

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

PROVIDENCE SACRED HEART MEDICAL CENTER SPOKANE, WASHINGTON

ARTICLE I - NAME

The name of this unit shall be WSNA Providence Sacred Heart Medical Center Local Unit of Spokane, 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 Providence Sacred Heart Medical Center 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 Providence Sacred Heart Medical Center Local Unit Spokane, 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 Providence Sacred Heart Medical Center, Spokane, 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 Cabinet on Economic and General Welfare
Code of Conduct.

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 Cabinet on Economic and General Welfare.*
 - 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) Two (2) Co-Chairpersons;
- b) One (1) Secretary,
- c) One (1) Treasurer,
- d) Three (3) Grievance Officers,
- e) Two (2) Member's at Large.

Section 2. In the absence of the Co-Chairperson, the remaining Co-Chairperson, or any other appointed officer (should no Co-Chair be available), shall perform the duties of the Co-Chairperson and shall become the Co- 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

- Section 1. The Co-Chairpersons shall:
- a) preside at all of the meetings of the Local Unit;
 - b) be an ex-officio member, with vote of all committees, except the Nominating Committee;
 - c) appoint, with approval of the Executive Committee the chairs of all standing and special committees;
 - d) be one of the responsible financial officers of the Local Unit authorized to sign Local Unit Vouchers;
 - e) 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;
 - f) shall perform the duties of both Co-Chairperson's in the event of the other Co-Chairperson's absence;
 - g) perform other duties described in the WSNA Local Unit Officer Handbook or assigned by the Executive Committee.
- Section 2. The Secretary shall:
- a) keep accurate minutes of meetings of the membership, Executive Committee and other meetings outlined in the WSNA Local Unit Officer Handbook;
 - b) assist the Co-Chairs in handling the correspondence of the Local Unit;
 - 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. Members at Large shall:

- a) Member at Large officer positions (1) Chair of Membership and (1) Chair of Communication.

Member at Large – Communications shall: contribute ideas for member and external communication; coordinate the distribution of approved messages to Local Unit members, labor allies and the community; perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee.

Member at Large - Membership shall: attend new employee orientation to welcome and invite new bargaining unit members to join WSNA; maintain local unit liaison contact information and recruit liaisons for every unit and every shift; develop programs and activities that cause all eligible persons to join and participate in the Local Unit; perform other duties described in the WSNA Local Unit Officer Handbook and those delegated by the Executive Committee.

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

Section 7. A term of office shall be no more than 3 consecutive years. A person may serve a maximum of 6 consecutive years (including all pre-existing consecutive years) in one office but may be eligible for re-election in a different office once term limit is met.

Section 8. 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 be permitted.*
- d) *All candidates must have equal campaign privileges.*
- e) *Local unit funds may not be used to fund campaigns.*

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 or Co-Chairs shall be notified within 5 business days of the election*

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 third of the Local Unit Members. Any elected officer may be removed by the Executive Committee for serious*

Required by
Labor Law

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 mailed ballot. The election shall be established in accordance with policy established by the WSNA Cabinet on Economic and General Welfare.*
- 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 co-chairpersons and Cabinet on Economic and General Welfare 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 Cabinet on Economic and General Welfare 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 Cabinet on Economic and General Welfare 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 Cabinet on Economic and General Welfare 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 the Executive Committee of the local unit and other appointed members.
 - 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) Conference Committee The Executive Committee of the Local Unit and designated representatives of Providence Sacred Heart Medical Center management are the Conference Committee. The Executive Committee shall perform functions as outlined in the Collective Bargaining Agreement.
 - c) Nurse Practice Committee shall be comprised of members elected by the membership.
 - d) Membership Committee shall be comprised of members appointed by the Executive Committee. The duties shall be to promote WSNA membership and organizing goals.
 - e) Safety Committee shall be comprised of elected members. Additional members are appointed by the Executive Committee.
 - f) Nominating Committee – shall be comprised of appointed members in good standing.
 - i) The Committee shall solicit names of candidates to run for Local Unit officer positions.

- ii) Members nominated to run for office must affirmatively accept their nomination.
- iii) The Committee shall determine if the nominees are eligible to run for office.
- iv) Any member of the Committee seeking office or accepting a nomination for office must vacate their position and be replaced by a member nominated by the Co-Chairpersons and approved 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 quarterly meetings of the Local Unit, the time and place to be determined by the Executive Committee.
 - a) Members shall be notified in writing, voice messaging, texting, social media or email 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 25 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 April 27th, 2023

Local Unit Co-Chair / Date

Local Unit Co-Chair / Date

Local Unit Secretary / Date

Local Unit Treasurer / Date

Local Unit Grievance Officer / Date

Local Unit Member at Large / Date

Local Unit Member at Large / Date