



**BYLAWS
OF
UNITED NURSE ANESTHETISTS OF HAWAII (UNAH)**

ARTICLE I - NAME

Section 101 This organization shall be known as: The United Nurse Anesthetists of Hawaii (UNAH), a Chapter of United Nurses Associations of California/Union of Health Care Professionals, National Union of Hospital and Health Care Employees, American Federation of State, County and Municipal Employees, American Federation of Labor and Congress of Industrial Organizations, (UNAC/UHCP, NUHHCE, AFSCME, AFL-CIO).

ARTICLE II - OBJECTIVES

Section 201 The objectives of this Chapter shall be identical to those of the UNAC/UHCP Constitution.

ARTICLE III - MEMBERSHIP AND DUES

Section 301 A member is defined as a Certified Registered Nurse Anesthetist (CRNA) covered within the Kaiser Permanente collective bargaining agreement with UNAC/UHCP - UNAH.

Section 302 Only members in good standing shall have voting and membership rights, may attend meetings, and/or participate in meetings.

Section 303 All funds, property, and assets of whatever kind or description or wherever located, presently possessed or hereafter acquired by UNAH shall be held in trust for the entire membership and are the sole and separate property of UNAH and UNAC/UHCP. No individual member has or shall have any personal right, title, or interest in the funds, property, or assets of UNAH.

Section 304 A member in good standing shall be:

1. One who meets the requirements of membership as specified in UNAC/UHCP Constitution and Section 301 of this constitution.
2. A member who is actively employed and is not delinquent in any of the financial assessments of this Chapter, including but not limited to dues payments.

3. A member who is actively employed and who has not resigned from or been expelled from membership.

Section 305 Members on Leave of Absence are obligated to meet all financial assessments as determined by the UNAC/UHCP Constitution and/or the Executive Council during such absence. Notification by the Treasurer shall be instituted when failure to meet the above obligations has exceeded sixty (60) days.

Section 306 Reinstatement to good standing status based on delinquent financial assessments shall be made after fulfillment of all financial assessments.

Section 307 The dues of this Chapter shall be established in accordance with the UNAC/UHCP Constitution.

Section 308 No discrimination shall ever be shown in this Chapter or any Chapter association toward individual members or applicants for membership because of age, place of birth, ethnicity, ancestry, color, disability, gender (including gender identity and expression), genetic information, marital status, medical condition, national origin, political affiliation, race, religion/religious creed, sex, sexual orientation, or veteran status.

ARTICLE IV – CHAPTER REPRESENTATIVES

Section 401 The Executive Committee shall be composed of the following three (3) Chapter Representatives which will consist of a President, Vice President, and Secretary.

Section 402 A member may not hold more than one Executive Committee position concurrently.

Section 403 To be eligible to serve, a candidate must be a member in good standing and have been a member of the Chapter for a period of 1 year or longer immediately preceding the election, except in the Chapter's initial election.

Section 404 The duties of the Chapter Representatives shall be:

1. The President shall preside at all meetings of the Chapter and of the Executive Committee. The President shall make a report of the administration and affairs of the Chapter to the Executive Committee at regularly scheduled meetings as well as to the members at general membership meetings and may otherwise communicate with the membership electronically or webinar. The President shall be an ex-officio member of all standing committees of UNAHI, with the exception of the Election Committee on the years they are a candidate, and shall appoint Chairpersons of all standing committees, subject to the approval of the Executive Committee.

2. The Vice President shall assist the President and shall perform duties as assigned by the President. In the absence of the President or if he/she is unable to serve, the Vice President shall assume any and all of the Presidential duties.

3. The Secretary shall be responsible for keeping all records of the Chapter and of the Executive Committee; keep a record of all proceedings for all meetings; keep attendance records of all meetings; distribute copies of all minutes to the UNAC/UHCP State Secretary and Executive Committee; be responsible for all official correspondence; provide notices of all meetings; be a custodian of all properties of the Chapter; and perform such other duties as the Executive Committee may require.

Section 405 All Chapter Representatives shall relinquish all records of the Chapter to his/her successor upon retirement from office.

Section 406 The President, Vice President, or Secretary may serve as the voting Delegate to the UNAC/UHCP Executive Council per the UNAC/UHCP Constitution. The president shall be responsible for assigning coverage. The attending Representative shall inform the Executive Committee of all updates of the State's goals, visions, and any information presented at Executive Council.

Section 407 Past Chapter Representatives' duties shall be to advise the Executive Committee for a minimum period of thirty days from the date new Representatives take office.

Section 408 A Chapter Representative desiring to resign shall do so by writing a letter of resignation to the Chapter Secretary, with notice given at least thirty (30) days in advance to allow the Chapter to find coverage for their responsibilities. If the resigning Chapter Representative is the Secretary, they will notify the Chapter President following the same procedure. The Chapter Representative's resignation letter will be forwarded to the UNAC/UHCP State Secretary.

Section 409 The Executive Committee shall, within sixty (60) days of resignation of a Chapter Representative, appoint a qualified member via secret ballot vote to fill a vacated office for the remainder of the term. In no event shall a vacancy remain unfilled longer than sixty (60) days.

ARTICLE V -NOMINATIONS AND ELECTIONS

Section 501 The President, Vice President, and Secretary shall be elected by the entire Chapter membership. An expressed consent and agreement to serve, if elected, shall be required from the nominee.

Section 502 Elected Chapter Representatives shall hold office for a term of two (2) years, except for Chapter startup, or until their successors are elected, but in no event for a period longer than one year after the end of their term without an election.

Section 503 All regular elections shall take place in the month of November, with the term of office beginning immediately.

1. Nominations shall be made to provide alternating terms for Chapter Representatives as follows:

A) Elections taking place in EVEN numbered years: President, Secretary

B) Elections taking place in ODD numbered years: Vice President

C) For the 2026 Chapter start-up, the positions in the even years will be for a term of two years ending in the 2028 election cycle, and the positions elected during the odd years will be elected in 2026 and complete a term of 1 year ending in the 2027 election cycle.

2. A notice of election/nominations shall be emailed to each member at the member's last known email address.

3. The election notice must be emailed to each member in good standing's last known email address at least fifteen (15) days before the election date. It should state the date, time, and manner of the voting and should, in addition, indicate which offices and the term that are to be voted on. If a mailed ballot system is used, there should be twenty (20) days between the mailing of the ballot and the close of voting. If an Electronic voting system is used, it must comply with the AFSCME International Constitution, Appendix D, Section 2, sub-section G. The AFSCME Election Manual, drafted from the AFSCME Constitution, shall provide guidelines for Chapter elections.

4. An alternative voting method (e.g., mail ballot) must be provided for any member who does not have access to the technology required to cast a vote using the electronic system selected for voting. The ballot must be by secret ballot, and all local union members shall be afforded a reasonable opportunity to vote. The system must not link the voter to the ballot. All eligible challenges must be lodged and resolved prior to the vote; once the ballot is submitted electronically, it cannot be changed or voided. The Vendor shall provide the union with digital and paper copy of the count and/or tabulation results at the conclusion of the election and must retain the voting system and all digital records related to the election for at least one year.

5. A majority vote of valid votes will be used to declare elected Chapter Representatives. Write-in votes shall not be permitted. Election results shall be posted for the membership on the UNAC/UHCP website and/or by email. All nomination and election records shall be kept on file for a period of one (1) year.

Section 504 Recall of a member of the Executive Committee shall be affected by all the following:

1. Notification to the Chapter Secretary and the UNAC/UHCP Secretary of the desire to recall with a signed petition of thirty percent (30%) of the membership.
2. A general membership meeting in accordance with Article VIII (Meetings) of this constitution shall be called within thirty (30) days of receipt of a valid recall petition.
3. Recall shall be effective thirty (30) days after approval by a majority of those voting.
4. A successful recall measure shall automatically institute the election procedures to replace the vacated office within sixty (60) days of the majority approval.
5. A recall petition to be valid must specify only one member of the Executive Committee per petition. This shall not preclude the circulation of multiple petitions at one time.

ARTICLE VI - COMMITTEES

Section 601 The standing committees of UNAHI shall be:

1. Executive Committee
2. Election Committee
3. Negotiation Committee

Section 602 The Executive Committee shall consist of the President, Vice President and Secretary. The Executive Committee shall:

1. Have the authority to assign other duties and areas of responsibility for each Representative not otherwise described in the Bylaws.
2. Have the power to interpret and enforce the Bylaws, and to make rules not in conflict with the Bylaws or the AFSCME, NUHHCE, or UNAC/UHCP Constitutions. An interpretation of the Bylaws by the Executive Committee may be appealed at any meeting of the general membership.
3. Have authority, consistent with the Bylaws, to decide all affairs of this Chapter between meetings of the general membership.
4. Work with the UNAC/UHCP Headquarters to create an annual budget. The final annual budget must have approval of the UNAC/UHCP President.
5. Establish other committees, as it deems necessary, consistent with the Bylaws. The President, with the consent of the Executive Committee, shall appoint committee chairpersons. The chairperson of each committee, with the consent of the Executive

Committee, shall appoint members to each committee. Committee chairpersons shall report all proceedings and recommendations to the Executive Committee.

6. Executive Committee members shall be required to attend all regular and special Executive Committee meetings, and all regular and special general membership meetings, except when necessary to conduct other union business. No Chapter Representative, unless excused for illness, FMLA, bereavement leave, or scheduled vacation, shall be absent for more than three (3) meetings per year of that person's term of office (measured November to November). Chapter Representatives shall provide at least 24 hours' notice prior to scheduled meeting of their absence whenever possible.

Section 603 The Election Committee shall consist of at least (3) three members, one (1) designated as the chairperson. They shall have the responsibility of communicating and coordinating with Headquarters on the nominations and administration of elections of the Chapter. Nominees in an election cycle cannot serve on the committee.

Section 604 The Executive Committee shall be responsible to serve as the Negotiation Committee. Substitutes may be appointed by the Executive Committee. Additional members to the Negotiation Committee shall be elected.

Section 605 For all other Chapter committees, members shall be required to attend all meetings. If unable to attend, committee members shall notify the Chapter Secretary. If a member does not attend three (3) consecutive meetings, the Executive Committee may appoint a new member as a replacement.

Section 606 Any committee member of this Chapter desiring to resign shall do so by writing a letter of resignation to the Chapter Secretary with notice given at least thirty (30) days in advance to allow time to find a replacement. If the officer resigning is the Chapter Secretary, the letter of resignation should be turned in to the President. The resignation shall be forwarded to the UNAC/UHCP Secretary.

ARTICLE VII – STEWARDS

Section 701 The Executive Committee shall create and maintain a list of stewards in the anesthesia department. There shall be at least one Steward in the anesthesia department. Members shall be able to serve as Stewards by submitting to the Chapter Secretary of the Executive Committee:

1. A completed and signed Steward Oath.
2. A nominating petition signed by the number/percentage of members in good standing as required by the UNAC/UHCP Headquarters at the time of the steward's term of service.
3. Any other documents as required by UNAC/UHCP Headquarters.

Section 702 Stewards shall:

- a. Protect the rights of members and the Union by enforcing the collective bargaining agreement, other established work rules or law, assist members in workplace investigations or disputes, and consult with management on matters of interest to the union.
- b. Represent members in the formal grievance procedure, when necessary and appropriate, in a professional manner consistent with the duty of fair representation and protecting the confidentiality of the member's information.
- c. Timely process grievances, in close consultation with the Chapter President and UNAC/UHCP Staff; and resolve disputes at the work location or other appropriate location.
- d. Communicate accurate information to the members, potential members, other stewards, Chapter Representatives, and UNAC/UHCP Staff and provide follow-up when necessary.
- e. Motivate and mobilize members to become actively involved in addressing workplace issues and problems that affect them.
- f. Promote union values, principles and ideals in the workplace.
- g. Attend all regular and special steward meetings, steward trainings, and all meetings of the general membership.
- h. Meet & welcome new members in their unit/work area.
- i. Help identify and recruit new leaders.
- j. Mobilize members for collective action.

ARTICLE VIII – MEETINGS

Section 801 Regular general membership meetings of the Chapter shall be held at least four times per year, or more frequently as necessary.

1. The date, time, and location of meetings shall be determined by the Executive Committee.
2. All members shall be notified of meetings by email, and/or other electronic notices.
3. A quorum will be deemed present for the purpose of conducting business at the general meeting of UNAHl whenever five percent (5%) of the duly notified membership is present.

Section 802 Executive Committee meetings shall be held at least quarterly, or more frequently as necessary.

1. A quorum for an Executive Committee Meeting shall be when a majority of the Representatives are present.
2. With reasonable notice, the Executive Committee may meet at the call of the President, or any Chapter Representative(s). A report on all actions taken at Executive Committee meetings shall be made to the membership at the next general meeting.

Section 803 No business shall be conducted without a quorum at an Executive Committee or general membership meeting.

Section 804 Special meetings of the general membership may be called at the request of the President, the Executive Committee, or by a written petition signed by ten percent (10%) of the membership in good standing. Membership shall receive at least 48 hours' advance notice of any special meeting.

Section 805 Committee meetings may be held electronically, telephonically, or by videoconference. Resolutions made and/or actions taken as a result of such meetings shall have full force and effect.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Section 901 The current edition of The Standard Code of Parliamentary Procedure shall govern and guide UNAHI in all parliamentary situations that are not provided for in the law or in its bylaws or adopted rules.

ARTICLE X - PROVISION OF BYLAWS

Section 1001 The Bylaws shall provide for the management and governance of the Chapter except as provided in the UNAC/UHCP Constitution.

Section 1002 The Executive Committee shall be the governing body of UNAHI. All matters affecting the aims and means of accomplishing the purposes of the Chapter not specifically provided for in the Bylaws shall be decided by the Executive Committee.

ARTICLE XI - STATE ASSOCIATION CONVENTION DELEGATES

Section 1101 The number of delegates to the State Association (UNAC/UHCP) Convention shall be determined in accordance with the UNAC/UHCP Constitution.

Section 1102 All Executive Committee members/Chapter Representatives shall be delegates to the State Association (UNAC/UHCP) Convention during their term of office.

ARTICLE XII - MISCELLANEOUS PROVISIONS

Section 1201 UNAHI shall at all times be subject to the provisions of the AFSCME, NUHHCE, and UNAC/UHCP Constitutions. Except to the extent specified in these Bylaws, no Chapter

Representative of UNAHI shall have the power to act as agent for or otherwise bind UNAHI in any way whatsoever.

ARTICLE XIII - AMENDMENTS

Section 1301 The UNAHI Bylaws may be amended whenever ten percent (10%) of the general membership casts a vote, subject to the following procedure:

1. Proposed amendments to the UNAHI Bylaws must be submitted in writing to the Chapter Secretary and the UNAC/UHCP Secretary at least three (3) months before a regular or special general membership meeting.
2. Proposals must be distributed and/or read at the next regular or special general membership meeting.
3. The Executive Committee shall determine if an in-person, electronic, or mailed ballot system is to be used.
4. Proposed amendments shall be made available, and ballots sent to the general membership; if using a mailed ballot, the ballot must be sent at least twenty (20) days prior to the ballot deadline. AFSCME Election guidelines will be followed.
5. A two-thirds (2/3) vote of the valid votes received shall be used to determine the result.
6. Notice of adopted changes in the Bylaws shall be published for all members within ninety (90) days.