

CONSTITUTION

KAISER PANORAMA 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 organization name shall be: Kaiser Panorama Registered Nurses Association, (KPRNA) Affiliate No. 31-23 of the United Nurses Associations of California (UNAC)/Union of Health Care Professionals (UHCP), hereinafter referred to as the Affiliate.

ARTICLE II PURPOSE

Section 201 The purpose of this organization 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 and other Health Care Professional in professional negotiations for the determination of wages and conditions of employment.

ARTICLE III OBJECTIVES

Section 301 The objectives of the Affiliate shall be:

- A. Consider constructively the professional practice of Registered nurses and other Health Care Professionals.
- B. Recommend to management through the Hospital and Clinic Administrations ways and means to improve patient care.
- C. Promote increased cooperation and understanding within the nursing staff and between other employees.
- D. Promote improvements in the economic and general welfare of the Registered Nurse and other Health Care Professionals in the Affiliate.

ARTICLE IV MEMBERSHIP

Section 401 A member shall be a Registered Nurse and other Health Care Professional employed either full-time, part-time or irregularly scheduled part-time at the Kaiser (Panorama City) Foundation Hospital or Southern California Permanente Medical Center or out-lying clinics, excluding administrators,

directors, supervisors or others with the power to hire, fire and/or discipline Registered Nurses and other Health Care Professionals.

Section 402 A member in good standing shall be:

- A. A Registered Nurse and other Health Care Professional who meets the requirements of membership as specified in Section 401 of this Article.
- B. A Registered Nurse and other Health Care Professional who is actively employed and who complies with all of the financial requirements of the Affiliate.

Section 403 Each member Registered Nurse and other Health Care Professional in good standing shall have a vote and full membership rights.

Section 404 Members on any Leave are:

- A. Obligated to notify the Treasurer of such leaves and their duration.
- B. Obligated to meet financial assessments and dues as determined by the Executive Committee on an individual basis.

Section 405 Notification by the Treasurer shall be instituted when failure to meet these obligations has exceeded sixty (60) days.

Section 406 Associate membership with the right to vote and hold elective office shall be open to Registered Nurses and others eligible for membership who leave present employment for other pursuits. Such members shall pay dues equal to the current monthly dues and these members would not be eligible for representation rights because they would not be covered by our collective bargaining agreement.

Section 407 No discrimination shall ever be shown by this Affiliate toward individual Registered Nurses and other Health Care Professional members or applicants for membership because of race, sex, age, religious faith or political activities of belief.

ARTICLE V OFFICERS

- Section 501**
- A. The elected officers of the Affiliate shall consist of a President and Vice President from Kaiser Foundation Hospital (the hospital) and a President and Vice President from the Southern California Permanente Medical Group (the Clinic). Also from the Hospital there shall be elected a Treasurer an Officer-at-Large and an Association Coordinator; from either the Hospital or the Clinic there shall be a Secretary. Total officers will be eight (8) and these Officers shall compromise the Executive Committee.
 - B. In addition, during the election year where the office of Treasurer and Officer-at-Large are vacated and there is no nominee from the Hospital, then nominations from the Clinic shall be accepted.

Section 502 The elected officers of the Affiliate shall be elected by secret ballot vote and shall hold office for a term of two (2) years or until their successors are elected.

Section 503 The duties of the elected officers shall be:

- A. The Presidents shall preside at all meetings of the Affiliate and of the Executive Committee. They shall appoint all committees and shall direct the administration of the business of the Affiliate. They shall be ex-officio members of all committees.
- B. The Hospital Vice President shall assist the Hospital President and act in his/her stead as needed.
- C. The Clinic Vice President shall assist the Clinic President and act in his/her stead as needed. The Clinic Vice President shall act as Parliamentarian and ascertain that the rules of Parliamentary Procedure are followed according to Sturgis Standard Code of Parliamentary Procedure and shall act as Historian for the Affiliate.
- D. The Secretary shall be responsible for: keeping all records of the Affiliate, of the Executive Committee; minutes for all meetings; for any correspondence requested by the Co-Chairpersons; issue the Affiliate Newsletter and shall deliver all records to the duly elected successor upon retirement from office.
- E. The Treasurer shall collect all dues and assessments, shall make all disbursements subject to counter-signature by the Co-chairpersons; and shall keep such financial records as may be required by the Executive or Master Committees. The Treasurer shall submit financial records for audit when required by the Master Committee and shall deliver them to the duly elected successor upon retirement from office.
- F. The Officer-at-Large shall attend Executive Council Meetings and act as liaison between the Affiliate and the State Association. The Officer-at Large shall also assist the Hospital President when deemed necessary and facilitate the on-going business of the affiliate.
- G. The immediate past President's duties shall be to advise the Executive Committee and shall be available to correlate reports and findings of various subcommittees.
- H. The Executive Committee, or its appointees, shall be responsible for serving as the Negotiations Committee.
- I. All officers and committee members of the Affiliate desiring to resign from office shall do so by writing a letter of resignation to the Secretary.
- J. The Executive Committee shall appoint any member to fill a vacated office.
- K. The Executive Committee shall have the authority to direct the affairs of the Affiliate between meetings of the General Membership subject to approval at the next General Membership meeting.

ARTICLE VI ELECTION OF OFFICERS

Section 601 The Executive Committee Officers shall be nominated at a general meeting of the membership and from a slate presented by the Nominating Committee and/or nominated from the floor with a written consent and agreement to serve if elected from the nominee.

- Section 602 Nominations shall take place in November, elections in December and the new officers shall take office in January.
- Section 603 Nominations shall be made to provide alternating terms for officers as follows:
- A. Elections for officers seated in even numbered years shall be Hospital President, Clinic Vice President, Treasurer and Secretary.
 - B. Elections for officers seated in odd numbered years shall be Clinic President, Hospital Vice President, Officer-at-large and Association Coordinator.
- Section 604 Election to office shall be by plurality vote.
- Section 605 The vote shall be by secret ballot if there is more than one nominee for an office.
- Section 606 Recall of officers shall be effected by:
- A. Notification to the Secretary of the desire to recall a named officer shall be made by a signed petition of twenty-five (25%) percent of the Registered Nurse and other Health Care Professional membership.
 - B. A general membership meeting in accordance with Article VII shall be called within thirty (30) days of receipt of a valid recall petition.
- Section 607 Recall shall be effective thirty (30) days after approval of two-thirds (2/3) majority of the general membership.
- Section 608 A successful recall measure shall automatically institute the procedures of Article VI, Section 601, and Section 604 within thirty (30) days of the date of the two-thirds (2/3) majority approval.

ARTICLE VII MEETINGS

- Section 701 Regular general membership meetings of the Affiliate shall be held no less than once each calendar quarter.
- A. The place of meeting shall be determined by the Executive Committee.
 - B. All Registered Nurse and other Health Care Professional members shall be notified of meetings by posted notices.
 - C. A quorum will be deemed present for the purpose of the conduct of business at a general meeting of this Affiliate whenever three (3%) percent of the duly notified Registered Nurse and other Health Care Professional membership is present.

ARTICLE VIII CONVENTIONS

- Section 801 The Affiliate shall elect delegates to the annual State Association Convention as outlined in the State Association Constitution.

Section 802 Any elected officer during their term shall automatically be delegates to the State Association Convention.

ARTICLE IX AMENDMENTS

Section 901 The Constitution may be amended at any regular meeting of the general membership, or by a secret ballot election held at Kaiser-Permanente, Panorama City facility and outlying clinics following adequate notification of the general membership when a quorum fails to be achieved during a general membership meeting. A two thirds (2/3) majority vote is needed to carry the amendment.

Section 902 Proposed amendments of the Constitution must be submitted writing to the Secretary at least three (3) weeks before the next general membership meeting. Proposal(s) shall be read and voted upon at the next regular meeting of the general membership or by secret ballot election held at Kaiser-Permanente, Panorama City facility and outlying clinics following a adequate notification of the general membership when a quorum fails to be achieved during a general membership meeting.

Section 903 Notice of the adopted changes in the Constitution shall be published within ninety (90) days by official notice to all Registered Nurse and other Health Care Professional members.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1001 The rules of Parliamentary procedure published in STURGIS STANDARD CODE OF PARLIAMENTARY PROCEDURE shall govern the Affiliate in all cases to which they are not inconsistent with the Constitution, or any special rules which the Affiliate may adopt.

BYLAWS

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

ARTICLE I GOVERNMENT

Section 101 The government of the Affiliate shall be vested with the Executive and Master Committees except for those powers and authorities reserved in the constitution.

Section 102 The Master Committee shall meet at least every other month, or at the call of the Co-chairpersons.

ARTICLE II COMMITTEES

Section 201 The Master Committee shall consist of a representative from each inpatient area and each

outpatient area from Panorama City, Granada Hills, Woodland Hills and Lancaster. Representation shall include all shifts of work.

Section 202 The following committees shall be appointed by the Master Committee as needed:

- A. Nominating Committee.
- B. Financial Control Committee to consist of two (2) members, one from the hospital and one from the clinic. This Committee is to review financial records with the Treasurer on a quarterly basis.

ARTICLE III FINANCES & AFFILIATIONS

Section 301 The dues for the Affiliate shall be determined by the general Registered Nurse and other Health Care Professional membership.

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

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

ARTICLE IV ADDITIONAL FUNCTIONS OF THE MASTER COMMITTEE

Section 401 Committee members (Association Representatives) should welcome new Registered Nurse and other Health Care Professional members to their department and shift.

- A. Provide each Registered Nurse and other Health Care Professional with a copy of the Constitution and Bylaws.
- B. Explain the Registered Nurses' and other Health Care Professionals' rights and responsibilities under the Constitution; explain the KPRNA labor agreement, inform the Registered Nurse and other Health Care Professional of the need to observe time limits for filing grievances. Direct the Registered Nurse and other Health Care Professional to contact the Committee member (Association Representative) on the unit concerning questions, complaints, working conditions, etc.
- C. Every Committee member and every officer represents every member of the Affiliate and shall be available at all times.

ARTICLE V ORDER OF BUSINESS

Section 501 The order of business at all meetings of the Affiliate 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 AUTHORITY

- Section 701 The rules of Parliamentary Procedure Published in STURGIS STANDARD CODE OF PARLIAMENTARY PROCEDURE 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.

ARTICLE VIII OFFICER STIPEND

- Section 801 Effective May 1981 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.
- Section 802 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 803 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.

Amended:

1/83
5/85
5/86
4/88
6/89
12/26/89
11/8/90
1/17/91
12/21/91
3/15/96
1/3/97
4/24/01

