

ORIGINAL

Sections in italics may not be modified as they were drafted to comply with specific laws or WSNA Bylaws

WASHINGTON STATE NURSES ASSOCIATION

LOCAL UNIT RULES

VIRGINA MASON FRANCISCAN HEALTH REHABILITATION HOSPITAL TACOMA, WASHINGTON

ARTICLE I - NAME

The name of this unit shall be WSNA Virginia Mason Franciscan Health Rehabilitation Hospital of Tacoma, Washington.

ARTICLE II – OBJECTIVES

The objectives of the Local Unit shall be to:

Section 1. Service the professional employee interests of the registered nurses and local unit program members employed at Virginia Mason Franciscan Health Rehabilitation Hospital through collective bargaining, education, legislation and other group activities.

Section 2. Advise and assist the Washington State Nurses Association in its dealings with the Employer concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. The Washington State Nurses Association shall be the exclusive bargaining representative on behalf of unit members. Nothing in these rules shall be construed to mean that the Local Unit's authority extends beyond advising and assisting the Washington State Nurses Association in its dealings with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Section 3. Promote professional unity between registered nurses, other bargaining unit members of Virginia Mason Franciscan Health Rehabilitation Hospital Medical Center Local Unit Tacoma, Washington and the entire profession.

Section 4. Promote WSNA, its national affiliate organizations (ANA and AFT, AFL-CIO), uphold WSNA bylaws and adhere to the ANA Code for Nurses.

Relationship
Defined
By Labor
Law

ARTICLE III - MEMBERSHIP

Section 1. Eligibility. All employees of Virginia Mason Franciscan Health Rehab Hospital Medical Center, Tacoma, Washington in a recognized WSNA bargaining unit are eligible for membership in this organization

Section 2. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, gender expression or identity, religion, disability, social, political, or economic status, age, genetic information, marital status, ancestry, parental status, active military or veteran status or national origin.

Section 3. Rights of Local Unit Members. Local Unit members in good standing shall include but not be limited to:

- a) All rights defined in WSNA Bylaws.*
- b) The right to attend and participate in business conducted at Local Unit membership meetings.*
- c) The right to be a candidate for office, and as a candidate, the right to have an observer at polling and tallying places.*
- d) The right to be notified of an election of officers at least fifteen (15) days prior to an election.*
- e) The right to vote for contract ratifications, in referendums, in Local Unit officer elections, and any other matters determined by the Executive Committee.*
- f) The right to file a complaint relative to election procedures. Such complaint must be filed in writing at the local level.*
- g) The right to a fair hearing of any disciplinary action.*
- h) The right to support the candidate for Local Unit and WSNA statewide office of their choice without interference or penalties, or disciplinary action.*

Section 4. Obligations of Local Unit Members. Obligations of local unit members in good standing shall include but not be limited to:

- a) Pay WSNA dues on a timely basis;*
- b) Uphold the Bylaws, rules and policies of WSNA and the Local Unit.*

Member rights
as provided
by law

Member rights
as provided
by law

- c) Fulfill the requirements of an office when elected or appointed
- d) Promote fulfillment of the functions of WSNA Adhere to the ANA code for Nurses; and
- e) Abide by the Labor Executive Council and Local Unit Code of Conduct Policy.

Section 5. Compliance.

- a) *Authority. A member may be disciplined by WSNA for cause pursuant to and consistent with the WSNA Bylaws.*
- b) *Disciplinary action.*
 - i) *A member may be expelled or censured by an impartial hearing panel appointed by the WSNA Board of Directors upon recommendation by the Labor Executive Council.*
 - ii) *No disciplinary action shall be taken unless the member is served with specific written charges, including the article and Section of the Bylaws alleged to have been violated, and has time to prepare a defense.*
 - iii) *Appeal.* *The decision of the hearing panel may be appealed to the WSNA Board of Directors, whose decision shall be final.*

Consistent
With
WSNA
Bylaws

ARTICLE IV - OFFICERS

Section 1. The officers of this unit shall be:

- a) One (1) Chairperson;
- b) One (1) Vice Chair
- c) One (1) Secretary/Treasurer
- d) One (1) Grievance Officer
- e) One (1) Membership Officer

Section 2. In the absence of a Chairperson, any other appointed officer, shall perform the duties of the Chairperson and shall become the Chairperson in the case of the vacancy of that office.

Section 3. The Officers shall constitute the Executive Committee with authority and responsibility as outlined in these Rules.

Section 4. With the exception of a recall, the Executive Committee will have the power to fill vacancies in any office until the next general election of officers.

ARTICLE V - DUTIES OF OFFICERS

All officers will share in the responsibility of representing nurses during investigatory meetings when called by management.

Section 1. The Chairperson shall:

- a) preside at all of the meetings of the Local Unit;
- b) appoint, with approval of the Executive Committee the chairs of all standing and special committees;
- c) be one of the responsible financial officers of the Local Unit authorized to sign Local Unit Vouchers;
- d) be by office, a delegate to the Central Labor Council and /or appoint, with approval of the Executive Committee delegates to the Central Labor Council;
- e) shall perform the duties of both Co-Chairperson's in the event of the other Co-Chairperson's absence;
- f) perform other duties described in the WSNA Local Unit Officer Handbook or assigned by the Executive Committee.

Section 2. The Secretary shall:

- a) be the official note taker of meeting minutes. If unable to attend meetings, the Secretary will arrange for an alternate officer to fulfill this role.
- b) keep accurate minutes of meetings of the membership, Executive Committee and other meetings outlined in the WSNA Local Unit Officer Handbook;
- c) perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee.

Section 3. The Treasurer shall:

- a) Review and report on the status of Local Unit funds to the Executive Committee;

- b) be one of the responsible financial officers of the Local Unit authorized to sign Local Unit Vouchers;
- c) perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee.

Section 4. The Grievance Officers shall:

- a) be the liaison between the unit and WSNA to advise and assist WSNA in the Association's dealings with the employer concerning grievances;
- b) perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee.

Section 5. Membership Officer shall:

- a. attend all new employee orientation to welcome and invite new bargaining unit members to join WSNA; In the event the Membership Officer cannot attend new employee orientation, they will delegate/request for an Officer to go in their place. Help build liaisons for every unit and every shift; develop programs and activities that cause all eligible persons to join and participate in the Local Unit; manage enforcement of membership in concert with WSNA, perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee. Duties shall also include:
 - 1. Training of Local Unit Reps
 - 2. Running Local Unit Rep meetings – Reporting issues to the WSNA Co-Chairs
 - 3. Maintaining the list of Local Unit Reps/keeping it up to date with active committed members

Section 6. Standing and special committees shall be appointed by Executive Committee.

Section 7. Officer (Executive Committee) Expectations:

The Executive Committee is elected by the Local Unit members and are as a result, expected to fulfill the duties of their respective roles and as a member of the team. Without the participation from each officer, the overall strength of the union is weakened. Therefore, the Executive Committee is authorized to establish standards for participation that the elected officers of the Local Unit are expected to fulfill.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. Nominations.

- a) *Candidates may be nominated to the ballot by recommendation of the nominating committee, by nomination at a regular Local Unit meeting, by self or another member.*
- b) *All nominations will be with the agreement of the nominee*
- c) *Write-in candidates will not be permitted.*
- d) *All candidates must have equal campaign privileges.*
- e) *Local unit funds may not be used to fund campaigns.*

Required by
Labor Law

Section 2. Terms of Office

- a) *Officers shall serve a term of no more than (3) years.*
- b) *Officers may succeed themselves.*
- c) *A term of office shall begin upon verification of the election.*
- d) *The Local Unit Chair shall be notified within 5 business days of the election*

Required
by
Labor
Law
And
WSNA
Policy

Section 3. Eligibility for Office.

- a) *A candidate must be a local unit member in good standing before running for office.*
- b) *Any elected officer may be removed by majority vote of the membership provided that such election shall not be conducted unless petitioned for in writing by at least one quarter of the Local Unit Members. Any elected officer may be removed by the Executive Committee for serious*

Required
by
Labor
Law
And
WSNA
Policy

misconduct. Any appointed officer may be removed at will by the Executive Committee.

- c) *Members shall be notified (15) days prior to an election of officers.*
- d) *Election shall be by secret ballot. The election shall be established in accordance with policy established by the Labor Executive Council.*
- e) *A majority of the ballots cast shall determine the outcome of the election.*
- f) *In the absence of a majority, a run-off election shall be conducted between the two candidates who have received the most votes for the office in question.*
- g) *The election may be challenged by any Local Unit member in good standing. Such challenge must be submitted in writing to the Local Unit chairpersons and Labor Executive Council within 14 days after the vote.*

ARTICLE VII – CONTRACT VOTES

Section 1. Contract Ratification. The Local Unit shall conduct contract ratification votes at the request of the WSNA. All Local Unit members in good standing shall be eligible to vote pursuant to the Labor Executive Council policy on contract ratification voting. Voting shall be secret ballot. Any challenge to a ratification vote must be submitted in writing to the Local Unit Co-Chairpersons and the Chair of the Labor Executive Council within 7 days of the vote.

Section 2. Strike Authorization. When authorized by the Washington State Nurses Association to take a strike authorization vote a sixty-seven percent (67%) majority of the ballots cast by eligible voting bargaining unit members in good standing shall be required for the Labor Executive Council to consider authorizing a strike. Calling a strike, setting a Strike date and strike duration will be determined by the Washington State Nurses Association.

ARTICLE VIII - COMMITTEES

Section 1. Authority. The Executive Committee shall establish committees and define their authorities and responsibilities where not stated in these rules.

- Section 2. Composition. Each committee shall be composed of local unit members in good standing, appointed by the Co-Chairpersons with the approval of the Executive Committee.
- Section 3. Term of Appointment. Committees with appointed members, the Executive Committee shall designate the term of appointment. Committees with elected members shall serve the same term as Local Unit Officers as outlined in Article VI.
- Section 4. Reporting. Committees shall report to the membership when requested by Executive Committee and/or the membership.
- Section 5. Standing Committees.
- a) The Negotiating Committee shall be comprised of at least two Executive Committee members and other appointed members from the local unit.
 - i) This committee shall, in the area of negotiations: Advise and assist the Washington State Nurses Association when the Association negotiates a contract with the Employer.
 - ii) Advise and assist the Association's efforts to see that the terms of the agreement are enforced.
 - b) Labor Management Committee - The Executive Committee of the Local Unit and designated representatives of Virginia Mason Franciscan Health Rehab Hospital management are the Labor Management Committee. The Executive Committee shall perform functions as outlined in the Collective Bargaining Agreement.
 - c) Membership Committee shall be comprised of members appointed by the Executive Committee. The duties shall be to promote WSNA membership and organizing goals.
 - d) Safety Committee shall be comprised of elected members. Additional members are appointed by the Executive Committee.

Additional Committees. The Executive Committee may designate such other committees as it deems necessary.

ARTICLE VI - MEETINGS

- Section 1. There shall be at least an annual meeting of the Local Unit, the time and place to be determined by the Executive Committee.
- a) Members shall be notified in writing, of meeting place and time.

Section 2. Special meetings may be called by the Co-Chairpersons or if requested by ten percent (10%) of the local unit membership.

Section 3. One (1) officer and 5 members shall constitute a quorum at any meeting of this unit.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's "Rules of Order, Newly Revised" shall govern meetings of this unit in all cases in which they are not inconsistent with rules.

ARTICLE IX - AMENDMENTS

Section 1. These rules may be amended by any regular meeting by a two- thirds vote of the members present and voting, provided the proposed amendments have been known to all members at least fifteen (15) days prior to the meeting.

Section 2. These rules may be amended without previous notice at any meeting by a Unanimous vote of all members of the local unit.

The effective date of these rules shall be _____, 20____

_____/_____

Local Unit Chair / Date

_____/_____

Local Unit

Secretary/Treasurer / Date

_____/_____

Local Unit Vice Chair/ Date

_____/_____

Local Unit Grievance Officer/

Date

_____ / _____

_____ / _____

Local Unit Membership Officer /

Date