

MICHIGAN NURSES ASSOCIATION  
2310 Jolly Oak Road, Okemos, Michigan 48864

THREE RIVERS AREA HOSPITAL BYLAWS  
(For Councils Organized Under Article VII, MNA Bylaws)

ARTICLE I - Name

The name of this organization shall be the Three Rivers Area Hospital Staff Council.

ARTICLE II - Objectives

The objectives of this Council shall be:

- a. to provide for its members a voice in determining the wages, hours and general working conditions under which they practice nursing;
- b. to work continuously toward improved nursing practice and to provide a high quality of nursing service for patients;
- c. to promote professional growth through membership in the Michigan Nurses Association and encourage active participation in Association activities at all levels : Nurse Council, Chapter, Michigan Nurses Association, United American Nurses (UAN) and American Nurses Association (ANA).
- 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; and
- f. to promote professional and social unity among the registered nurses of the council.

ARTICLE III - Membership

- a. A member is one:
  - (1) who is a registered nurse and employed at Three Rivers Area Hospital \_\_\_\_\_ (2) who has paid membership dues to 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  - (3) whose membership has not been revoked for violation of the Code for Nurses or Association Bylaws.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 and E&GW Philosophy of the Michigan Nurses Association.
- c. Only nurses who are members of MNA shall have voting privileges.

#### ARTICLE IV - Disciplinary Action

- a. Members of this staff council may be subject to censure, expulsion, or fine from this staff council by a two-thirds secret-ballot vote of the membership for:
  - (1) violation of the Code for Nurses as established by the ANA;
  - (2) violations of the bylaws of this staff council; or
  - (3) conduct or acts of a nature deemed injurious to this staff council, its officers or members including conduct or acts during a strike duly authorized by this council.
- 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 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 V - Officers and Their Duties

- a. The officers of the Council shall be the chairperson, vice-chairperson, secretary, treasurer<sup>1</sup>.
  - (1) All officers shall be empowered to spend Staff Council membership monies for supplies necessary to MNA purposes prior to the next scheduled meeting. Such expenditures will then be presented to the membership at the next scheduled meeting. However, before the Staff Council spends an amount in excess of \_\_\_\_\_, they will bring such expenditure to the membership as a whole. The following expenditures will be authorized by the Staff Council:
    - a. Three (3) days of pay per nurse for work days missed due to negotiations.
    - b. A maximum of \$300.00 provided to any nurse who is a delegate for the MNA Convention to use for hotel/food costs.
  - (2) The Staff Council officers may promulgate such rules and regulations as may, in their discretion, be proper or necessary for the sound and efficient administration of the Trust. Consultation with the membership may be sought. All such rules and regulations must be in writing and kept in a central location by the Staff Council for review by its members.

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<sup>1</sup>Office of secretary and treasurer may be combined.

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

- b. The Chairperson shall:
- (1) preside at all meetings of the council;
  - (2) be an ex-officio member of all committees (except the Committee on Nominations);
  - (3) appoint any special committees as needed, subject to the approval of the officers.
- c. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson and shall become the chairperson in case of a vacancy in that office.
- d. The duties of the secretary shall include:
- (1) notifying officers and committees of their appointments;
  - (2) posting or sending out notices of regular meetings and sending out notices of other meetings;
  - (3) keeping the minutes of the meetings;
  - (4) notifying MNA of current officers and committee members;
  - (5) notifying employer of current officers and grievance committee members.
- e. The duties of the treasurer shall include<sup>2</sup>:
- (1) collect local staff council dues (if applicable);
  - (2) deposit all monies belonging to the organization in the name of the organization in a bank or credit union approved by the officers;
  - (3) keep an itemized account of all receipts and disbursements<sup>3</sup>;
  - (4) pay all bills as directed by the officers;
  - (5) keep a permanent record of all financial transactions.
  - (6) File all necessary tax forms relating to the operation of the Staff Council.
  - (7) Send report of budget to CEO of MNA in Lansing annually.

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<sup>2</sup>Office of council treasurer must be bonded in order to protect funds of the group unless funds are nominal.

<sup>3</sup>It is recommended that every council establish policies relative to the expenditure of funds.

## ARTICLE VI - Elections<sup>4</sup>

- a. The chairperson and secretary shall be elected in the even-numbered years to serve for a two\_\_\_\_\_ year term or until their successors have been elected.<sup>5</sup>
- b. The vice-chairperson and treasurer shall be elected in the odd-numbered years to service for a two\_\_\_\_\_ year term or until their successors have been elected.<sup>5</sup>
- c. All officers shall be elected by secret ballots by members in good standing at the annual meeting or at any other meeting provided that in any event all members have been notified 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 candidates nominated. Ballot shall provide opportunity for write-in of candidate.<sup>6</sup>
- d. A plurality vote of the members of the council present, entitled to vote and voting, shall constitute an election and the results shall be published.
- e. Ballots and credentials of the voting body and other election records shall be kept on file for one year after the election.
- f. All officers shall be current members of the council and MNA.
- g. No person shall hold the same office for more than two\_\_\_\_\_ consecutive terms.<sup>7</sup>
- h. Recall of any officer deemed not representative of this council may be instituted by petitions of any council member with no less than 10 percent signature of eligible voting members. Plurality vote of eligible members shall be required to constitute a recall of any officer. Any such vacancy may be filled by appointment of the executive board until completion of said term or by special election.

## ARTICLE VII - Committees

- a. Committees shall be composed of members of this council and shall assume such duties as are assigned by the officers and specified by the bylaws of this council. They shall report to the membership when requested.
- b. The council shall have the following committees:<sup>8</sup>
  - (1) Executive Board - shall be composed of the officers of the council.

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<sup>4</sup>Voting may be done by mail if bylaws so provide. In that event, it is necessary to use double envelopes, the inner one unmarked except for word "ballot" and to keep a list of all employees with addresses and by and when mailed. Candidates may be nominated by the membership at the meeting scheduled for elections.

<sup>5</sup>Can be no more than a three-year term.

<sup>6</sup>This provision must be included because of federal law.

<sup>7</sup>You should set your own limit.

<sup>8</sup>The number of committees will depend on the size of the staff council. Other suggested committees are staff education, public relations, etc. Committees may be elected or appointed except for the Executive Committee which should consist of the officers.

- (2) Membership Committee - shall be appointed by the chairperson who shall be a member of that committee and shall consist of no less than one member who shall encourage membership, assist in implementing contractual provisions regarding association membership and coordinate membership activities with MNA.
- (3) Negotiating Committee - shall consist of no less than three members elected by the members who shall solicit nominees from the membership.
- (4) Nominations Committee - shall consist of no less than three members elected by the members who shall solicit nominees from the membership.
- (5) Nursing Care Committee - shall represent a cross section of the membership. This committee shall be appointed by the chairperson and is charged with the responsibility of promoting better nursing care in the employing facility.
- (6) Grievance Committee - shall consist of no less than two members, appointed by the chairperson, who assume the responsibility of receiving and processing grievances of employees in the bargaining unit in accordance with the collective bargaining agreement or existing policy.

#### ARTICLE VIII - Meetings

- a. Regular meetings of the council shall be held ~~on the~~ monthly \_\_\_\_\_ at a time and place decided by the officers.
- b. The annual Staff Council meeting shall be held in September \_\_\_\_\_. Business at the annual meeting shall include:
  - (1) Election or announcement of officers.
  - (2) Approval of budget.
  - (3) Dues structure.
    - a. Dues for this Council shall be established by a two-thirds vote of the members present and voting at an annual regular meeting, provided previous notice has been given by mail at least fifteen (15) days before the voting date.
    - b. Membership rights shall be forfeited upon failure to pay dues as required by current policy.
- c. 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 Chairperson.
- d. 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 51 percent of those members present and

voting is required for ratification of the proposed agreement. Members must be notified five \_\_\_\_\_ days in advance of the time and purpose of the meeting.<sup>9</sup>

1. No strike action shall be taken prior to the meeting with:
  - a. notice to all members that a special meeting to discuss such action will be held with the date, time and location for the meeting or that such action will be discussed at the next regular meeting.
  - b. a vote of two-thirds \_\_\_\_\_ of the membership approving such action by secret ballot at or immediately following such meeting.
  - c. notice to Cabinet on Economic and General Welfare that the staff council has complied with the provisions of this article.

ARTICLE IX - Parliamentary Authority

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

ARTICLE X - 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. These bylaws may be amended without previous notice of any annual meeting by 99 percent of the voting body present and voting.

Adopted and ratified by the \_\_\_\_\_ at a \_\_\_\_\_ on \_\_\_\_\_  
date adopted. General or special meeting

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

Approved: September 9, 1993  
Amended: July 12, 2001  
bylaws-m/July 20, 1993  
TRAH Proposed Amendments 12/18/02

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<sup>9</sup>The usual time of notice is five days.