

**KAISER RIVERSIDE HEALTH CARE PROFESSIONALS 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 1. The name of this organization shall be: The Kaiser Riverside Health Care Professionals Association, United Nurses Associations of California/Union of Health Care Professionals.

ARTICLE II PURPOSE

Section 2. The purpose of this organization shall be:

- 1) To achieve and maintain the highest standards of Registered Nurse, Registered Nurse Practitioner, or Physician Assistant practice in order to provide the best possible health care for all patients.
- 2) To provide a means for consideration and implementation of health care professionals' input to related policies and practice.
- 3) To represent the Registered Nurses, Registered Nurse Practitioners, and Physician Assistants in professional negotiations for the determination of wages, hours of work and other conditions of employment.

ARTICLE III OBJECTIVES

Section 1. The objectives of this organization shall be:

- 1) To consider constructively the professional practice of Registered Nurses, Registered Nurse Practitioners and Physician Assistants.
- 2) To recommend to management through the Director of Nursing Service and/or Clinic Administrator methods to improve patient care.
- 3) To promote increased cooperation and understanding with the Registered Nurse, Registered Nurse Practitioner and Physician Assistant staff.
- 4) To promote a greater sense of involvement by the Registered Nurses, Registered Nurse Practitioners and Physician Assistants in the commitment and problems of our Union Association.
- 5) To promote improvements in the economic and general welfare of the Registered Nurses, Registered Nurse Practitioners and Physician Assistants in our Union Association.
- 6) To encourage participation in **KRHCPA**.
- 7) To provide an avenue for receiving individual or group suggestions: planning and implementing a course of action.

## ARTICLE IV MEMBERSHIP

- Section 1. A member shall be a Registered Nurse, Registered Nurse Practitioner or Physician Assistant at Kaiser Foundation Hospital or Southern California Permanente Medical Group in the Riverside Medical Center or outlying clinics; excluding administrators, directors, supervisors, exempt personnel, or others with the power to hire, fire, and/or discipline Registered Nurses, Registered Nurse Practitioners or Physician Assistants.
- Section 2. A member in good standing shall be:
- 1) A Registered Nurse, Registered Nurse Practitioner or Physician Assistant who meets the requirements of membership as specified in Section 1 of Article IV.
  - 2) A Registered Nurse, Registered Nurse Practitioner or Physician Assistant who is actively employed and who complies with all the financial assessments of this Association.
- Section 3. Each member in good standing shall have a vote, full membership and privilege rights.
- Section 4. Members on Leave of Absence:
- 1) Are obligated to notify the State Treasurer of such leaves of absence and their duration.
  - 2) Are obligated to meet financial assessments as determined by the Executive Committee on an individual basis.
- Section 5. Notification by the State Treasurer shall be instituted when failure to meet this obligation has exceeded thirty (30) days.
- Section 6. Reinstatement of members shall be effected after fulfillment of all financial assessments.
- Section 7. No discrimination shall 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 beliefs.

## ARTICLE V OFFICERS

- Section 1. The elected officers of the Affiliate shall consist of an Executive President from the Kaiser Foundation Hospital (Hospital President) and an Executive President from the Southern California Permanente Medical Group (Clinic President). Also, from the Hospital there shall be elected a Secretary; from the Clinic there shall be a Parliamentarian; from either the Hospital or Clinic there shall be elected a Treasurer,

Representation Coordinator and a Vice President. The elected officers shall comprise the Executive Committee.

Section 2. Officers of the Association shall be elected and shall hold office for two years or until their successors are chosen.

- 1) Alternate elections: Clinic President, Treasurer, Representative Coordinator and Vice President shall be held in odd-numbered years; Hospital President, Secretary, and Parliamentarian shall be held in even-numbered years.
- 2) A member shall be eligible for nomination for election of office when he/she has been a member of United Nurses Associations of California/Union of Health Care Professionals in good standing for a period of one (1) year.

Section 3. The duties of the elected officers shall be:

- 1) The Presidents shall preside at all meetings of the Association and of the Executive Committee. They shall appoint all committees and shall direct the administration of the business of the Association. They shall be ex-officio members of all committees.
- 2) The Vice President shall assist the elected Hospital and Clinic Executive Officers. The Vice President shall fill in for Executive Officers in meetings and shall preside in all meetings of the Association in absence of the Presidents. Acts as legislative liaison between KRHCPA Executive Officers and UNAC/UHCP office.
- 3) The Treasurer shall collect all dues and assessments; 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 for audit when required by the Financial Control Committee; shall meet with the Financial Control Committee as set forth by this Constitution. The Treasurer shall deliver all records which pertain to that office to his/her successor upon retirement from office.
- 4) The Secretary shall be responsible for keeping all records of the Association and of the Executive Committee; shall issue notices and keep minutes for all meetings; shall send copies of all minutes to UNAC/UHCP and Presidents; shall keep attendance records of all meetings and deliver all records to his/her successor upon retirement from office.
- 5) The Representative Coordinator shall attend all meetings of the Association and the Executive Committee; shall maintain current lists of representatives and coordinates their activities; shall preside over the Master (Representative) Committee in conjunction with the Presidents.
- 6) The Parliamentarian shall, under the direction of the Presidents advise the Chairpersons, other officers, committees, members and the Executive Council on

matters of Parliamentary Procedure, and any other duties deemed necessary by the Executive Committee.

- 7) The past President's duties shall be to advise the Executive Committee for a period of one month from the date the new officers take office.

Section 4. The Association Presidents or their designee shall be responsible for serving as the Negotiating Committee members.

Section 5. All officers of the Association desiring to resign from office shall do so by writing a letter of resignation to the State and Affiliate Secretaries and giving 30 days notice of their intent to resign in order to allow the Affiliate enough time to select an interim replacement. Resignations less than 30 days will be reviewed on a case-by-case basis, as it is understood that family, financial and health issues may require attention sooner than 30 days.

Section 6. The Executive Committee shall appoint a qualified member to fill a vacated office for the remainder of the term.

Section 7. 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.

Section 8. All elected officers shall automatically be eligible to serve as delegates to the UNAC/UHCP Convention. The remaining delegate seats are to be filled by secret ballot election as stated in the UNAC/UHCP Constitution under Article titled State Association (UNAC/UHCP) Convention Delegates.

#### ARTICLE VI ELECTIONS

Section 1. The Executive Committee officers shall be nominated at a general membership meeting in November, by nominations from the floor and/or from a slate presented by the Nominating Committee with the consent of the nominee.

Section 2. Elections shall be carried out by the membership within four (4) weeks of close of nominations by secret ballot. Election to office will be by plurality vote.

Section 3. Nominations shall take place in November, elections in December and the new officers shall take office in January following the election year.

Section 4. Recall of the officers shall be effected by:

- 1) Notification to the Secretary of the desire to recall with a signed petition of twenty-five percent (25%) of the membership.

- 2) A general membership meeting in accordance with Article VII shall be called within thirty (30) days of receipt of a valid recall petition.
- Section 5. Recall shall be effected thirty (30) days after approval of the majority of general membership voting according to current payroll rosters.
- Section 6. Voting on a recall measure shall be conducted by ballot.
- Section 7. Successful recall measures shall automatically institute election procedures of Article VI, Section 1 and 2 within thirty (30) days.

### ARTICLE VII MEETINGS

- Section 1. Regular general membership 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/or posted notices.
  - 3) A quorum will be deemed present for the purpose of conducting business at the general meeting of the Association and will consist of two percent (2%) of the current membership.
- Section 2. Master (Representative) Committee meetings shall be held at least quarterly.
- Section 3. Executive Committee meetings shall be held at least bimonthly.
- Section 4. 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.

### ARTICLE VIII FINANCE AND AFFILIATIONS

- Section 1. The dues of this organization shall be determined by the general membership.
- Section 2. This organization shall initiate and maintain affiliation with the United Nurses Associations of California/Union of Health Care Professionals (UNAC/UHCP) by payment to UNAC/UHCP of monthly per capita tax for each member of this organization.
- Section 3. The Financial Control Committee shall review, semi-annually, the stipends appropriated to the officers and recommend to the General Membership the appropriate changes indicated. The General Membership shall approve or disapprove of the recommended changes and these changes shall become effective

the first day of the next month.

- Section 4. Effective July 1990, the elected or duly appointed officers of the Affiliate shall receive a monthly stipend as payment for the time spent in their required responsibilities, where not otherwise compensated. Attendance and participation in required functions is to be verified. Officers may waive stipends for any period.
- Section 5. Fiscal year - the fiscal year of the Association shall begin with September 1st and terminate with the August 31st.

#### ARTICLE IX COMMITTEES

- Section 1. The Executive Committee shall consist of the elected officers and past chairpersons as stated in Article V, Section 1 of this Constitution.
- Section 2. The Nominating Committee shall be appointed by the Executive Committee during October each year or as necessary.
- 1) 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.
  - 2) Their duties shall be to prepare a slate of officers for consideration for the ballot.
- Section 3. The Financial Control Committee shall consist of three (3) members, one from the Hospital, one from the Clinic and the Treasurer.
- 1) The Financial Control Committee shall review all financial records and expenses paid out on a quarterly basis or as necessary.
- Section 4. The Master (Representative) Committee shall consist of voluntary representatives from in-patient areas and out-patient areas; to serve a term of one year, or until the member either resigns or is replaced by the Affiliate Executive Committee.
- 1) The Master (Representative) Committee members shall welcome new Registered Nurses Registered Nurse Practitioners and Physician Assistants in their department on the same shift.
  - 2) The list of members on the Master Committee shall be published yearly and revised as needed with notification posted for members. Responsibility for maintaining and publishing the committee list will be determined by the Executive Committee.
  - 3) All Master Committee Representatives are to attend the UNAC/UHCP Labor-Management Training classes within (1) year of appointment.
- Section 5. Any committee member of this Affiliate desiring to resign shall do so by writing a letter of resignation to the Secretary.

## ARTICLE X GOVERNMENT

- Section 1. 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 XI PARLIAMENTARY PROCEDURES

- Section 1. 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 PROVISIONS OF BY-LAWS

- Section 1. The By-laws shall provide for the management and government of the Association except as provided in the Constitution.

## ARTICLE XIII AMENDING THE CONSTITUTION

- Section 1. 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.
- Section 2. Proposed amendments of 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 3. 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 as the Constitution.

Adopted 6/8/90  
Amended 12/7/92  
Amended July/Aug 1994  
Revised 4/24/01  
Revised 2/20/07  
**Revised 12/18/09**  
**Revised 9/9/11**  
**Revised 10/30/12**