# REGISTERED NURSE STAFF COUNCIL BYLAWS

(Revised January 2016)

## ARTICLE 1 - Name

The name of this organization shall be REGISTERED NURSE STAFF COUNCIL of Marquette General Hospital (MGH); hereafter referred to as Staff Council (SC). The organization belongs to and is represented by the Michigan Nurses Association (MNA). The organization is operated under MNA and is considered a professional collective bargaining unit.

## ARTICLE 2 - Objective

The objective of this Staff Council shall be to:

a. Provide for its members a voice in determining wages, hours and general working conditions under which they practice nursing

b. Work continuously toward improved nursing practice and provide a high quality of nursing service to the patients

c. Promote professional growth through membership in MNA and encourage active participation in Association activities in all levels - Council, State and National

d. Provide for its members the opportunity to be effectively represented in negotiations and/or discussions with the employer

e. Help educated council members in collective bargaining and the administration of agreements

f. Promote professional and social unity among the registered nurses of the council

## ARTICLE 3 - Membership

All members of this council shall be registered professional nurses employed at MGH or any subsequent name change. They are eligible for council representation by MNA according to current guidelines. Only those RN's who belong to MNA shall have voting privileges. The members of this council shall adhere to the policies, bylaws and local bargaining unit philosophy of MNA.

a. Retired members in good status of the Registered Nurse Staff Council (RNSC) may belong to this local on a limited status, Retirees of the RNSC at MGH, by paying associate member dues to MNA and the prescribed amount to the philanthropic organization as specified by the SC members and dues to the general fund, no other dues apply. These dues should be paid on a yearly basis to the local. They will have no vote within the council but may be appointed to committees within and have a voice but no vote. They may also be appointed serve on committees, councils and groups outside the local to represent the local council provided they report to the executive council and follow the SC and MNA's prescribed philosophy, policies, bylaws and all state and federal laws.

b. They may attend local continuing education unit offerings (CEU's) at same cost as SC members.

c. These members may also be called on for their expertise and abilities to assist the SC as needed for events, demonstrations and other activities if able.

d. If the retired member does not follow the philosophy, policies and bylaws of MNA and the SC, the executive committee of the SC or 10% membership can ask to limit or stop their involvement on committees. If they continue to pay the above dues they still are eligible to attend CEU's at the same cost as members.

## ARTICLE 4 - Officers and Their Duties

All officers in the exercise of their discretionary powers, may act solely upon their own best judgment upon the facts brought to their attention without liability for errors in judgment and with complete immunity for liability for losses, damages, or liabilities sustained by the Council, the Union, or the Hospital, as long as the Registered Nurse Staff Council officers have acted in good faith. If the officers are sued as a result of them participating in the Registered Nurse Staff Council, the Registered Nurse Staff Council will indemnify the officers for their attorney's fees in defending such suit as long as the officers have acted in good faith.

The officers of SC shall be: President, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, Two Membership/Nominating officers, Grievance Steward:

1. The President shall:

    a. Preside at all meetings of SC and Executive Committee.

b. Be an ex-officio member of all committees except the nominations committee.

c. Appoint any special committee as needed, subject to the approval of the Executive Committee.

d. Chair the negotiating team and co-chair the Partners in Change Committee or designate a SC representative.

e. Be bonded and authorized to sign checks; copy of said bond shall be presented to the Executive Committee annually.

f. Elected even year.

2. The 1st Vice President shall:

a. Sit on the grievance committee.

b. Perform the duties of the chair-person in their absence and become the President in the event of a vacancy of that office.

c. Assist the President in all other SC functions as assigned.

d. Be bonded and authorized to sign checks; copy of said bond shall be presented to the Executive Committee annually.

e. Elected odd year.

3. The 2nd Vice President shall:

a. Receive nurse practice forms and acknowledge such with the standard letter (on file in the SC headquarters).

b. Assist the President in all other SC functions as assigned.

c. Elected even year.

4. The Secretary shall:

a. Notify MNA and MGH of current officers and committee members.

b. Notify officers and committee members of their appointments.

c. Send out notices of all called and other meetings.

d. Keep the minutes of the meetings.

e. Assist in compiling and distributing monthly newsletters.

f. Assist as liaison for public relations.

g. Assist the President in all other SC functions as assigned.

h. Elected odd year.

5. The Treasurer shall:

a. Collect local SC dues, if applicable.

b. Deposit all monies belonging to SC in the bank or credit union account approved by the Executive Committee, as well as maintain a separate strike fund account and separate negotiating account.

c. Keep an itemized account of all receipts and disbursements.

d. Pay all bills as directed by the Executive Committee; <u>all checks will be signed by the President and/or the Vice-President.</u>

e. Keep a permanent record of all financial transactions; books and financial records must be available for audit by MNA; the fiscal year shall be December 1 to November 30.

f. Be bonded in order to protect the funds of SC, said bond shall be presented to the Executive Committee annually

g. Prepare as annual budget, which shall be presented to the membership upon request; said budget will be presented at the annual business meeting.

h. Assist the President in all other SC functions as assigned.

i. Elected even year.

6. The Membership/ Nominating Officers shall:

a. Review and compare quarterly membership listing received by MNA and MGH.

b. Assist MNA in maintaining current dues status of each member.

b. Participate in the orientation of new employees to SC and its functions.

c. Coordinate the solicitation of members interested in being elected to open offices.

d. Coordinate preparation and distribution of the ballot in compliance with Article 6.

e. Assist the President in all other SC functions as assigned.

f. One officer to be elected in the even year and one in the odd year.

7. The Grievance Steward shall:

a. Investigate all SC members' complaints and make appropriate referrals to committees or committee members for resolution (this can be delegated).

b. Reviews contract and MGH policies.

c. Directs appropriate grievance actions for breach of or non-compliance of contract (or their delegate), represent aggrieved employee in meetings with managers.

e. Maintain ongoing grievance files for continued contract revision by the negotiating team.

f. Elected even year.

ARTICLE 5 - Expenditures

1. Expenditures of less than $100.00 must be authorized by a majority vote of the Executive Committee and must be reviewed at the next SC meeting. Expenditures over $100.00, not already approved in the annual budget, must be authorized by a simple majority vote of members present at a SC meeting.

2. The annual budget shall be prepared by the Executive Committee and presented to the membership at the annual business meeting.

3. A specified portion of dues money, the amount to be determined by a vote of the majority of the membership present and voting at the annual meeting may be donated to a non-profit, philanthropic organization as specified by the membership. The donation shall

be reviewed annually and be discontinued upon the vote of the majority of the voting body, present and voting at the annual meeting.

ARTICLE 6 - Elections

1. Officers shall be elected for a two- (2) year term, unless the office is unchallenged.

2. Officers shall be elected by secret ballot between September 1 and November 30, with results announced at the annual meeting. All members will be notified of the candidates nominated at least fifteen (15) days prior to the election. No write in candidates will be accepted. If there are, no challenging candidates for any office seat the candidate nominated for that seat will be declared by acclimation to fill that seat. Ballots will be sent out for any office with two or more candidates running for the same seat. Ballots may be returned by mailing them to the secretary (or their designee) or by being brought to the prescribed meeting. (Those members choosing to mail their ballot must ensure the ballots are received at least twenty-four hours prior to the prescribed meeting date).

3.. Ballots and credentials of the voting body and other election records must be kept on file for one (1) year after the election.

4.. All officers-elect must be current members of SC and MNA and will govern the annual business meeting.

5.. A petition may be filed by any SC member with no less than 10% signatures of eligible voting members to initiate the recall of any officers deemed not representative of SC. Plurality vote of eligible members shall be required to constitute a recall of any officer. Any such vacancy shall be filled by a special election or by appointment of the Executive Committee until completion of said term.

6.. If any officer, other than the president, vacates their post, the vacancy shall be filled by a special election or by appointment of the Executive Committee until completion of said term.

7. Those members not on the current MNA/MGH list shall provide proof of membership at the annual meeting prior to casting a vote.

ARTICLE 7 - Committees

1. Committees shall be composed of members of SC and shall assume such duties as are assigned by the officers and specified in the by-laws of SC. They shall report to the membership, when requested.

2. The standing committees shall be as follows:

a. Executive Committee:

1). Shall be comprised of the officers of this council and the immediate past president as an ex-officio member.

b. Membership Committee:

1). Shall inform nurses of Association activities, including those of the council and new member orientation.

2). Review monthly listings of the membership.

c. Grievance Committee:

1). Shall receive and process grievances of nurses in accordance with the collective bargaining agreement or policy

2). Present Grievance Workshop yearly.

d. Nomination Committee:

1). Shall be made up of a minimum of two members in addition to the Nominating officer.

2). Shall be elected by secret ballot.

3). Shall prepare a slate at least four (4) weeks prior to the annual meeting.

4). Shall prepare the ballot for elections and assure proper distribution to all eligible voting members.

e. Communication Committee:

1). Shall assist the secretary in compiling and distributing newsletters

2). Shall maintain current list of members and their phone numbers (i.e. phone tree).

3. Special Committees may be formed and dissolved as needed.

ARTICLE 8 - Meetings

1. Regular meetings of the SC shall be held WHENEVER POSSIBLE during the third (3rd) week of alternate months at the time and place to be decided by the officers.

2. A ratification meeting must be held in order to accept or reject the proposed agreement negotiated by the negotiation team. Only members of SC shall vote at the ratification meeting. A vote of 51% of those present and voting is required for ratification of the proposed agreement.

3. The annual meeting shall be held between January 3 and January31.

4. The president may call special meetings or by five (5) members on written request to the president. The call for a special meeting must state the business to be transacted, and no business shall be transacted except that specified in the call. Such calls shall be made three (3) days prior to the meeting.

5. Robert's Rules of Order Newly Revised will govern all meetings of the Staff Council.

6. The bimonthly meetings will include a standard agenda format to include previous minutes, treasurer report, old and new business.

ARTICLE 9 - Bargaining Council

1. SC shall have a Bargaining Council consisting of the unit representative of each Unit/Department or their delegate as well as the Executive Committee.

2. Each Unit/Department shall be entitled to one representative. Their own unit shall choose representatives. An alternate to the position may be designated if the chosen representative is unable to fulfill their position.

3. The members of the Bargaining Council shall remain in office until discharged of their duties by the Executive Committee.

4. Duties of the Bargaining Council shall include:

a. Establish and maintain effective communication with the entire bargaining unit

b. Keep members of the bargaining unit informed as to the progress of negotiations

c. Familiarize itself with the progress of collective bargaining

d. Aid the negotiating team as designated by the Executive Committee and to promote contract negotiations.

ARTICLE 10 - Negotiating Team

1. The Negotiating Team shall be elected by the membership and represent SC in negotiating an agreement with the employer.

2. The team members shall be elected to serve for the current contract negotiations. It is recommended that a minimum of two members from the previous negotiating team be returned to serve on the team being elected.

3. The team shall be elected in compliance with current contract and Staff Council by-law language.

4. Whenever possible there shall be no more than one (1) member from an individual Unit/Department on the Negotiating team shall.

5. The team consists of at least six(6) members, one being the Staff Council president and The Grievance Steward (or her designee) and one alternate.

6. Reimbursement for negotiating purposes shall be paid by Staff Council at the members' current base rate of pay for hours equal to the number hours hired to work at MGH unless those hours have been paid by MGH. Prior to negotiating sessions each member of the team will file with the treasurer his or her current hire status (i.e. hours hired for). All claims for reimbursement for negotiating expenses must be submitted to the SC treasurer two (2) weeks from the date of occurrence or date the expense occurred. Reimbursement for childcare and the amount will both be decided at a SC meeting prior to negotiations. Prior to the start of negotiations, each member will file with the treasurer projected childcare hours (i.e. hours per week normally paid). Child care will be paid for those hours the team member would not normally work.

7. Any SC member with may file a petition no less than 10% signatures of eligible voting members to initiate the recall of any negotiation team member deemed not representative of this council. Plurality vote of eligible members shall be required to constitute a recall of the team or member. Any such vacancy shall be filled by special election.

8. An additional one ($1) dollar per month per member shall be deposited in a separate account to be designated specifically to cover the cost of negotiations.

ARTICLE 11 - Strike Fund

1. For the purpose of financing a collective bargaining unit authorized SC strike, the amount of one ($1) dollar per month shall be deposited in a separate account. The total amount or any part thereof shall be placed in a money market, bonds or any other assured interest accounts, to be made accessible in case of an authorized strike. If deemed

necessary, the interest acquired over the preceding year may be used to finance negotiating costs above those budgeted for. The decision to do so will be decided at a specifically called meeting with two-thirds (2/3) vote of the members present.

2. Method of disbursement of strike funds in the event of an authorized strike, shall be voted on at a SC meeting prior to the commencement of such strike with two-thirds (2/3) vote of the membership present.

ARTICLE 12 - STRIKE SUPPORT FUND

1. A separate fund/budget category shall be established to be used to support other Unions/Associations/Staff Councils who are on strike with monetary contributions.

2. Such fund shall have a ceiling established each year at the annual meeting when the overall budget is voted on.

3. The executive committee will be authorized to disperse up to a total of One Hundred Dollars ($100.00) to Unions and Professional Organizations on strike to show our support. Additional moneys may be authorized during a regular meeting by vote of 2/3 of the membership present and voting.

Unions/Organizations receiving funds shall meet the following criteria:

A. They must not have been in opposition to MGH /RN Staff Council activities or goals.

B. They may not conduct a work action or a strike in a violent, unprofessional or illegal manner.

ARTICLE 13 - Amendments

1. Two-thirds (2/3) vote of the members of the voting body, present and voting may amend these by-laws at any meeting, providing fourteen (14) calendar days notice has been given.

2. These by-laws may be amended without previous notice at any annual meeting by 99% of the voting body, present and voting.

Carolyn Hietamaki, R.N. President

Suzette Hantz, R.N. Secretary