

## **Michigan Nurses Association @ Alma Constitution and Bylaws**

### **Article I Legal Title**

The name of this Association shall be the Michigan Nurses Association @ Alma. MNA @ Alma is a Local Bargaining Unit of the Michigan Nurses Association.

### **Article II Objectives**

- To bring about the specific improvements in employment conditions for nurses of MyMichigan in Alma.
- To promote professional and educational advancement of nurses to the end that all patients may have better nursing care.
- To provide an organized outlet for all professional personnel to discuss topics of mutual interest and concern.
- To promote understanding, goodwill and mutual helpfulness among members of the staff.
- To promote professional growth through membership in the Michigan Nurses Association and encourage active participation in Association activities of all levels.±
- Work to forward the mission, function and goals of the Michigan Nurses Association.

### **Article III Membership**

The membership shall be composed of registered nurses of MyMichigan-Alma, who are represented for collective bargaining under the Michigan Nurses Association. All members who pay dues will be termed active members.

### **ARTICLE IV Representation**

All active members of Michigan Nurses Association @ Alma in attendance have the privilege of voting on all measures brought before the body.

#### **ARTICLE V Dues**

The membership dues for this organization shall be paid at the rate determined by the Michigan Nurses Association and the membership in accordance with procedures of this constitution and by laws. Nurses on an approved LOA will be required to pay dues directly to MNA. Dues will be deducted from each paycheck pursuant to the collective bargaining agreement.

#### **ARTICLE VI Disclosure**

No officers, other than the President, in the Association shall have the power to act as an agent or otherwise bind the Association in any manner whatsoever: no member or members, or any person or persons, shall have the power to act on behalf or bind the Association to any situation or condition except where specifically authorized in writing in any circumstance, and by specific authorization of the President of the Association or the Executive Committee of the Association.

#### **ARTICLE VII Change of Status**

In the event that this Association dissolves, merges, or any other change of event occurs, disposition of the money shall be determined at that time by the majority of the Association.

#### **ARTICLE VIII Parliamentary Authority**

The rules contained in Roberts Rules of Order, Newly Revised shall govern meetings of this Association in all cases to which they are applicable and in which they are consistent with these rules.

## **ARTICLE IX Officer Membership**

- To prevent the individuals within the Association from becoming overworked and to have as many people as possible a chance to serve their Association, no member may hold more than one (1) elected position during a term of office. In the case of the vacancy, the officer team may appoint a replacement to complete the remainder of the vacated term.
- All officers of this Association must maintain current membership.

## **ARTICLE X Executive officers, Duties of Executive Officers, and Delegates to the MNA House of Delegates**

- The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer, two Negotiators. These six constitute the Executive Committee. The most recent Past President may also serve as a member of the officer team for one (1) year following the term of office for which they were elected. The duties of these officers and committee shall be defined by these by-laws.
- The LBU shall elect delegates, as apportioned according to the MNA by-laws, to represent the LBU at the MNA House of Delegates at the annual meeting. Delegates shall serve a one (1) year term and must be members in good standing. The next highest vote getter not elected shall be the first alternative, followed by the second alternative, and the third alternative if applicable.
- The President, Secretary, and one (1) Negotiator shall be elected in the even years. The Vice-President, Treasurer, and one (1) Negotiator shall be elected in the odd years. The Term of office shall be two years.
- Posting of nominations will be on the Association bulletin board fifteen (15) days prior to an election.
- A vote of the Association members present shall constitute an election.
- Additional nominations from the floor and voting shall not be limited to the nominees.

### **Duties of the President:**

- Call and preside at all meetings of the Association.
- Be a member of the Negotiation Committee
- Request and participate in Special Conferences
- Appoint ad hoc committees when necessary
- Assume other duties as delegated by the Executive Committee as spelled out in the agreements with Gratiot Medical Center.
- Be a member of the Executive Committee for 1 year following the term of their office.
- In the case of a vacancy, other than the President, the President shall appoint a replacement.

#### Duties of the Vice-President

- Assume the duties of the President in his/her absence.
- Be a member of the Negotiating Committee.
- Become President in case of a vacancy in that office until a successor is elected
- Be an ex officio member of all other committees.
- Assume such duties as delegated to him/her by the President and the Executive Committee.
- The Vice-President or Designee shall meet with new hires in order to provide a general orientation to the Association and to provide them with copies of the contract and dues deduction slips.

#### Duties of the Secretary

- Keep the minutes of the Association meetings.
- Keep the roll members
- Conduct the correspondence of the Association.
- Furnish committees with all papers referred to them.
- Be a member of the Negotiation Committee to help take minutes and to supply papers.

#### Duties of the Treasurer:

- Deposit all monies belonging to the Association in the name of Michigan Nurses Association @ Alma in a bank or credit union approved by the Executive Committee.
- Keep an itemized account of all receipts and disbursements.
- Pay all bills as directed by the Executive Committee.
- Keep a permanent record of all financial transactions.
- Keep a roll of current membership in the Association.
- File taxes as required by Federal Tax Laws.

#### Duties of the Negotiators:

- Be a member of the Negotiating Committee.
- Actively participate as a member of the Union executive committee

#### Duties of the Executive Committee:

- All Executive Officers shall assume such duties as are spelled out in the agreement with MyMichigan-Alma or it's successors-
- To transact the business of the Association between meetings.

#### Duties of Stewards

- To aid members with grievance process
- To represent members in meetings with management
- To help with orientation of new members

#### **ARTICLE XI Ratification of Tentative Agreements**

- Notice of a ratification meeting shall be provided seven (7) calendar days prior to the meeting. Notice shall be by email and posted in the LBU Facebook Group or communicated through other LBU communication platforms. In addition a posting will be placed on the Association bulletin board.
- Ratification meeting shall be scheduled so that all members may have the opportunity to vote.
- Ratification of the contract shall require a vote of at least 50% plus one of the active members present and voting. Members who are unable to attend the ratification meeting may vote by absentee ballot after meeting with at least two (2) members of the negotiating committee for explanation of the agreement. Members who are unable to attend the ratification meeting may vote by proxy instead of by absentee if they notify the Secretary of their designated proxy prior to the meeting. Proxies must be members in good standing in order to serve as a proxy. No member may vote more than three votes including their own vote.

#### **ARTICLE XII Committees**

- To communicate to the membership regarding activities of the Association.
- To establish policies relative to expenditure of funds to be submitted for review and approval of the general membership at the annual meeting.
- To plan and coordinate Association activities.

#### Negotiating Committee

- The Negotiating Committee shall be responsible for representing the members of the Association in negotiating a contract with MyMichigan-Alma or its successors. The Committee shall consist of the President, Vice- President, Secretary, Treasurer, and Negotiators.

#### Elections-Committee

- The Elections Committee shall be responsible for obtaining nominations of candidates to run for various offices of the Association, coordinating the election, including the balloting and tallying of the ballots. The Committee shall consist of appointees by the Executive Committee.

### **ARTICLE XIII Meetings**


- Meetings of Michigan Nurses Association @ Alma will be held at least twice annually.
- Special meetings may be called by the President as deemed necessary.
- Special meetings may be called by a majority vote of the Executive Committee or may be called when a petition signed by ten (10) or more members of the Association requests a meeting of the Association.
- Meetings may be attended by membership and guests invited by the Executive Committee.

### **Article IX Amendments**

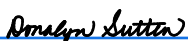
Adoption of amendments to the by-laws shall require a 2/3rds vote of active members present at a membership meeting. Amendments to the by-laws of the Association may be submitted by any active member to the Executive Committee at least four (4) weeks prior to the meeting *where voting is to take place*

Approved by a vote of the membership on Wednesday, April 15<sup>th</sup> 2024

Shenan Shinabarger

  
Shenan Shinabarger (May 22, 2024 06:36 EDT)

Donalyn Suttin

  
Donalyn Suttin (May 22, 2024 10:32 EDT)









# Alma Approved Bylaws Clean

Final Audit Report

2024-05-22

Created:	2024-05-21
By:	Phil Bianco (phil.bianco@minurses.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAo5qD7O2VjTWTqYBMO36H7xwAXp6dS8ly

## "Alma Approved Bylaws Clean" History

-  Document created by Phil Bianco (phil.bianco@minurses.org)  
2024-05-21 - 2:45:44 AM GMT
-  Document emailed to Shenan Shinabarger (sshina03@gmail.com) for signature  
2024-05-21 - 2:45:48 AM GMT
-  Document emailed to Donalyn Suttan (dmsuttan@gmail.com) for signature  
2024-05-21 - 2:45:48 AM GMT
-  Email viewed by Shenan Shinabarger (sshina03@gmail.com)  
2024-05-21 - 10:37:10 AM GMT
-  Document e-signed by Shenan Shinabarger (sshina03@gmail.com)  
Signature Date: 2024-05-22 - 10:36:50 AM GMT - Time Source: server
-  Email viewed by Donalyn Suttan (dmsuttan@gmail.com)  
2024-05-22 - 12:07:21 PM GMT
-  Document e-signed by Donalyn Suttan (dmsuttan@gmail.com)  
Signature Date: 2024-05-22 - 2:32:40 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-22 - 2:32:40 PM GMT