

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

KITTITAS VALLEY COMMUNITY HOSPITAL (KVCH)

ELLENSBURG, WASHINGTON

ARTICLE I - NAME

The name of this unit shall be Kittitas Valley Community Hospital (KVCH) Local Unit of Ellensburg, Washington.

ARTICLE II - OBJECTIVES

The objectives of the unit shall be to:

Relationship
defined
by Labor
Law

- A. *Service the professional employee interests of the registered nurses and local unit program members employed at Kittitas Valley Community Hospital (KVCH) through education, legislation and other group activity.*
- B. *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 does more than advise and assist 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.*
- C. *Promote professional unity between registered nurses, other bargaining unit members of Kittitas Valley Community Hospital (KVCH) and the entire profession.*
- D. *Promote WSNA/ANA/UAN; uphold WSNA bylaws and adhere to ANA Code for Nurses.*

ARTICLE III - MEMBERSHIP

Member rights
as provided
by law

- A. Eligibility. *Membership eligibility shall be limited to those registered nurses employed at Kittitas Valley Community Hospital (KVCH) who are eligible to be members of a bargaining unit and who are members of the Washington State Nurses Association, or local unit program members. The Washington State Nurses Association shall act as their representative for collective bargaining.*
- B. Rights of Local Unit Members. *Rights of local unit members in good standing shall include but not be limited to:*
 - 1. *All rights as defined in WSNA Bylaws.*
 - 2. *The right to attend membership meetings and participate in the business.*
 - 3. *The right to be a candidate for office, and as a candidate has the right to have an observer at polling and tallying places.*
 - 4. *The right to be notified of an election of officers at least fifteen (15) days prior to an election.*
 - 5. *The right to vote for contract ratifications, in referendums, in elections, and any other matters determined by the Executive Committee.*
 - 6. *The right to file a complaint relative to election procedures. Such complaint must be filed in writing at the local level.*
 - 7. *The right to a fair hearing of any disciplinary action.*
 - 8. *The right to support the candidate of his choice without interference or penalties, or disciplinary action.*
- C. Obligations of Local Unit Members. *Obligations of local unit members in good standing shall include but not be limited to:*
 - 1. *To pay WSNA dues on a timely basis;*

Consistent
with
WSNA Bylaws

2. *To uphold the rules and policies of WSNA and the local unit.*
3. *To adhere to the ANA Code for Nurses; and*
4. *To uphold the Bylaws of WSNA.*

D. Compliance.

1. *Authority. A member may be disciplined by WSNA for cause pursuant to and consistent with the WSNA bylaws.*
2. *Disciplinary Action.*
 - a. *A member may be expelled or censured by an impartial hearing panel appointed by the WSNA Board of Directors upon recommendation by the Cabinet on Economic and General Welfare.*
 - b. *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.*
3. *Appeal. The decision of the hearing panel may be appealed to the WSNA Board of Directors, whose decision shall be final.*

ARTICLE IV - OFFICERS

- A. The officers of this unit shall be:
1. (1) Chairperson; and
(2) Secretary/Treasurer and Grievance Officer
(Use these or make sections compatible with current unit structure, provided that each local unit must have a chair and vice-chair or co-chairpersons.)

2. In the absence of the Chairperson, the Secretary/Treasurer shall perform the duties of the chairperson and shall become chairperson in case of a vacancy in that office.
3. Vacancies in any office shall be filled in the event of a mid-term vacancy, by appointment of the Executive Committee.
4. Officers shall serve as the Executive Committee with the authority and responsibility as outlined in these rules.

B. Duties of Officers:

1. The Chairperson shall preside at all meetings of the unit and be an ex officio member, with vote, of all committees, except the Nominating Committee.
2. The Secretary/Treasurer shall perform the duties of the chairperson in the absence of the chairperson, and shall perform other duties as may be assigned.
3. The positions of secretary and treasurer may be combined and held by one person.
4. The grievance officer shall be the liaison between the unit and WSNA to advise and assist WSNA in the Association's dealings with the Employer concerning grievances.
5. Standing and special committees shall be appointed by the Executive Committee.

ARTICLE V - ELECTION AND VOTING

A. Nominations.

1. *Candidates may be nominated to the ballot by recommendation of the nominating committee, by nomination at a regular meeting, by self or another member.*

Required by
Labor Law

2. *All nominations will be with the agreement of the nominee.*
3. *Write-in candidates will not be permitted.*
4. *All candidates must have equal campaign privileges.*
5. *Local unit funds may not be used to fund campaigns.*

B. Terms of Office.

1. *Officers shall serve a term of no more than (3) years.*
2. *Officers may succeed themselves.*
3. *A term of office shall begin upon verification of the election.*
4. *The local unit chair shall be notified within 5 business days of the election.*

C. Eligibility for Office.

1. *A candidate must be a local unit member in good standing before running for office.*
2. *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-third of the Local Unit members. Any elected officer may be removed by the Executive Committee for serious misconduct. Any appointed officer may be removed at will by the Executive Committee.*

Required by
Labor Law
and WSNA
policy

- D. *Members shall be notified (15) days prior to an election of officers.*
- E. *Election shall be by secret mailed ballot. The election shall be established in accordance with policy established by the WSNA Cabinet on Economic & General Welfare.*
- F. *A majority of members voting shall constitute an election of officers.*

- G. *The election may be challenged by any local unit member. Such challenge must be submitted in writing to the local unit chairperson and Cabinet on Economic and General Welfare within 14 days after the vote.*
- H. *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 Cabinet on Economic and General Welfare policy on voting. Voting shall be by secret ballot. Any challenge to a ratification vote must be submitted in writing to the local unit chairperson and the Cabinet on Economic and General Welfare within 7 days of the vote.*
- I. *When taking a strike vote at the request of the Washington State Nurses Association, a sixty-seven percent (67%) majority of bargaining unit members shall be required to authorize a strike date to be set by the Washington State Nurses Association.*

ARTICLE VI - COMMITTEES

- A. Authority. The Executive Committee shall appoint committees and define their authorities and responsibilities where not stated in these rules.
- B. Composition. The committees shall be composed of local unit members.
- C. Reporting. Committees shall report to the membership when requested by Executive Committee and/or the membership.
- D. Standing Committees.
 - 1. The Negotiating Committee shall be comprised of the chairperson and other elected members.
 - a. 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.
 - b. Advise and assist the Association's efforts to see that the terms of the agreement are enforced.

2. Conference Committee shall be elected by the membership and shall perform functions as outlined in the collective bargaining agreement and such other duties as the Executive Committee assigns.
- E. Appointed Committees:
1. Membership Committee shall be comprised of members appointed by the Executive Committee. The duties shall be to promote WSNA membership.
 2. The Rules Committee shall receive all proposed amendments and shall submit amendments for action to the voting body of the unit.
- F. Additional Committees. The Executive Committee may designate such other committees as it deems necessary.

ARTICLE VII - MEETINGS

- A. There shall be bi-annual meetings of the local unit, the time and place to be determined by the Executive Committee.
1. Members shall be notified in writing or voice messaging of meeting place and time.
- B. Special meetings may be called by the chairperson or if requested by ten percent (10%) of the local unit membership.
- C. One officer and 2 members shall constitute a quorum at any meeting of this unit. **[Each unit should determine quorum requirements based on number of unit and number who could be expected to attend.]**

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 these rules.

ARTICLE IX - AMENDMENTS

- A. 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.
- B. These rules may be amended without previous notice at any meeting by a unanimous vote of all members of the local unit.
- C. Amendments must be submitted to the Cabinet on Economic and General Welfare for approval prior to adoption by the local unit.

The effective date of these rules shall be October 25, 2002.

Jonie K. Standish
Local Unit Chairperson

Kristy Spencer
Local Unit Secretary

Date: 10/25/02

3/18/92

Revised by Cabinet on Economic and General Welfare: 8/30/01