

KAISER BALDWIN PARK REGISTERED NURSES ASSOCIATION (KBPRNA)

CONSTITUTION

KAISER BALDWIN PARK 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 1. The name of this organization shall be the Kaiser Baldwin Park Registered Nurses Association, United Nurses Associations of California/Union of Health Care Professionals.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be:

- 1) To achieve and maintain the highest standards of the nursing practice in order to provide the best possible patient education and preventative 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.
- 4) To raise the standards of the nursing profession by securing those conditions deemed essential to the best professional service.
- 5) To assist Registered Nurses in political action, representation, legal assistance and economic benefit programs.
- 6) To take action to eliminate discrimination in nursing for reasons of sex, race, creed, color, national origin, age, ancestry or physical handicap.
- 7) To ally with other organized groups in the pursuit of common aims.

ARTICLE III OBJECTIVES

Section 1. The objectives of this organization shall be:

- 1) To consider constructively the professional practice of Registered Nurses and other Health Care professionals.
- 2) To recommend to management through the Department Administrator and/or assistant administrator ways and means to improve patient care.
- 3) To promote increased cooperation, communication and understanding within the nursing staff.
- 4) To promote a greater sense of involvement/ownership by the Nurses in the commitments and problems of our Association.
- 5) To promote improvements in the economic and general welfare of the nurses in our Association.
- 6) To promote a greater sense of involvement by the Health Care Professional in the commitments and concerns of our Association.
- 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 person who is a Registered Nurse/Registered Nurse Practitioner at Southern California Permanente Medical Group or Kaiser Foundation Hospital in the Baldwin Park Medical Center or outlying clinics; excluding administrators, directors, supervisors, exempt personnel, or others with the power to hire or fire Registered Nurses/Registered Nurse Practitioner.

Section 2. A member in good standing shall be:

- 1) A Registered Nurse/Registered Nurse Practitioner who meets the requirements of membership as specified in Section 1 of this Article IV.
- 2) A Registered Nurse/Registered Nurse Practitioner 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 and full membership rights.

Section 4. Members on Leave of Absence are:

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

- Section 5.** Notification by the Secretary shall be instituted when failure to meet this obligation has exceeded thirty (30) days.
- Section 6.** Reinstatement shall be effected after fulfillment of all financial assessments.
- Section 7.** Associate membership with the right to vote and hold elective office shall be open to Registered Nurses and Registered Nurse Practitioners
- Section 8.** 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 V OFFICERS/EXECUTIVE COMMITTEE

- Section 1.** The elected officers of this Association shall consist of the following:
- Hospital Co Chair
 - Clinic Co Chair
 - Secretary
 - Treasurer
 - Representation Coordinator
- Section 2.** Officers of the Association shall be elected and shall hold offices for a term of two years or until their successors are elected. Elections will take place in November and the elected officers shall take office in January.
- Section 3.** The duties of the elected officers shall be:
- 1) The Co Chairs 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 and shall be ex-officio members of all committees.
 - 2) The Secretary shall: be responsible for keeping all records of the Association of the Executive Committee, coordinate meetings, shall issue notices and keep minutes for all meetings; shall send copies of all minutes to UNAC/UHCP and the Co Chairs; shall keep attendance records of all meetings and shall organize and coordinate the Association's newsletter. He/she shall deliver all records to his/her successor upon retirement from office.
 - 3) The Treasurer shall: collect all dues and assessments from the state office; make all disbursements subject to counter-signature by either of the Co Chairs; 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. He/She shall coordinate and meet with the Financial Control Committee as necessary.

- 4) The Representation Coordinator shall attend all meetings of the Association and the Executive Committee. He/she shall maintain current lists of representatives and coordinate their activities. He/she shall preside over the Executive Committee in conjunction with the Co Chairs.
- 5) The Past Executive Chairperson's duties shall be in an advisory capacity to the Executive Committee.

Section 4. A Parliamentarian may be appointed by the Executive Committee and shall ascertain that the rules of Parliamentary Procedure are followed according to Sturgis Standard Code of Parliamentary Procedure; shall act as a Historian for the Affiliate, and shall perform such duties as may be designated by the Co Chairs.

Section 5. The Co Chairs, or their appointees, shall be responsible for serving as the KBPRNA Representatives on the Negotiations Committee.

Section 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.

Section 7. The Executive Committee shall appoint a qualified member to fill a vacated office for the remainder of the term.

Section 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.

Section 9. 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.

ARTICLE VI ELECTIONS

Section 1. The Executive Committee Officers shall be nominated at a general membership meeting in October 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 which may be a mail ballot. Election to office will be by a majority of one.

- Section 3.** The new officers shall preside at the January meeting.
- Section 4.** Nominations shall be made to provide alternating terms for officers as follows:
- 1) Elections taking place in even-numbered years: Clinic Co Chair and Treasurer.
 - 2) Elections taking place in odd-numbered years: Hospital Co Chair, Secretary, and Representation Coordinator.
- Section 5.** 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 6.** Recall shall be effected thirty (30) days after approval of two-thirds (2/3) majority of general membership.
- Section 7.** Voting on a recall measure shall be conducted by ballot.
- Section 8.** Successful recall measures shall automatically institute election procedures of Article VI, Sections 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 Co Chairs
 - 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 two percent (2%) of the duly notified membership is present.
- Section 2.** Executive Committee meetings shall be held every two (2) months or more frequently if there is pertinent business. Meetings may be canceled in the absence of pertinent business.

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. No per capita tax shall be owed or paid to an affiliate organization which

refuses or discontinues affiliation with this organization.

Section 3. Fiscal year - The fiscal year of the Association shall begin September 1st and terminate August 31st.

ARTICLE IX GOVERNMENT

Section 1. The management of this Association shall be vested in the Executive and Financial Control Committee except for those powers reserved in the State Association Constitution.

ARTICLE X COMMITTEES

Section 1. The Executive Committee shall consist of the elected officers: Hospital Co Chair, Clinic Co Chair, Secretary, Treasurer, and Representation Coordinator.

Section 2. The Nominating Committee shall be appointed by the Executive Committee during September each year or as necessary.

- 1) There shall be a minimum of two (2) members one from the Southern California Permanente Medical Group, and one from the Kaiser Foundation Hospital.
- 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 two (2) members 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 4. The Communication/Organizing Committee shall consist of four (4) members, representing each patient care area at Kaiser Baldwin Park Hospital and Medical Offices.

- 1) Representation shall include the day, evening and night shifts.
- 2) The Communication Committee members (Association Representatives) shall welcome new employee members in the department or on the same shift.
- 3) All Communication/Organizing Committee Representatives are to attend the UNAC/UHCP Basic Labor Management Training classes within ninety (90) days of appointment.
- 4) The list of members on the Communication/Organizing 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 the Executive Committee.

- Section 5.** Education Committee shall consist of representatives from Kaiser Baldwin Park Hospital and Medical Offices areas.
- a. The Education Committee members shall plan at least one continuing education class, sponsored and supported by the affiliate per year.
 - b. The Education Committee may plan more than one class per year at the direction of the Affiliate Officers and/or Executive Committee.
 - c. The content of the courses shall be determined through feedback/suggestions of the affiliate membership.
- Section 6.** 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 7.** 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 Presidents.

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 present with proper notice to the membership.

ARTICLE XIV OFFICER COMPENSATION

- Section 1.** Finance Committee should make recommendation after officer election and approval of Constitution.
- Section 2** Compensation shall be reviewed yearly by the Finance Committee and the Executive Committee. If a change is warranted, there shall be a vote by the membership.
- Section 3** Mileage reimbursement will be under the Finance Committee.

Adopted October 30, 1992

Amended 4/20/96

Amended 3/99

Amended 4/01

Amended 8/06

Amended 12/10