



**CONSTITUTION
OF
KAISER ONTARIO-VINEYARD HEALTH CARE PROFESSIONAL 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 Ontario-Vineyard Health Care Professional Association, **(KOVHCPA)**, 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 health care practice in order to provide the best possible health care for all patients.
- 2) To provide a means for consideration and implementation/input to health care policies and practice.
- 3) To represent the Health Care Professionals in professional negotiations for the determination of wages and conditions of employment.
- 4) To close any gap which may exist between desired standards of Health Care Professional practices and actual practices, the overall goal being the best possible health care for all people.

ARTICLE III OBJECTIVES

Section 301

The objectives of this organization shall be:

- 1) To consider constructively the professional practice of Health Care Professionals.
- 2) To recommend to management through ways and means to improve patient care.
- 3) To promote increased cooperation and understanding within the Health Care Professional staff.
- 4) To promote a greater sense of involvement by the Health Care Professionals in the commitments and concerns of our affiliate.
- 5) To promote improvements in the economic and general welfare of the Health Care Professionals in our affiliate.
- 6) To encourage participation in our affiliate.
- 7) To provide an avenue for receiving individual or group suggestions; planning and implementing a course of action.

ARTICLE IV FUNCTIONS

Section 401

The general functions of this organization shall be:

- 1) Represent the Health Care Professionals in professional negotiations for the determination of salaries and conditions of employment.
- 2) Hold general membership meetings regularly (at least quarterly).
- 3) Provide a communications channel to and from each Health Care Professional.
- 4) Raise the standards of the health care profession by securing the conditions essential to the best professional service.
- 5) Study new systems for delivery of patient care.

Section 402

Additional functions of this organization shall be:

- 1) The human resource representative should furnish the Association's Chairpersons with names of new Health Care Professionals as they are employed.
- 2) Committee members should welcome new employees in the department or on the same shift.
- 3) Each new Health Care Professional shall be provided with a copy of the Affiliate Constitution.
- 4) The Health Care Professional member's rights and responsibilities under the Constitution and the KOVHCPA Collective Bargaining Agreement shall be explained. The Health Care Professional member shall be informed when he/she should go directly to the committee member on the unit and/or shift.
- 5) Health Care Professional members should be encouraged to participate in local, state, and national nursing/healthcare activities.
- 6) The Affiliate should encourage members to participate in community activities which relate to areas of nursing concern, i.e., heart, cancer, disaster, and the health agencies.

ARTICLE V MEMBERSHIP

Section 501

A member shall be a person who is a Health Care Professional at Southern California Permanente Medical Group and/or Kaiser Foundation Hospital in Ontario-Vineyard medical facilities excluding administrators, directors, supervisors, or exempt personnel with the power to hire or fire Health Care Professionals.

Section 502

A member in good standing shall be:

- 1) A Health Care Professional who meets the requirements of membership as specified in Section 1 of this Article V.
- 2) A Health Care Professional who is actively employed and who complies with all the financial assessments of this Association.

Section 503

Each member in good standing shall have a vote and full membership rights.

Section 504

A Health Care Professional who elects to become dues-paying non-members shall forfeit all voting rights.

Section 505

Members on Leave of Absence are:

- 1) Obligated to notify the State Treasurer and State Secretary of such leaves of absence and their duration.
- 2) Obligation to meet financial assessments as determined by the Executive Committee on an individual basis.

Section 506

Notification by the Treasurer shall be instituted when failure to meet this obligation has exceeded thirty (30) days.

Section 507

Reinstatement shall be effected after fulfillment of all financial assessments.

Section 508

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 personal beliefs.

ARTICLE VI OFFICERS/EXECUTIVE COMMITTEE

Section 601

The elected officers of this Affiliate shall consist of the following:

- 1) Hospital Executive Co-Chair
- 2) Clinic Executive Co-Chair
- 3) Secretary/Parliamentarian
- 4) Treasurer
- 5) Master Committee Chair

Section 602

Officers of the Affiliate shall be elected and shall hold offices for a term of two years or until their successors are elected, but in no event for a period longer than one year after end of their term.

- Elections will take place upon establishment of the affiliate; subsequent election will take place in November and the elected officers shall take office immediately.
- A member shall be eligible for nomination or election of office when he/she has been a member in good standing of this Affiliate for a period of one (1) year.
- Past officers duties shall be to advise the executive committee for a period of one month from the date new officers take office.
- Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in the International Union Constitution.

Section 603

The duties of the elected officers shall be:

- 1) The Executive Co-Chairs have duties that include the following: shall preside at all meetings of the Affiliate and of the Executive Committee, shall appoint all committees (subject to the executive board's approval), shall direct the administration of the business of the Affiliate and shall be ex-

officio members of all committees. The Executive Co-Chairpersons, or their appointees, shall be responsible for serving as the KOVRNA Representatives on the Negotiations Committee. The Executive Co-Chairs shall perform all such other duties as pertain to the office.

- 2) The Secretary/Parliamentarian shall be responsible for the following: keeping all records of the Affiliate of the Executive Committee, shall issue notices and keep minutes for all meetings, shall keep attendance records of all meeting and shall organize and coordinate an Affiliate's newsletter. He/she shall deliver all records to his/her successor upon retirement. Parliamentarian duties shall ascertain that the rules of Parliamentary Procedure are followed according to Sturgis Standard Code of Parliamentary Procedure at all meetings of the Affiliate and Executive Board, maintain history of events of the Affiliate throughout each year, and shall perform such duties as may be designated by the Executive Co-Chairs.
- 3) The Treasurer shall: collect all dues and assessments, make all disbursements subject to counter-signature by either of the Executive Co-Chairs or Secretary, 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 and shall deliver them to the successor upon retirement from office; and shall perform such duties as may be designated by the Executive Co-Chairs. The Treasurer shall meet with the Financial Control Committee as necessary.
- 4) Master Committee Chair shall coordinate and oversee committees of the affiliate; shall seek and organize membership participants for all PSP activities and goals, including designating assignments; shall meet with committee chairs at least semiannually and as needed; shall provide Executive Committee with monthly report of committee work and/or activities; and shall perform such duties as may be designated by the Executive Co-Chairs.

Section 604

The officers shall each act as Delegate to the Executive Council by fair rotation.

- a.) Attending officer shall inform the Executive Committee of all updates of the State's goals, visions and any information presented at the State meetings to be aligned.
- b.) The President shall be responsible for an officer's presence at Executive Council meetings.

Section 605

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 and State Secretary.

Section 606

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

Section 607

The Executive Committee shall meet with the representatives of Administration monthly or as necessary to consider matters related to health care professionals 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 608

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

Section 609

All Affiliate officers, the Executive Board, shall be elected by the Affiliate membership in a general election in accordance with Article VII (Election of Officers) and the Bylaws (Article XII-XIII).

ARTICLE VII ELECTION OF OFFICERS

Section 701

The Executive Committee Officers shall be nominated by the general membership via nominations from the floor or from a slate presented by the Nominating Committee or electronically with the consent of the nominee.

Section 702

Nominations shall be made to provide alternating terms of office as follows:

- 1) Elections taking place in even-numbered years: Hospital Executive Co-Chair and Treasurer.
- 2) Elections taking place in odd-numbered years: Clinic Executive Co-chair, Secretary/Parliamentarian and Master Committee Chair.

Section 703

The election is conducted by secret ballot. Ballots will be presented to members according to current payroll rosters. The membership will be notified by mail and electronically of dates, times, and place of election. Ballots will be placed in locked or sealed boxes.

Section 704

A mail-in ballot may be used in lieu of the above at the discretion of the current Executive Committee. Completed mail ballots will be returned to the UNAC/UHCP State office to be held until the closing date for the election.

Section 705

A majority vote of those votes cast shall elect each Executive Committee member. Results will be posted for the membership by hard copy and/or email and will be kept on file for a period of one year.

Section 706

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 VIII shall be called within thirty (30) days of receipt of valid recall petition.

Section 707

Recall shall be effected thirty (30) days after approval of two-thirds (2/3) majority of general membership.

Section 708

Voting on a recall measure shall be conducted by secret ballot.

Section 709

Successful recall measures shall automatically institute election procedures within thirty (30) days.

Section 710

Members shall be notified of the election date, time and place at least fifteen days in advance by notices or mail of such recall election.

ARTICLE VIII MEETINGS

Section 801

Regular general membership meetings of the Affiliate shall be held at least quarterly.

- 1) The place of the meeting shall be determined by the Executive Co-Chairs.
- 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 Affiliate whenever a majority of two percent (2%) of the duly notified membership is present.

Section 802

Executive Committee meetings shall be held every two (2) months. Meetings may be cancelled in the absence of pertinent business.

Section 803

A majority of the members of the Executive Committee present shall be required for quorum.

ARTICLE IX COMMITTEES

Section 901

The Executive Committee shall consist of the elected officers of the Affiliate in accordance with Article VI of this constitution.

Section 902

The Executive Committee shall be responsible for preparation of an annual audit of all financial transactions for publication and distribution to the membership.

Section 903

The Nominating/Election Committee shall be responsible for nominations and elections and shall consist of at least two (2) non-officer members of the organization and shall:

- 1) Be appointed by the Executive Committee prior to each election.
- 2) Prepare a slate of officers for consideration on the ballot.
- 3) Conduct nominations and elections in accordance with the rules governing labor unions.

Section 904

The Financial Control Committee shall consist of three (3) members, one who shall be the Treasurer of the Affiliate and two (2) non-officer members of the Organization who shall be appointed by the Executive Committee. The Finance Committee shall:

- 1) Review the financial records with the Treasurer on a quarterly basis.
- 2) Review union related expenses submitted to the Treasurer for reimbursement to insure that there is compliance with the financial policies of the organization.

Section 905

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 906

Any committee member of this Affiliate desiring to resign shall do so by writing a letter of resignation to the Secretary, with a copy of the letter furnished to the Chair.

ARTICLE X FINANCE AND AFFILIATIONS

Section 1001

The dues of this organization shall be determined by the general membership.

Section 1002

This organization shall initiate and maintain affiliation with the United Nurses Associations of California (UNAC/UHCP) by payment to UNAC/UHCP of 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 1003

The fiscal year of the Association shall begin September 1st and terminate August 31st.

ARTICLE XI GOVERNMENT

Section 1101

The management of this Affiliate shall be vested in the Executive Committee except for those powers reserved in the State Association (UNAC/UHCP) Constitution.

ARTICLE XII BYLAWS

Section 1201

Bylaws and Standing Rules including dues modification and assessments may be adopted, amended, or repealed by a majority vote of the members present, conducted by secret ballot, at a general or special membership meeting after reasonable notice of intention to vote on such issue has been posted or sent to each member.

ARTICLE XIII PROVISION OF BYLAWS

Section 1301

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

Section 1302

Order of Business: The order of business at all meetings of the Affiliate shall be prescribed by the presiding officer.

ARTICLE XIV PARLIAMENTARY PROCEDURES

Section 1401

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 Affiliate.

ARTICLE XV AMENDING THE CONSTITUTION

Section 1501

This Constitution may be amended at any regular meeting of the general membership or by mail ballot by a majority vote of the membership voting.

- 1) Proposed amendments of the constitution must be submitted in writing to the State 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 discussed at the following meeting and could either be voted on at the meeting or by mail ballot.
- 2) 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 Affiliate may be amended in the same manner as the Constitution.

ARTICLE XVI MISCELLANEOUS PROVISIONS

Section 1601

Except to the extent specified in this Constitution, no officer of the affiliate shall have the power to act as agent for or otherwise bind the affiliate in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the affiliate except to the extent specifically authorized in writing by the Executive Co-Chairs or by the Executive Board of the affiliate.

Adopted 9/2004

Revised May 2010

Revised October 2013