

# CONSTITUTION

**GARDEN GROVE REGISTERED NURSES ASSOCIATION,  
UNITED NURSES ASSOCIATIONS OF CALIFORNIA-UNION OF HEALTH CARE PROFESSIONALS  
NATIONAL UNION OF HOSPITAL & HEALTH CARE EMPLOYEES  
AFSCME, AFL-CIO**

## **ARTICLE I - NAME**

Section 101     The name of this organization shall be: Garden Grove Registered Nurses Association, United Nurses Associations of California/Union of Health Care Professionals, hereinafter referred to as the Association.

## **ARTICLE 2 – PURPOSE**

Section 201     The purpose of this Association shall be:

- A. To promote the welfare of patients and the highest standards of quality care by working to close any gap which may exist between desired standards of nursing practices and actual practices.
- B. To provide a means for consideration and implementation of nursing input related to policies and practices.
- C. To represent the Registered Nurse in professional negotiations for the determination of wages and conditions of employment.
- D. To serve as the patient's advocate in the health service field.
- E. To assist Registered Nurses in political action, legislative representation, legal assistance and economic benefit programs.
- F. To take action to eliminate discrimination in nursing for reasons of sex, race, creed, color, national origin, age, ancestry or physical handicap.
- G. To ally with other organized groups in the pursuit of common aims.

## **ARTICLE III - OBJECTIVES**

Section 301     The objective of the Association shall be:

- A. Consider constructively the professional practice of Registered Nurses
- B. Recommend to management through the Director of Nursing Services and/or Patient Care Committee, ways and means to improve patient care.
- C. Promote increased cooperation and understanding within the nursing staff, hospital and medical staff.
- D. Promote a greater sense of involvement by the nurses in the commitments and concerns of our Affiliate.
- E. Promote improvements in the economic and general welfare of the nurses 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 Registered Nurse employed at Garden Grove Hospital & Medical Center, excluding administrators, directors, supervisors or others with the authority to hire or fire Registered Nurses.
- Section 402 A member in good standing shall be:
- A. A Registered Nurse who meets the requirements of membership as specified in Section 401 of this Article.
  - B. A Registered Nurse who is actively employed and who complies with all the financial assessments in this Association.
  - C. A Registered Nurse who upholds the Association during all phases of negotiations.
  - D. A Registered Nurse who attends meetings when possible.
- 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 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 by this Association toward individual Registered Nurse members or applicants for membership because of race, sex, religious faith or political activities or beliefs.

## **ARTICLE V - OFFICERS**

- Section 501 The elected officers of Garden Grove Registered Nurses Association, the Executive Committee, shall be: President, Vice President, Secretary, Treasurer, and Association Liaison.
- Section 502 The duties of the elected officers shall be:
- A. The President shall preside at all meetings of the Association and of the Executive Committee, shall appoint all committees, and shall direct the administration of the business of the Association, and shall inform Association Representative Committee members of new hires and shall be ex-officio member of all committees.
  - B. The Vice President shall, in the absence of the President, preside at all meetings of the Association; shall appoint all committees and direct the administration of business of the Association and shall perform such duties as may be designated by the President.
  - C. The Secretary shall be responsible for keeping all records of the Association and of the Executive Committee; shall issue meeting notices; keep minutes for all meetings and send copies of these minutes to UNAC/UHCP; shall keep attendance records of all meetings and

deliver all records to his/her successor upon retirement from office. If the Secretary is not able to be present the treasurer will fill this role on a temporary basis.

- D. The Treasurer shall make all disbursements subject to countersignature by the President or designee (any of the officers); 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 as necessary.
- E. The Association Liaison shall perform such duties as may be designated by the President/Vice President and shall serve as StaRN Coordinator.

- Section 503 Any officer of the Association desiring to resign shall do so by writing a letter of resignation to the Secretary.
- Section 504 The Executive Committee shall appoint a qualified member to fill a vacated office. Appointee will serve in the position until the next Officer election is conducted.
- Section 505 The elected officers or its appointees shall be responsible for serving as the Negotiations Committee.
- Section 506 All elected officers of this Association shall automatically be eligible to serve as Delegates to the State (UNAC/UHCP) Convention during their term of office. The remaining Delegates seats will be filled by secret ballot election in accordance with the UNAC/UHCP Constitution under Article titled State (UNAC/UHCP) Convention Delegates.

## **ARTICLE VI - ELECTION OF OFFICERS**

- Section 601 Officers of the Association shall be elected by secret ballot vote with proper notice to the membership. Each term of office shall be for two (2) years.
- A. Alternate election: President, Treasurer and Association Liaison shall be elected in even numbered years; Vice President and Secretary, in odd numbered years.
  - B. Nominations for slate of officers shall be opened in January by proper notification to membership. Nominations from a slate of offices from the Nominating Committee or from the floor, with the consent of the nominees, will be accepted at a General Membership meeting in January at which time nominations will close.
  - C. A member shall be eligible for nomination or election to office when he/she is a member in good standing.
  - D. Elections will be conducted in February by secret ballot. Elected officers will take office in March following the elections.
- Section 602 Election of office shall be by plurality vote.
- 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 (25) percent 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 effective immediately after approval of two-thirds (2/3rds) majority of general membership.

- Section 605 Voting on recall measure shall be conducted by ballot.
- Section 606 Successful recall measure shall automatically institute election procedure of Article VI, Section 1 and 2 within thirty (30) days.

## **ARTICLE VII - COMMITTEES**

- Section 701 The Executive Committee shall consist of the elected officers: A President, a Vice President; a Secretary, a Treasurer, an Association Liaison and an immediate Past President.
- A. The duties of the immediate past president shall be to advise and assist the Executive committee.
  - A. The Executive Committee, or designees, shall meet with representatives of Hospital Administration monthly, 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.
  - B. Executive Committee meetings shall be held at least monthly.
  - C. Executive Committee members are to attend UNAC/UHCP Steward Training and Advanced Labor-Management training within one year of being elected.
- Section 702 The Association Representative Committee shall consist of a representative from each patient unit. Representation shall include all shifts of work.
- A. The Association Representative Committee shall meet at least every other month, or at the call of the President.
  - B. Committee members shall welcome new employee Registered Nurses in the nursing unit or on the same shift.
  - C. The list of members on the 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.
  - D. Committee members will provide each newly employed Registered Nurse with a copy of the Constitution and Bylaws.
  - E. Committee members will explain the new Registered Nurse's rights and responsibilities under the Constitution, explain the GGRNA Labor Agreement, inform the Registered Nurse of the need to observe time limits for filing grievances and direct the Registered Nurse to contact the Committee member on the unit concerning questions, complaints, working conditions, etc.
- Section 703 The Financial Control Committee shall consist of two members in good standing and the Treasurer.
- A. The Financial Control Committee shall review all financial records and all expenses paid out.
  - B. Financial Control Committee meetings shall be held monthly or as necessary.
- Section 704 Committee members shall be required to attend all meetings. If a member does not attend three (3) consecutive meetings, the Executive Committee may appoint a new member as a replacement.
- Section 705 Any committee member of the Association desiring to resign shall do so by writing a letter of resignation to the Secretary.
- Section 706 The Legislative Committee shall be appointed by the Executive Committee and shall meet at least every other month or at the call of the President. The committee role shall be to act as a liaison between the UNAC/UHCP Legislative Department and the Association and to promote the AFSCME PEOPLE program.

## **ARTICLE VIII - GENERAL MEETINGS**

- Section 801 Regular general meetings of the Association shall be held a least quarterly.
- A. The place of meetings shall be determined by the Executive Committee.
  - B. All members shall be notified of general meetings by posted notices and/or mail.
  - C. A quorum shall be deemed present for the conduct of business at the general meeting of the Association whenever two (2%) percent of the current membership is present.

## **ARTICLE IX - AMENDING THE CONSTITUTION**

- Section 901 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.
- Section 902 Proposed amendments to 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 903 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.

## **BYLAWS**

The Bylaws shall provide for the management and government of the Association except as provided in the constitution.

## **ARTICLE I - GOVERNMENT**

- Section 101 The management of the Association shall be vested in the Executive Committee except for those powers and authorities reserved in the State (UNAC/UHCP) Constitution.

## **ARTICLE II - FINANCE & AFFILIATIONS**

- Section 201 The dues for this Association shall be determined by the general Registered Nurse membership.
- Section 202 The Association shall initiate and maintain affiliation with 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 the Association.
- Section 203 The Finance Committee shall review, annually, the financial policies and recommend to the General Membership the appropriate changes indicated. The General Membership shall approve or disapprove of the recommended changes by plurality vote and these changes shall become effective the first day of next month.
- Section 204 The elected or duly appointed Officers of the Affiliate shall be reimbursed per the financial policy, 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 reimbursement for any period.

Section 205 Fiscal year of the Association shall begin September 1<sup>st</sup> and terminate August 31<sup>st</sup>.

### **ARTICLE III - ORDER OF BUSINESS**

Section 301 The order of business at all meetings of the Association shall be prescribed by the presiding officer.

### **ARTICLE IV - AMENDING THE BYLAWS**

Section 401 The Bylaws shall be amended in the same manner as the Constitution.

Section 402 By-Laws and Standing Rules may be adopted, amended or repealed by a plurality vote of eligible members present, conducted by secret ballot, at a general or special membership meeting in which a quorum has been determined, after reasonable notice of intention to vote on such issue has been posted or notice sent to each member.

### **ARTICLE V - PARLIAMENTARY PROCEDURES**

Section 501 The rules of Parliamentary Procedure published in Sturgis Standard Parliamentary Law, shall govern the Association 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 Association may adopt.

#### **Dates Amended:**

**1/28/87**

**1/21/98**

**4/24/01**

**2/17/11**