

**Borgess Staff Nurses Council
Of the
Michigan Nurses Association
Bylaws**

Article I – Name

The name of this organization shall be Borgess Staff Council, herein referred to as “the council”

Article II – Objectives

The objectives of the Council shall be:

- a. To provide for its members a voice in determining the wages, hours and working conditions under which they practice nursing
- b. To work continuously toward improved nursing practice and to provide high quality nursing service for patients.
- c. To promote professional growth through membership in the Michigan Nurses Association state and national.
- d. To provide its members with the opportunity to be effectively represented in negotiations and /or discussions with their employer.
- e. To help educate council members in collective bargaining and the implementation of agreements
- f. To promote professional and social unity among the registered nurses of the council.

Article III – Membership

- a. A member in good standing of the Council is one:
 1. Who is a registered nurse and employed by Borgess Medical Center;
 2. Who has paid membership dues to the Michigan Nurses Association, constituent associations and the staff council: and
 3. Whose membership has not been revoked for violation of the Code for Nurses or Association bylaws.
- b. Members shall adhere to policies, bylaws of the Council and the Michigan Nurses Association.
- c. Members in good standing shall have the privileges in the election of officers ratification votes, strike action votes, proposed bylaws amendments, and all issues brought to the membership for a vote.

Article IV – Disciplinary Action-

- a. Members of this staff council may be subject to censure, expulsion, or fine from this staff council by two-thirds secret ballot vote of the membership for:
 1. Violation of the Code of Nurses as established by the ANA
 2. Violation of the bylaws of this staff council.
 3. Conducts or acts of a nature deemed injurious to this staff council, its officers, or members including conducts or acts during a strike duly authorized by this council
- b. No such action shall be taken against a member until such member(s) shall have been served with written specific charges, and given a reasonable time to prepare a defense, and offered an opportunity for a full and fair hearing
- c. Member(s) suspended or expelled under the provisions of this article shall be eligible secret vote of the membership
- d. All actions taken under these bylaws shall be in accordance with established policies and procedures for handling alleged violations.

Article V – Officers and Duties

- a. The officers of the Council shall be the president, vice-president, secretary, treasurer, and chief grievance representative. (The office of secretary and treasurer may be combined.
 1. All officers shall be empowered to spend Council membership monies for supplies necessary to the staff council purpose prior to the next scheduled meeting. Such expenditures will then be reported to the general membership at the next scheduled meeting.
 2. The staff council officers may promulgate some rules and regulations as May, in their discretion, are proper or necessary for the sound and efficient administration of the Trust. Consultation with the membership may be sought. All rules and regulations must be in writing and kept in a central location for review by its members.
 3. All officers in the exercise of their discretionary powers may act solely in their own best judgement upon the facts brought to their attention without liability and with complete immunity of liability for losses or damages or liability sustained by the Council, Union, or Hospital as long as the Staff Council Officers acted in good faith. If the officers are sued, as a result of them participation in a Staff Council, the Staff Council will indemnify the officers, their attorney fee and costs in defending such suit as long as the officers acted in good faith.
- b. The President shall:
 - a. Preside at all meetings of the council
 - b. Be an ex-officio member of all committees except the committee on Nominations
 - c. Appoint special committees as needed, subject to approval of the officers.
- c. The Vice-President shall:
 - a. Perform the duties of the President in his/her absence
 - b. Become President in case of a vacancy in that office
- d. The Secretary shall: *
 - a. Notify officers and committees of their appointments
 - b. Send or post out notices of regular meetings and send out notices of other meetings
 - c. Keep the minutes of the meetings
 - d. Notify MNA of current officers ad committee members
 - e. Notify the employer of current officers and grievance committee members
- e. The Treasurer shall: *
 - a. Collect the staff council dues if applicable
 - b. Deposit all monies belonging to this organization, in the name of the organization in a bank or credit union approved by the officers
 - c. Keep an itemized account of all receipts and disbursements
 - d. Pay all bills as directed by the officers
 - e. Keep a permanent record of all financial transactions
 - f. File all necessary tax forms relating to the operations of the Staff Council
- f. The Chief Grievance Representative shall:
 - a. Manage the grievance process
 - b. Provide a list of grievance representatives to the officers, MNA and the employer
 - c. Notify the officers of ongoing grievances and results that will directly affect contract language or interpretation, or will have impact on council membership.

*The offices of Secretary and Treasurer may be combined.

Article VI- Elections-Officers

- a. The President, Secretary, and Chief Grievance Representative shall be elected in the even years to serve a two (2) year term or until their successors have been elected

- b. The Vice-President and Treasurer shall be elected in the odd numbered years to serve a two (2) year term or until their successors have been elected. In the event the offices of Secretary and Treasurer have been combined the Secretary/Treasurer will be elected in the odd years
- c. All officers shall be elected by secret ballot by the members in good standing at the annual meeting or at any other meeting with at least fifteen (15) days in advance at his/her last known place of address that an election is to be held with the names of the candidates nominated. The ballot shall provide a place for a write-in candidate.
- d. Absentee Ballots for election of officers can be obtained as per the council written procedure by the Executive Committee and attached to these bylaws.
- e. A plurality vote of the council members present, entitled to vote, and voting shall constitute an election and the results shall be posted.
- f. Ballots and credentials of the voting body and other elections shall be kept on file for one year after the election
- g. All officers shall be current members of the Council and MNA
- h. Recall of any officer deemed not representative of this council may be instituted by petitions of any council member with no less than ten (10) percent signatures of the eligible voting members. Plurality vote of eligible members shall be required to constitute a recall of any officer. Such vacancy may be filled by appointment of the executive committee until completion of said term or by special election

Article VII – Delegate Elections

Delegates to the Michigan Nurses Association (MNA) House of Delegates, as allotted in accordance with the Michigan Nurses Association (MNA) bylaws, Borgess Staff Council shall elect from its membership delegate(s) and alternate delegate(s) to serve in the Michigan Nurses Association House of Delegates. One of the delegates shall be the Staff Council President. Delegates to the MNA House of Delegates shall be required To:

- a. Be a member in good standing of both the RN Staff Council and the MNA
- b. Attend the House of Delegates
- c. Support the interest and position of the RN Staff Council membership and the MNA
- d. Participate in activity that supports the goals of the staff council membership and the MNA
- e. Report to the staff council membership regarding delegate activity
- f. Encourage member input to MNA initiatives

Furthermore, it is recommended for Delegates to the MNA House of Delegates to:

- a. Attend MNA educational sessions
- b. To become and remain informed on nursing issues of importance to the Staff Council, MNA, and the nurses in Michigan.

Article VII Committees

- a. Committees shall be composed of the members of this council and shall assume such duties as are assigned by the officers and specified in the bylaws of this council. They shall report to the membership when requested.
- b. The Council shall have to following committees:
 1. Executive Committee – shall be composed of the officers of the Council
 2. Membership Committee- shall be appointed by the President, who shall be a member of that committee, and shall consist of no less than one (1) member who shall encourage membership, assisting in implementing provisions regarding association membership and coordinate membership activities with MNA.

3. Negotiation Committee- shall be appointed by the President. Shall consist of no less than three(3) members, but not more than seven (7) members one of which will be the president of the council. There will be at least two (2) alternates on this committee above the seven (7) serving members.
4. Nominations Committee- shall consist of no less than three (3) members who shall solicit nominees from the membership.
5. Nursing Service Coordinating Council, Professional Nurse Council, Nurse Practice Council, Nurse Quality Council shall be a representative cross section of the council membership and is charged with promoting better nursing care. To serve on these councils one must be a member of good standing of the staff council. Members must submit their names to the chairperson of the Council via e-mail. The Council chair will forward the names to the Staff Council President for verification to serve. Staff Council Chair will then inform the Council Chairs of those members eligible to serve. If not a member in good standing, may attend the meetings with voice, but no vote.
6. Department Based Care Committee – shall be elected by their department nurses, who are members in good standing. Each committee will have at least four (4) members with one manager member. If not a member in good standing may attend the meeting with voice, but no vote.
7. Grievance Committee- shall consist of no less than two (2) members, besides the Chief Grievance Representative, shall attend grievance training, assume the responsibility of receiving and processing grievances of employees in the bargaining unit in accordance with the collective bargaining agreement.

Article IX – Meetings

Regular meetings of the council shall be held on the even numbered months at a time and Place decided by the officers.

- a. The Annual meeting will be held in the month of June. Business of the Annual meeting shall include:
 1. Election and /or announcement of officers
 2. Approval of Budget
 3. Dues Structure
 - I. Dues for this council shall be established by a two-thirds vote of members present and voting at the annual meeting
 - II. Member rights shall be forfeited upon failure to pay dues as required by current policy
- b. Special Staff Council meetings may be called by the executive committee or by twelve (12) Staff Council Members upon written request to the Staff Council President.
- c. A ratification meeting must be held in order to accept or reject any proposed agreement negotiated on behalf of the bargaining unit. A vote of fifty-one (51) percent of those present and voting are required for ratification of the agreement. Members must be notified five (5) days in advance of the time, place, and purpose of the meeting. ***There shall be no absentee ballots for contract ratification or strike votes.***
- d. No strike action shall be taken prior to meeting with:
 1. Notice to all members that a special meeting to discuss action will be held with date, time, location, or that such action will be discussed at a regular meeting
 2. A vote of fifty-one (51) percent of the membership present and voting approving such action by secret ballot at or immediately following the meeting.

3. Notice to the MNA Board of Directors that he Staff Council complied with the provisions of this article.

Article X – Parliamentary Procedure

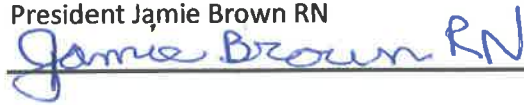
Robert's Rules of Order Newly Revised will govern all meetings of this council

Article XI- Amendments

- a. These bylaws may be amended at any meeting by two-thirds vote of the members of the voting body present and voting, providing fourteen (14) calendar days' notice has been given.
- b. These bylaws may be amended without previous notice of any meeting by ninety-nine (99) percent of the voting body present and voting

Adopted and ratified by 6 the Borgess Staff Nurses Council at a meeting and vote on April 20, 2016

President Jamie Brown RN

A handwritten signature in blue ink that reads "Jamie Brown RN". The signature is written in a cursive style and is positioned above a horizontal line.

Secretary/ Treasurer Becky Baldwin RN

A handwritten signature in black ink that reads "Becky Baldwin RN". The signature is written in a cursive style and is positioned above a horizontal line.
