



CONSTITUTION OF DASH

(DIETITIANS, AUDIOLOGISTS, SPEECH-LANGUAGE PATHOLOGISTS, HEALTH EDUCATORS)

SUMMARY

This Constitution is the governing document for the Affiliate known as Dietitians, Audiologists, Speech-Language Pathologists, Health Educators (DASH). Some highlights include:

- **Membership and Dues:** The classifications included in this bargaining unit are described in Section 301. Members in good standing are up to date with dues and fees, if any are owed. Only members in good standing shall have voting and membership rights.
- **Officers:** The Executive Committee shall consist of five (5) elected officers: a President, a Vice President, a Treasurer, a Secretary, and a Steward Coordinator. The duties of the officers are described in Section 404.
- **Nominations and Election of Officers:** Elected officers of the Affiliate shall hold office for a term of two (2) years or until their successors are elected. The exception is Affiliate startup, in which the offices of President, Secretary, and Steward Coordinator shall hold office for a term of two (2) years, and Vice President and Treasurer will hold a term of one (1) year.
- **Stewards:** The selection process and duties of a Steward are described in Article VI.
- **Committees:** Standing committees of DASH shall be the Executive Committee, Election Committee, and Financial Control Committee.
- **Recall:** A recall of an Executive Board Officer requires notification to the UNAC/UHCP Secretary and a signed petition of twenty-five percent (25%) of the membership. Article VIII describes the recall procedure in more detail. Recall shall be effective thirty (30) days after approval by a majority of those voting.
- **Meetings:** General Membership Meetings (GMMs) of the Affiliate shall be held at least twice per year, or more frequently as necessary. A quorum will be deemed present for the purpose of the conduct of business at the GMM whenever three percent (3%) of the duly notified membership is present.
- **State Association Convention Delegates:** All Officers of the Affiliate shall be delegates to the State Association (UNAC/UHCP) Convention during their term of office. The number of delegates to the State Association (UNAC/UHCP) Convention shall be determined in accordance with the UNAC/UHCP Constitution and bylaws.
- **Amendments:** The DASH Constitution may be amended whenever ten percent (10%) of the general membership casts a vote, subject to the procedure described in Article XIV. A two-thirds ($\frac{2}{3}$) vote of the votes received shall be used to determine results. Notice of adopted changes in the Constitution shall be published within ninety (90) days with notice given to all members.



CONSTITUTION OF DASH

(DIETITIANS, AUDIOLOGISTS, SPEECH-LANGUAGE PATHOLOGISTS, HEALTH EDUCATORS)

ARTICLE I - NAME

Section 101 This organization shall be known as: Dietitians, Audiologists, Speech-Language Pathologists, Health Educators (DASH); an Affiliate of United Nurses Association of California/Union of Health Care Professionals (UNAC/ UHCP), National Union of Hospital and Health Care Employees (NUHHCE), American Federation of State, County and Municipal Employees (AFSCME), and American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

ARTICLE II - PURPOSE AND OBJECTIVES

Section 201 The purpose and objectives of this organization shall be to:

1. Achieve and maintain the highest standards of practice in order to provide the best possible health care for all patients.
2. Close any gap which may exist between desired standards of health care practices and actual practices.
3. Provide a mechanism by which concerns and ideas can be expressed, studied effectively, and resolutions proposed and implemented.
4. Recommend to management ways and means to improve patient care.
5. Represent the Health Care Professionals in professional negotiations for the determination of wages, hours, and conditions of employment.

ARTICLE III - MEMBERSHIP AND DUES

Section 301 A member is defined as a Dietitian I, Dietitian I-PT/Hrly, Dietitian II, Dietitian II-PT/Hrly, Audiologist, Audiologist Level II, Speech-Language Pathologist, Speech-Language Pathologist-PT/Hrly, Health Educator I, Health Educator I-PT/Hrly, Health Educator II, Health Educator II-PT/Hrly, Clinical Fellowship Year/Required Professional Experience (CFY/RPE) Speech-Language Pathologist, or Clinical Fellowship Year (CFY) Audiologist covered within the DASH UNAC/UHCP and Kaiser Permanente collective bargaining agreement.

This will include any additional classifications that may be created for inclusion in DASH. This will also include employees in the above referenced classifications at the Regional Offices and its outlying facilities. Furthermore, Health Care Professionals at any additional facilities which may qualify as accretions to any of the existing Medical Service Areas and/or Southern California Region will be included.

Section 302 Only members in good standing shall have voting and membership rights.

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

- Section 304 To maintain good standing in the State Association, a member must pay dues monthly, initiation fees, if any are owed, and such other financial obligations as and when they may become due to the State Association. No person shall be entitled to the rights and privileges of membership until their dues and initiation fees are current.
- Section 305 Members must be in good standing to have the rights and privileges of membership. Members can check their status via MemberLink.
- 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 Affiliate shall be established in accordance with the UNAC/UHCP Constitution.
- Section 308 No discrimination shall ever be shown in this organization, or any affiliated association, toward individual members or applicants for membership because of age, ancestry, body size, body type, color, physical or non-physical disability, gender (including gender identity and expression), genetic information, marital status, medical condition, national origin, place of birth, political affiliation, race, religion/religious creed, sex, sexual orientation, veteran status, or any other protections as provided by law.

ARTICLE IV - OFFICERS

- Section 401 The Executive Committee shall consist of five (5) elected officers: a President, a Vice President, a Treasurer, a Secretary, and a Steward Coordinator.
- 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 affiliate for a period of one (1) year or longer immediately preceding the election, except in the Affiliate's initial election.
- Section 404 The duties of the elected officers are as follows:
1. The President shall: preside at all meetings of the Affiliate and of the Executive Committee; act as or appoint a parliamentarian, with the approval of the Executive Committee, to ensure all meetings of the Affiliate and Executive Board follow parliamentary procedures; make a report of the administration and affairs of the Affiliate to the members at general membership meetings; direct the administration of the business of the Affiliate; make a report of the administration and affairs of the Affiliate to the Executive Committee at regular scheduled meetings; and perform all other duties as pertain to the office and organization as a whole.
 2. The Vice Presidents shall: assist the President and perform duties as assigned by the President. In the absence of the President, the Vice President will act as Chief Executive Officer, performing the duties of the President.
 3. The Treasurer shall: monitor all dues collection and assessments; make all disbursements subject to countersignature by the President or Vice President; keep financial records; submit financial records for audit or review when required by the Executive Committee or UNAC/UHCP; and deliver financial records to their successor upon retirement from office. The Treasurer shall prepare a yearly budget and, with the Executive Committee, shall establish financial policies, with approval from the membership.
 4. The Secretary shall be responsible for keeping all records of the Affiliate and of the Executive Committee; keep minutes for all meetings; send copies of all minutes to UNAC/UHCP Secretary and affiliate officers; keep attendance records of all meetings; be responsible for all official correspondence; provide notices of all meetings; and deliver all records to their successor upon retirement from office.
 5. The Steward Coordinator shall: manage the affiliate stewards, including recruitment; maintain a current list of stewards; coordinate local representation activities; supply Human Resources with a

current list of stewards; coordinate steward participation at UNAC/UHCP steward trainings and classes; coordinate steward involvement in union membership matters, steward training classes and assist in these classes; facilitate local steward meetings; and provide monthly reports of steward activities to the UNAC/UHCP staff representative, as well as at the Executive Committee meetings.

Section 405 The President or an elected officer appointed by the Executive Committee shall act as Delegate to the Executive Council.

1. The attending officer shall inform the Executive Committee of all updates of the State's goals, visions, and any information presented at the State meetings.
2. The President shall be responsible for an elected officer's presence at Executive Council meetings.

Section 406 Past officers' duties shall be to advise the Executive Committee for a minimum period of one month from the date new officers take office.

Section 407 Every Affiliate Officer shall, upon assuming office, subscribe to the Obligation of An Officer contained in Appendix B of the AFSCME International Union Constitution.

Section 408 An officer of the Affiliate desiring to resign shall do so by written letter of resignation to the Affiliate Secretary with notice given at least thirty (30) days in advance to allow the Affiliate to find coverage for their responsibilities. The Affiliate Secretary will forward resignation to the UNAC/UHCP Secretary. If the Affiliate Secretary is resigning, the Affiliate Secretary shall give written letter of resignation to the Affiliate President, and the Affiliate President will forward resignation to the UNAC/UHCP Secretary.

Section 409 The Executive Committee shall appoint a qualified member to fill a vacated office until the next election cycle, at which time a candidate that accepts the position will be elected to serve the remainder of the term. DASH members shall be notified of the opportunity to be appointed to fill a vacated office.

ARTICLE V – NOMINATIONS AND ELECTION OF OFFICERS

Section 501 President, Vice President, Treasurer, Secretary, and Steward Coordinator will be chosen via open nominations by the entire affiliate membership. Beginning 2024, a member shall only be eligible for nomination or election of office when they have been a member and in good standing of this Affiliate for a period of one (1) year; no retired member shall be a candidate for office. All candidates nominated shall be notified and afforded an opportunity to decline the nomination. The nominee who declines shall not appear on the ballot. Each nominee may only be placed on the ballot for one office. An expressed consent and agreement to serve, if elected, shall be required.

1. Elected officers of the Affiliate shall hold office for a term of two (2) years or until their successors are elected but in no event for a period longer than one year after the end of their term. The exception is Affiliate startup, in which the offices of President, Secretary, and Steward Coordinator shall hold office for a term of two (2) years, and Vice President and Treasurer will hold a term of one (1) year.

Section 502 All regular elections shall take place in the month of November with term of office beginning immediately.

Section 503 Nominations shall be made to provide alternating terms for officers as follows:

1. Elections taking place in even-numbered years: Vice President and Treasurer
2. Elections taking place in odd-numbered years: President, Secretary, and Steward Coordinator.

Section 504 A notice of open nominations shall be distributed to each member at their last known home address.

Section 505 Ballots will be mailed at least twenty (20) days before the ballot count and will be mailed to members at their last known home address. With approval by the Executive Board, an electronic voting system may be used if compliant with the AFSCME International Constitution, Appendix D, Section 2, sub-section G. An alternative voting method (e.g. mail ballot) must be provided for any member who does not have access to technology required to cast a vote using the electronic system selected for voting. The ballot must be by secret ballot, all local union members shall be afforded a reasonable opportunity to vote, the system must not link the voter to the ballot, all eligibility 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 voting system and all digital records related to the election for at least one year.

Section 506 A majority vote of valid votes will be used to declare elected officers. Write-in votes shall not be permitted. Election results will be posted on the Affiliate webpage and emailed to the membership that subscribe to our system and provide their email. All nomination and election records shall be kept on file for a period of one (1) year.

ARTICLE VI - STEWARDS

Section 601 The Executive Committee shall create and maintain a list by unit, department, and shift. There shall be at least one steward for each unit, department, and shift. The stewards shall be selected based on the DASH and UNAC/UHCP selection process. The stewards shall report to the Steward Coordinator.

Section 602 The duties of a Steward are as follows:

Protect the rights of members and the Union by enforcing the collective bargaining agreement, other established work rules, or laws; assist members in workplace investigations or disputes: consult with management on matters of interest to the union; when necessary and appropriate, represent members in the formal grievance process while protecting the confidentiality of the member's information; motivate and mobilize members to become actively involved in addressing workplace issues; attend regular and special Steward meetings, Steward trainings, and general membership meetings; welcome new DASH bargaining unit members to the Affiliate, obtain a completed and signed Membership Application/Voluntary Deduction Authorization, and mobilize members for collective action; maintain being a liaison with members at the facility; report to the Steward Coordinator; and make a report of their facilities' activities to the Steward Coordinator to share at the Executive Committee meetings. Additional responsibilities may include coordinating and submitting topics for agenda, encouraging membership attendance at affiliate meetings, and performing all other duties that pertain to their facility and organization as a whole.

ARTICLE VII - COMMITTEES

Section 701 The standing committees of DASH shall be:

1. Executive Committee
2. Election Committee
3. Financial Control Committee

Section 702 The Executive Committee shall consist of the five (5) elected officers: President, Vice President, Treasurer, Secretary, and Steward Coordinator.

Section 703 The Executive Committee shall have the authority to assign duties and areas of responsibilities for each officer.

Section 704 The Executive Committee shall have the power to interpret and enforce this Constitution, and to make rules not in conflict with this Constitution. An interpretation of this Constitution by the Executive Committee may be appealed at any meeting of the general membership.

- Section 705 The Election Committee shall be appointed by the Executive Committee and shall consist of three (3) or more members. Members of the Election Committee may not run for office during the election cycle in which they are serving. They shall have the responsibility of communicating and organizing with the State Association regarding the nomination and elections of the Affiliate.
- Section 706 The Financial Control Committee shall be appointed by the Executive Committee; the Treasurer shall act as chairperson. The Financial Control Committee shall consist of three (3) members. The Financial Control Committee shall review all financial records and all expenses paid-out to ensure there is compliance with the financial policies of the organization. Financial Control Committee meetings shall be held quarterly and as necessary.
- Section 707 The Executive Committee shall establish additional committees as it deems necessary, not inconsistent with the Constitution. 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 of each committee.
- Section 708 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 replacement. Any committee member of this Affiliate desiring to resign shall do so by writing a letter of resignation to the Affiliate Secretary with notice given at least thirty (30) days in advance to allow time to find a replacement.
- Section 709 The Executive Committee shall be responsible for preparation of an annual audit of all financial transactions for publication and distribution to the membership.
- Section 710 The Executive Committee shall have authority to decide all of the business affairs of this Affiliate between meetings of the general membership.
- Section 711 The Executive Committee shall be responsible to serve as the bargaining committee. Members may be appointed as additions or substitutes on the bargaining committee with the approval of the Executive Committee.

ARTICLE VIII – RECALL

- Section 801 Recall of Executive Board Officers shall be affected by:
1. Notification to the UNAC/UHCP Secretary of the desire to recall, with a signed petition of twenty-five percent (25%) of the membership.
 2. A general membership meeting in accordance with Article IX. Meetings shall be called within thirty (30) days of receipt of a valid recall petition.
 3. A recall petition to be valid must specify only one member of the Executive Board per petition. This shall not preclude the circulation of multiple petitions at one time.
 4. Recall shall be effective thirty (30) days after approval by a majority of those voting.
 5. A successful recall measure shall automatically institute the election procedures within forty-five (45) days of the majority approval.

ARTICLE IX – MEETINGS

- Section 901 Regular general membership meetings of the Affiliate shall be held at least twice per year, or more frequently as necessary.
1. The place of meetings shall be determined by the Executive Committee.

2. All members shall be notified of meetings rounding, posted notice and/or electronic notices.
3. A quorum will be deemed present for the purpose of the conduct of business at the general meeting of the Association whenever three percent (3%) of the duly notified membership is present.

Section 902 The Officers of the Affiliate shall attend general membership meetings.

Section 903 Executive Committee meetings shall be held at least quarterly, or more frequently as necessary.

Section 904 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 seven percent (7%) of the membership in good standing. Membership shall receive at least forty-eight (48) hours advance notice of any special meeting.

ARTICLE X – PARLIAMENTARY PROCEDURE

Section 1001 The rules contained in *The 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 organization.

ARTICLE XI - PROVISION OF BYLAWS

Section 1101 The bylaws shall provide for the management and government of the Affiliate, except as provided in the Constitution.

ARTICLE XII - STATE ASSOCIATION CONVENTION DELEGATES

Section 1201 The number of delegates to the State Association (UNAC/UHCP) Convention shall be determined in accordance with the United Nurses Associations of California/Union of Health Care Professionals Constitution and bylaws.

Section 1202 All Officers of the Affiliate shall be delegates to the State Association (UNAC/UHCP) Convention during their term of office.

ARTICLE XIII - MISCELLANEOUS PROVISIONS

Section 1301 This local union shall at all times be subject to the provisions of the Constitutions of: United Nurses Association of California/Union of Health Care Professionals (UNAC/UHCP), National Union of Hospital and Health Care Employees (NUHHCE), American Federation of State, County and Municipal Employees (AFSCME), and American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Section 1302 Except to the extent specified in this Constitution, no officer of DASH shall have the power to act as agent for or otherwise bind DASH in any way whatsoever. No member, group of members, 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 President of the Affiliate or by the Executive Board of the Affiliate.

ARTICLE XIV – AMENDMENTS

Section 1401 The DASH Constitution may be amended whenever ten percent (10%) of the general membership casts a vote, subject to the following procedure:

1. Proposed amendments to the Constitution must be submitted in writing to the State and Affiliate Secretary at least three (3) weeks before a regular or special general membership meeting.
2. Proposals must be read at the next regular or special general membership meeting.
3. Proposed amendments, per the discretion of the Executive Board, shall be uploaded electronically and ballot shall be made available electronically to every eligible voter at least fifteen (15) days prior to ballot deadline. (See Article V, Section 505 for details on the electronic voting system process).
4. A two-thirds ($2/3$) vote of the votes received shall be used to determine results.
5. Notice of adopted changes in the Constitution shall be published within ninety (90) days with notice given to all members.