

**MICHIGAN NURSES ASSOCIATION
MNA – ASPIRUS KEWEENAW HOSPITAL**

LOCAL BARGAINING UNIT BYLAWS

ARTICLE I - Name and Organization

The name of this organization shall be the “MNA Aspirus Keweenaw.” MNA Aspirus Keweenaw is a Local Bargaining Unit of the Michigan Nurses Association.

ARTICLE II – Mission Statement

As the caretakers of our community, we, the health professionals of Aspirus Keweenaw Hospital, are dedicated to providing comprehensive, safe, and compassionate care and wisdom to our friends, family, neighbors, and all people. We seek to come together with a unified voice to be true community health advocates, and to create a culture of safety, dignity, respect, transparency, and equality. We aim to hold Aspirus to a higher standard by:

- Empowering ourselves as an equal voice at the table where decisions about community care and safety are made.
- Increasing the recruitment and retention of highly skilled Registered Nurses by making Aspirus Keweenaw a competitive and attractive place to work with fair compensation and benefits.
- Standing together to advocate for ourselves and our community.

We are joining MNA to achieve our goals of making Aspirus Keweenaw a great place to work, based on the ethics and values of each and every health professional in our community, to ensure we are afforded the dignity and respect we have earned and deserve, so we can deliver the best and highest quality care possible.

ARTICLE III - Objective

The objective of this local bargaining unit (LBU) shall be to:

- a. provide for its members a voice in determining the wages, hours, and general working conditions under which they practice;
- b. work continuously toward improved professional practice;
- c. promote professional growth and social unity among the members of the local bargaining unit by encouraging active participation in Association activities at the local and state levels;
- d. provide its members with the opportunity to be effectively represented in negotiations and/or discussions with their employer;

- e. help educate Association members in collective bargaining and the implementation of agreements; and
- f. support the policies and goals of the MNA and in all matters act in harmony with the principles and procedures of the MNA.

ARTICLE IV - Membership

- a. A member is one:
 - 1. who is represented for collective bargaining under the MNA;
 - 2. who remains in good standing and pays membership dues to MNA; and
 - 3. whose membership has not been revoked for violation of the Local or MNA Bylaws.
- b. Members shall adhere to policies, bylaws, mission, function, and goals of the MNA.

ARTICLE V – Executive Committee and Their Duties

- a. The Executive Committee shall be the President, Vice-President, Secretary, and Grievance Chair(s).
 - 1. The Executive Committee may promulgate such rules and regulations as, in their discretion, may be proper or necessary for the sound and efficient administration of the Association provided such rules and regulations are consistent with these bylaws and MNA bylaws.
 - 2. Actively participate and coordinate duties and assignments with MNA to establish effective representation for members.
 - 3. The Officers shall ensure that the following functions occur.
 - a) Promotion of membership participation within the MNA.
 - b) Negotiation of wages, hours, and terms and conditions of employment.
 - c) Ensure representation for purposes of the grievance process.
 - d) Seek nominations for leadership positions and run elections.
 - e) Ensure the bylaws of the LBU and the MNA are upheld.
- b. The President shall:
 - 1. Be the chief spokesperson for the LBU.
 - 2. Preside at all meetings of the LBU.
 - 3. Appoint any special committees as needed, subject to the approval of the officers.
 - 4. Serve as a Chair of the Negotiating Committee.
- c. The Vice President shall:
 - 1. Perform duties usually appertaining to the office and those delegated by the President.
 - 2. In the absence of the President, perform the duties of the President and shall become the President in case of a vacancy in that office.
 - 3. Assist in new hire orientation and new hire contact regarding membership.

4. Assist the President in all other functions as assigned.

d. The Secretary shall:

1. Post or send out notices of meetings.
2. Keep the minutes of the meetings.
3. Disseminate nominations forms or information regarding nominations to all members.
4. Submit LBU election results and notify MNA of current officers.
5. Notify employer of current officers.
6. Submit proposed LBU bylaws changes to MNA for potential approval.
7. Submit annual Department of Labor report relating to the operation of the LBU.
8. Assist the President in all other functions as assigned.

e. The Grievance Chair(s) shall:

1. Investigate all Staff Council members' complaints and make appropriate referrals to committees or committee members for resolution (this can be delegated).
2. Reviews contract and Aspirus Keweenaw policies.
3. Directs appropriate grievance actions for breach of or non-compliance of contract (or their delegate), represent aggrieved employee in meetings with managers.
4. Maintain ongoing grievance files for continued contract revision by the negotiating team.
5. The position of Grievance Chair may be co-chaired by two individuals. These individuals will work together to complete the above tasks. In the absence of one, the duties will be completed by one co-chair and an election will be held per executive team election guidelines to fill the co-chair position.

ARTICLE VI – Negotiations Team

- a. The Negotiations Team will consist of:
 1. Executive Team (5)
 2. Members at Large (up to 3)
- b. The negotiation team will be subject to the same election rules as the executive team in Article VII.
- c. The negotiations team may make use of a second table for negotiations if there is a majority support for a second table after a simple vote.

ARTICLE VII - Elections

- a. The President, Vice-President, Secretary, and Grievance Chair(s) shall be elected for three-year terms.
- b. MNA delegates shall be elected for a two-year term.
- c. Negotiation Team members will be elected for two-year terms.
- d. All officers shall be elected by secret ballot by any reasonable means that satisfies Department of Labor standards. All members must have been notified at least fifteen (15) days in advance that an election is to be held with the names of candidates nominated. Ballots shall provide opportunity for write-in of candidates.

- e. A majority vote of the members voting shall constitute an election.
- f. Ballots of the voting body and other election records shall be kept on file for one year after the election.
- g. Positions that are vacant may be filled by appointments approved by a majority of the officers of the LBU.
- h. All officers and MNA Delegates shall be current members of the LBU and MNA.
- i. Recall of any officer deemed not representative of this Association may be instituted by petitions of any LBU member with no less than fifty percent (50%) signature of eligible voting members. A special election shall be held as promptly as feasible. The majority of voters voting in the special election will determine the outcome of the election.

ARTICLE VIII - MNA Delegates

- a. MNA determines the allotted number of delegates for each LBU per the MNA Bylaws.
- b. MNA delegate(s) and alternate(s) must be elected by the LBU membership.
- c. MNA delegate(s) duties are per the MNA bylaws.
- d. MNA delegates and alternates shall be elected each year for a two (2) year term.

ARTICLE IX - Membership Meetings

- a. Regular meetings of the LBU shall be held at a time and place decided by the Executive Committee.
- b. Special Meetings
 - 1. Special meetings may be called by the Executive Committee.
 - 2. Announcement of a special meeting shall be sent to all members not less than ten (10) days prior to the meeting.
 - 3. The announcement of a special meeting shall clearly identify the purpose of the meeting at which no other business will be discussed.
- c. Contract Ratification Meetings
 - 1. A ratification vote meeting must be conducted in order to accept or reject any proposed agreement negotiated on behalf of the LBU.
 - 2. A majority vote by secret ballot is required for ratification of the proposed agreement.

3. Members must be notified five (5) days in advance of the time and place of ratification meetings.
4. Before a vote, an informational meeting(s) must be held, providing opportunity for members to review, ask questions, and receive answers about the proposed agreement.

ARTICLE X - Job Action

- a. No job action shall be taken prior to:
 1. Notice to all members not less than five (5) days prior that a special meeting to discuss such action will be held with the date, time and location for the meeting.
 2. A vote of the membership approving such action by secret ballot at or immediately following such meeting.

ARTICLE XI - Dues Structure

- a. Dues shall be determined by the MNA. Request for funds to support the work at the local level shall be made by the Executive Committee.
- b. No additional local dues will be assessed by the Local Bargaining Unit.

ARTICLE XII - Disciplinary Action

- a. Members of this LBU may be subject to censure, expulsion, or fine from this LBU by a two-thirds (2/3) secret-ballot vote of the membership for:
 1. Violations of the bylaws of this LBU.
 2. Conduct or acts of a nature deemed injurious to the MNA and this LBU, its officers or members including, but not limited to, conduct or acts during a strike duly authorized.
- b. No such action shall be taken against a member until such member shall have been served with written specific charges, given a reasonable time to prepare any defense, and offered an opportunity for a full and fair hearing.
- c. Members suspended or expelled under provisions of this article shall be eligible for reinstatement upon application approved by a two-thirds (2/3) secret vote of the membership.
- d. All action taken under these bylaws shall be in accordance with established policies and procedures for handling alleged violations.

ARTICLE XIII - Amendments

- a. These bylaws may be amended at any meeting by a two-thirds vote of the members of the voting body, present and voting, provided fourteen (14) calendar days' notice has been given.

- b. A LBU shall request a review of proposed bylaw changes by the MNA Board of Directors prior to the membership vote.

Adopted and ratified by the "MNA Aspirus Keweenaw" membership at a regular or special meeting on _____. (Date adopted)

Member Witness

Member Witness