

CONSTITUTION

Kaiser San Diego Health Care Professionals Association,
United Nurses Associations of California/Union of Health Care Professionals,
NUHHCE, AFSCME AFL-CIO

ARTICLE I – NAME

- Section 101 The name of the organization shall be: Kaiser San Diego Health Care Professionals Association (KSDHCPA), United Nurses Associations of California/Union of Health Care Professionals.

ARTICLE II – PURPOSE

- Section 201 The purpose of this organization shall be:
- A. To close any gap which may exist between desired standards of Health Care practices and actual practices, the overall goal being the best possible health care for all people.
 - B. To provide a mechanism by which concerns and ideas can be expressed, studies carefully and resolutions proposed and implemented.
 - C. To represent the member health care professionals in professional negotiations for the determination of wages, hours and conditions of employment.

ARTICLE III – OBJECTIVES

- Section 301 The objectives of the organization shall be:
- A. Consider constructively the professional practice of member health care professionals.
 - B. Recommend to management through the Director of Nursing Services and/or clinic administrator, ways and means to improve patient care.
 - C. Promote increased cooperation and understanding within the nursing, professional staff and appropriate departments.
 - D. Promote a greater sense of involvement by member health care professionals in the commitments and concerns of our Affiliate.
 - E. Promote improvements in the economic and general welfare of the members 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 person who is a Registered Nurse, Registered Nurse Practitioner, Physician Assistant, or Health Care Professional employee, within the meaning of Section 2(12) of the National Labor Relations Act, employed either full-time, part-time or per diem at Kaiser Foundation

Hospital or Southern California Medical Group in the San Diego Medical Center or outlying clinics, excluding administrators, directors, supervisors, managers or other as per the current Agreement between Kaiser Permanente Medical Care Programs and Kaiser San Diego Health Care Professionals affiliated with United Nurses Associations of California/Union of Health Care Professionals.

- Section 402 A member in good standing shall be:
- A. A Registered Nurse, Registered Nurse Practitioner, Physician Assistant who meet the requirements for membership as specified in Section 401 of this Article IV.
 - B. A Registered Nurse, Registered Nurse Practitioner, Physician Assistant who are actively employed and who complies with all the financial assessments of this Affiliate.
- 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 Secretary and Treasurer of such leaves of absence and the 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 in this organization or an affiliated association toward individual members or applicants for membership because of race, sex, age, religious faith and political beliefs or activities.

ARTICLE V – OFFICERS

- Section 501 The elected officers of Kaiser San Diego Health Care Professionals Association shall be: a President from Kaiser Foundation Hospital, (hospital president), a President from the Southern California Permanente Medical Group (clinic president), a Hospital Vice President, a Clinic Vice President, a Secretary, a Treasurer and a Parliamentarian and 2 Affiliate Associates.
- Section 502 Officers of the affiliate shall be elected and shall hold office for two (2) years or until their successors are chosen.

- A. Alternate elections: Clinic President, Hospital Vice President and Treasurer in odd numbered years and Hospital President, Clinic Vice President, Secretary and Parliamentarian in even numbered years. One Affiliate Associate will be elected in odd numbered years, and the other in even numbered years. The initial term of the Affiliate Associate elected in the even numbered year will be 2 years, while the initial term of the Affiliate Associate to be elected in the odd numbered year will be 1 year, with subsequent elections for odd year Associate being 2 years forward from the odd year election process.
- B. Elections shall take place in November and the elected officers take office in January.
- C. A member shall be eligible for nomination or election to office when he/she has been a member in good standing of the Affiliate for a period of one (1) year.

Section 503 The duties of the elected officers shall be:

- A. The Hospital and Clinic Presidents shall preside at all meetings of the Affiliate and of the Executive Committee. They shall appoint all committees, shall direct the administration of the business of the Affiliate, shall be ex-officio members of all committees. Either Hospital and Clinic Presidents, or their appointed delegate, shall represent the Affiliate at the monthly meeting of the State Executive Council. Refer to the Article in the State (UNAC/UHCP) Constitution titled the Executive Council.
- B. The Hospital and Clinic Vice Presidents shall perform such duties as designated by the Hospital and Clinic Presidents and shall serve as liaison to the Association Representatives. As such shall recruit, organize, assist with training, and maintain representatives throughout the hospital and clinics. In addition, the duties shall include the directing of the Communications Committee (Master Committee).
- C. The Secretary shall be responsible for keeping all records of the Affiliate and of the Executive Committee, shall keep minutes for all meetings, shall send copies of all minutes to UNAC/UHCP and Hospital and Clinic Presidents, shall keep attendance records of all meetings, shall be responsible for all official correspondence and shall issue notices of all meetings and deliver all records to his/her successor upon retirement from office.
- D. The Treasurer shall collect all dues and assessments, shall make all disbursements subject to counter-signature by either of the Hospital and Clinic Presidents, shall keep such financial records as may be required by the Finance Committee, shall submit financial records for audit when required by the Finance Committee and shall deliver them to the successor upon retirement from office. The Treasurer shall meet with the Finance Committee as necessary.
- E. The past Hospital and Clinic President's duties shall be to advise the Executive Committee.

- F. The Parliamentarian shall, under the direction of the Hospital and Clinic Presidents, advise the Presidents, other officers, committees, members of the Executive Committee on matters of Parliamentary Procedure and any other duties deemed necessary by the Executive Committee.
- G. The Affiliate Associates shall perform such duties as designated by the Hospital and Clinic Presidents and serve as liaison to the Membership. As such shall be available to assist Members and KP Management with education involving the Collective Bargaining Agreement and Benefits, participate in activities of the Labor Management Partnership, and provide support during other affiliate activities.

- Section 504 Any officer of the Affiliate desiring to resign shall do so by writing a letter of resignation to the Secretary.
- Section 505 The Executive Committee shall appoint a qualified member to fill a vacated office for the remainder of the term.
- Section 506 Financial compensation for the officers shall be fixed by the Executive Committee subject to quarterly review upon the recommendation of the Finance Committee.
- Section 507 All elected officers shall automatically be eligible to serve as delegates to the UNAC/UHCP Convention. The remaining delegate seats will be filled by secret ballot election as stated in the UNAC/UHCP Constitution under Article titled State (UNAC/UHCP) Convention Delegates.

ARTICLE VI – ELECTION OF OFFICERS

- Section 601 The Executive Committee officers shall be nominated at a general membership meeting in November by nominations from the floor or from a slate presented by the Nominations Committee with the consent of the nominee and an expressed agreement to serve if elected.
- Section 602 The vote shall be by majority rule of those voting:
- A. The vote shall be by secret ballot.
 - B. Date, time and place will be posted and members will be notified by mail.
 - C. Ballots will be presented to members according to current payroll rosters.
 - D. Ballots will be placed in locked or sealed boxes.
 - E. Results will be posted for the membership.
 - F. A mail-in ballot election may be used in lieu of the above, at the discretion of the Executive Committee.

- 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 percent (25%) 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 effected thirty (30) days after approval.
- Section 605 Voting on a recall measure shall be conducted by ballot
- Section 606 Successful recall measure shall automatically institute election procedure of Article VI, Section 601 and 602 within thirty (30) days.

ARTICLE VII – GENERAL MEETINGS

- Section 701 Regular general membership meetings of the Affiliate shall be held at least quarterly or as needed.
- A. The place of meetings shall be determined by the Executive Committee
 - B. All members shall be notified of general meetings by posted notice.
 - 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 – FINANCE & AFFILIATIONS

- Section 801 Membership dues or fees for this organization shall be determined by State Convention.
- Section 802 This organization shall initiate and maintain affiliation with the United Nurses Associations of California (UNAC/UHCP) by payment to UNAC/UHCP 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 Affiliate shall begin with September 1st and terminate August 31st.

ARTICLE IX – GOVERNMENT

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

ARTICLE X – COMMITTEES

- Section 1001 The Executive Committee shall consist of the elected officers: A President from Kaiser Foundation Hospital, a President from Southern California Permanente Medical Group, a Hospital Vice President, a Clinic Vice President, Secretary, Treasurer and Parliamentarian.
- 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.
- Section 1002 The Nominating Committee shall be appointed by the Executive Committee during August each year or as necessary.
- A. There shall be a minimum of two (2) members from the Kaiser Foundation Hospital and two (2) members from the Southern California Permanente Medical Group.
 - B. Their duties shall be to prepare a slate of officers for consideration for the ballot.
- Section 1003 The Communication Committee (Master Committee) shall consist of a representative from each in-patient care area and each out-patient care area.
- A. Representation shall include the evening and night shifts.
 - B. The Communication Committee members (Association Representatives) shall welcome new employee members in the department or on the same shift.
 - C. All Communication Committee Representatives are to attend the UNAC/UHCP Basic Labor-Management Training classes with one (1) year of appointment.
 - D. The list of members on the Communications 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 1004 The Finance Committee shall consist of a Kaiser Foundation Hospital member, a Southern California Permanente Medical Group member and the Treasurer.
- A. The Finance Committee shall review all financial records and all expenses paid-out.
 - B. Finance Committee meetings shall be held monthly or as necessary.
- 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 this organization in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the organization.

ARTICLE XII – PROVISION OF BYLAWS

Section 1201 The bylaws shall provide for the management and government of the Affiliate 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 present.

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. 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 meeting.

Section 1303 Notice of adopted changes in the Constitution shall be published within ninety (90) days by posted notice to all members. The bylaws of this Affiliate may be amended in the same manner as the Constitution.

Revised 7/12/85, 12/15/86, 1/1/91, 12/15/95, 1/14/97, 4/24/02, 8/10/2012