meetings, the Executive Committee may appoint a new member as replacement.

Section 1006 Any committee member of this affiliate desiring to resign shall do so by writing a letter of resignation to the Secretary.

ARTICLE XI PARLIAMENTARY PROCEDURES

Section 1101 The rules contained in Sturgis Standard Code of Parliamentary Procedure shall govern the Association in all cases to which they are not inconsistent with the Constitution, or any special rules which the Association may adopt.

ARTICLE XII PROVISION OF BYLAWS

Section 1201 The Bylaws shall provide for the management and government of the Association except as provided in the Constitution.

ARTICLE XIII AMENDING THE CONSTITUTION

Section 1301 The Constitution may be amended at any regular meeting of the General Membership by a majority vote of the membership.

Section 1302 Proposed amendments of the Constitution must be submitted in writing to the Secretary at least three (3) weeks before the next general meeting.

Section 1303 Such proposals shall be posted for the general membership for a minimum of two (2) weeks prior to vote. Such proposals shall be read and voted on at the next regular meeting.

Section 1304 Notice of adopted changes in the Constitution shall be published within ninety (90) days by posted notice to all members. The bylaws of this Association may be amended in the same manner as the Constitution.

Adopted May, 1987

Amended 11/16/88

Amended 1/4/91

Amended 9/2/92

Amended 12/6/94

Amended 9/22/98

Amended 4/24/01

Amended 5/11/07

Amended March 2012