

OREGON NURSES ASSOCIATION
ST. CHARLES MEDICAL CENTER - BEND
BARGAINING UNIT BYLAWS

Approved November 29, 2008

Article 1- Name and Purpose

1.1 *Name-* The name of this bargaining unit shall be the St. Charles Medical Center-Bend Bargaining Unit of the Oregon Nurses Association, hereinafter referred to as SCMC-B-ONA.

1.2 *Purpose-* The bargaining unit is formed for all legal purposes including:

- 1.2.1 To unite into one labor organization all Registered Nurses eligible for membership, regardless of religion, race, creed, color, national origin, age, physical disability, sex or sexual preference;
- 1.2.2 To secure and maintain improved wages, hours, working conditions, benefits and other advantages through concerted, economic, political, and other lawful methods;
- 1.2.3 To work for adherence to the American Nurses Association's (ANA) Code of Ethics, the Oregon Nurses Association (ONA) Bylaws and any other affiliated organizations;
- 1.2.4 To establish and promote high standards of practice for Registered Nurses;
- 1.2.5 To engage in organizing Registered Nurses to provide the benefit of unionism to all workers;
- 1.2.6 To provide financial and moral assistance to other labor organizations or other bodies having purposes and objectives in whole or in part similar or related to those of the SCMC-B-ONA;
- 1.2.7 To protect and preserve the ONA and SCMC-B-ONA as an institution;
- 1.2.8 To carry out the objectives of the ONA and affiliates;
- 1.2.9 To levy and receive dues, manage, invest, expend or otherwise use the funds and property of this organization to carry out the duties and to achieve the objectives set forth in these Bylaws and/or ONA and affiliates Bylaws and/or Constitution;
- 1.2.10 To provide representation in the ONA House of Delegates in conjunction with the local District(s) Bylaws;
- 1.2.11 To promote relationships with nursing students;
- 1.2.12 To promote unity and communications among unit members;
- 1.2.13 To promote better relations between administration and nurses;
- 1.2.14 To promote accepted standards of nursing practice, nursing education, and nursing services;
- 1.2.15 To represent SCMC-B-ONA and serve as their spokesperson with allied professional, community, and governmental groups and with the public;
- 1.2.16 To promote the highest possible standards of patient care.

1.3 *Relationship to ONA*

- 1.3.1 SCMC-B-ONA is one of ONA's bargaining units where ONA is the exclusive representative for purposes of collective bargaining.
- 1.3.2 The SCMC-B-ONA shall enter into a written agreement with ONA for the collection and accounting of membership dues and for verification of the membership base.
- 1.3.3 SCMC-B-ONA shall enter into other written agreements as deemed necessary by ONA.
- 1.3.4 SCMC-B-ONA shall operate within the policies established by ONA's Board of Directors and the ONA Cabinet on Economic and General Welfare, hereinafter EGW.

Article 2- Membership Rights/Responsibilities and Dues

2.1 *Membership Eligibility-* Any Registered Nurse covered under the collective bargaining agreement between the ONA and St. Charles Medical Center-Bend is required to sign up for dues/fees within 30 days of employment and to maintain membership subject to the requirements imposed by these Bylaws and the ONA and/or Bylaws.

2.2 *Good Standing-* To be a member in good standing, the individual must:

- 2.2.1 Be a member of the ONA;
- 2.2.2 Pay all dues and assessments in full as established by ONA and SCMC-B-ONA;
- 2.2.3 Abide by ONA and SCMC-B-ONA bylaws;
- 2.2.4 Not interfere with the elected officers of the SCMC-B-ONA in the performance of their duties;
- 2.2.5 Refrain from engaging in dual unionism which is defined as assistance to one or more labor organizations that compete with the collective bargaining interests of ONA, other constituent State Nurses Associations (SNAs); and
- 2.2.6 Not cross a strike picket line at an ONA or other represented facility, unless required by the collective bargaining agreement or pursuant to ONA's emergency procedures.

2.3 *Membership Rights-* Members in good standing have the following rights and benefits which are not conferred upon non-members or members who are in bad standing except within the discretion of ONA or the Executive Committee:

- 2.3.1 All rights and benefits provided by ONA;
- 2.3.2 Attend and participate SCMC-B-ONA meetings;
- 2.3.3 Nominate or vote for elected officers or committee chairs within SCMC-B-ONA;
- 2.3.4 Vote on contract issues, proposals or ratification as proposed by the SCMC-B-ONA negotiating committee;

- 2.3.5 Vote on changes to SCMC-B-ONA Bylaws;
- 2.3.6 Participate in contract bargaining surveys;
- 2.3.7 Receive regular SCMC-B-ONA communications; and
- 2.3.8 Appointment and/or election to SCMC-B-ONA committees.

2.4 *Non-Members*- non-members include:

2.4.1 A nurse who makes no dues payments to ONA or is three months or more in arrears;

2.4.2 Auxiliary Fees

- Donation equivalent to ONA dues are paid to the Auxiliary of St. Charles Medical Center-Bend
- Not a member of ANA or ONA
- Not able to vote or hold office at the SCMC-B level
- Not able to vote on contract issues and contract ratification as determined by the SCMC-B-ONA Negotiation Committee
- Attend and participate at SCMC-B-ONA meetings
- Receive regular SCMC-B-ONA and ANA communications

2.4.3 A nurse who is a bona-fide religious objector will be treated in accordance with state and federal laws.

2.5 *Fair Share*

2.5.1 A nurse who pays the fair-share amount in lieu of ONA's dues;

- Modified dues (fees) are paid to ONA. These fees pay for collective bargaining activity only.
- Attend and participate at SCMC-B-ONA meetings.
- Vote on contract issues and proposals as presented by SCMC-B-ONA Negotiation Committee.
- Vote for SCMC-B-ONA elected officials.

Article 3- Discipline

3.1 *Fair Treatment and Due Process*- Each member of SCMC-B-ONA who is alleged to be a member in bad standing shall have the right to fair treatment in the application of union rules and law in accordance with SCMC-B-ONA and ONA's Bylaws. In applying the rules and procedures relating to union discipline, the essential requirements of due process (notice, hearing, and judgment based upon the evidence) shall be observed, without, however, requiring the technical formality followed in courts of law.

3.2 *Charge of Misconduct-*

- 3.2.1 Filing a charge- A charge that a member is in bad standing shall be presented to the SCMC-B-ONA Executive Committee in writing and signed by the charging party(s) with a copy mailed to ONA's Cabinet on Economic and General Welfare. The Executive Committee will then provide the charges to the accused. Only individuals in the SCMC-B-ONA bargaining unit or ONA's EGW Cabinet may file a charge.
- 3.2.2 Content of a charge- The charge must set forth the provisions of the ONA and/or SCMC-B-ONA bylaws that were allegedly violated and the acts which allegedly constitute such violation in sufficient detail to inform the accused of the offense, including, where possible, dates and places. The charging party must include in the charge all alleged offenses of which he/she has knowledge, or in the exercise of due diligence should have had knowledge, as of the time of the filing of the charge.
- 3.2.3 Statute of limitations- Any charge based upon alleged misconduct which occurred more than three (3) years prior to the filing of such charge is barred and shall be rejected.

3.3 *Trial Procedure-*

- 3.3.1 Rights of the Accused- Charges against the accused must be supported by a preponderance of reliable evidence. The accused shall have the right to present her/his own evidence, rebut testimony against her/him, present witnesses favorable to her/him and cross-examine adverse witnesses. The accused may select only a member in good standing to represent her/him at a hearing.
- 3.3.2 Executive Committee- The SCMC-B-ONA Executive Committee shall be the trier of fact and will timely convene a hearing to assess the merit of the charges. Those members of the SCMC-B-ONA Executive Committee that have a conflict of interest must recuse themselves from the hearing. If the remaining Executive Committee members do not form a quorum then the EGW Cabinet shall be the first body to serve as the trier of fact.
- 3.3.3 Written Decision- A majority quorum vote of the SCMC-B-ONA Executive Committee is needed to find the charged party guilty. The SCMC-B-ONA Executive Committee shall issue a written decision that outlines the basis for its decision and provide the decision to the charging party, the accused and to the EGW Cabinet.
- 3.3.4 Quorum- A quorum shall be a majority of at least one-half of the Executive Committee.

3.4 *Appeal-* only the accused member has the right to appeal a decision by the SCMC-B-ONA Executive Committee unless the charge is against a member of the SCMC-B-ONA Executive Committee. When the charge is against a member of the SCMC-B-ONA Executive Committee, the charging party or the accused may appeal the decision.

- 3.4.1 Timelines - the appeal must be submitted to the EGW Cabinet within thirty (30) days after receiving the SCMC-B-ONA's written decision.
- 3.4.2 EGW Cabinet- the EGW Cabinet will hold a hearing during its regular meetings. The purpose of the hearing will be to review the evidence and the SCMC-B-ONA Executive Committee's decision and to afford the accused the opportunity to present an argument as to why SCMC-B-ONA Executive Committee's decision was wrong. A vote as to the merit of the discipline imposed by the SCMC-B-ONA Executive Committee will be taken in accordance to the EGW Cabinet rules.
- 3.4.3 ONA Board of Directors- The decision of the EGW Cabinet will be final and binding except in circumstances where the alleged violation concerns:
 - 3.4.3.1 a violation of the Code for Nurses as established by ANA; or
 - 3.4.3.2 Other actions which are detrimental to the purposes, and functions of the ANA.

When the alleged violation concerns one of the above, the accused shall have the right to appeal the EGW Cabinet's decision to ONA's Board of Directors in accordance with its policies and procedures. The Board of Directors' decision will be final.

3.5 *Penalties*- Depending on the severity of the discipline, a member found to be in bad standing may be:

- 3.5.1 Reprimanded;
- 3.5.2 Censured;
- 3.5.3 Fined;
- 3.5.4 Removed from office;
- 3.5.5 Suspended from membership;
- 3.5.6 Permanently expelled from membership; or
- 3.5.7 In the case of non-payment of dues, terminated from employment in accordance to the collective bargaining agreement.

Article 4- Dues

- 4.1 *ONA Membership Dues*- ONA membership dues will be established annually in accordance with ONA's bylaws, policies and procedures.
- 4.2 *SCMC-B-ONA Dues Assessment & Special Assessment*- the SCMC-B-ONA may elect to increase the monthly dues by an amount which will be apportioned to the local treasury from the ONA. The SCMC-B-ONA may also levy special assessments for such things such as pre-strike preparation or post-strike recuperation. The following procedures will be followed:

- 4.2.1 The SCMC-B-ONA Executive Committee must receive the EGW Cabinet's approval for the amount, duration and purpose of any dues and special assessments prior to bringing the issue to a bargaining unit vote.
- 4.2.2 The SCMC-B-ONA Executive Committee will provide reasonable notice to the membership of the proposed dues or special assessment, including the amount, duration, purpose of the assessment and the date, place and manner in which the membership will vote on whether or not to agree to the assessment.
- 4.2.3 Only members in good standing may vote on the proposed assessment and a cumulative majority vote by secret ballot of the members in good standing shall decide the issue.
- 4.2.4 The vote can be done by mail, e-mail, absentee ballot or at a membership meeting so long as safeguards for preserving the secrecy of the balloting are ensured.

4.3 *Method of Payment*- members may elect to pay dues and assessment by direct billing, payroll deduction or electronic deposit.

4.4 *Failure to Pay*- any member who is one month in arrears in the payment of dues, fines, assessments, or other charges, shall upon written notice stand suspended and shall not be entitled to any rights or privileges of membership in SCMC-B-ONA. Any member who has been automatically suspended for failure to pay dues and other charges shall be under a continuing obligation to pay dues during the period of her/his suspension. Upon payment of the delinquent monies, the member shall be restored to good standing status. The ONA shall have the power to waive, on a non-discriminatory basis, the payment of delinquent monies.

4.5 *Transfer* – A member who has completed payment of dues in another ONA bargaining unit may transfer to the SCMC-B-ONA without payment of any additional dues.

4.6 *Concurrent* – A member who works in two or more ONA bargaining units shall not be required to pay dual dues. Such a member, however, shall be obligated to pay the appropriate ONA category rate of dues based upon the combined hours worked or regularly scheduled within all ONA bargaining units, consistent with ONA policy.

Article 5- Nominations and Elections of Officers, Delegates and Negotiating Committee Representatives

5.1 *Nominations*-

- 5.1.1 At least thirty (30) days prior to an election, members in good standing will submit in writing names of candidates for elective officers and delegates to the Secretary of the Executive Committee.
- 5.1.2 The Secretary of the Executive Committee or Membership Chair will verify that all nominees are in good standing.
- 5.1.3 The Secretary of the Executive Committee will confirm that the nominees have consented to serve.

- 5.1.4 The Secretary of the Executive Committee will construct a ballot reflecting the nominees who are in good standing and otherwise meet all established qualifications.
- 5.1.5 Members are eligible to serve in only one Executive Committee office.
- 5.1.6 The Secretary of the Executive Committee will post in conspicuous locations and mail and/or e-mail a list of all candidates to the membership at least fourteen (14) calendar days in advance of the elections.
- 5.1.7 At the discretion of the Executive Committee, where only one qualified candidate is nominated for a position, an election will not occur for that position, and the single qualified candidate will be awarded the position.

5.2 Elections-

- 5.2.1 All officers and elected positions shall be elected in the October prior to the expiration of the current contract and serve until their successors are elected. Officers may succeed themselves. Officers shall be elected by secret ballot from a slate of candidates. The eight candidates with the most votes will constitute the officers. All other elections will be held as directed by the Executive Committee or ONA.
- 5.2.2 The Chair and other officers deemed appropriate by the elected negotiation committee shall be identified and appointed by committee consensus or vote.
- 5.2.3 A cumulative majority vote by secret ballot of the members in good standing shall decide the issue. Only those members present may vote and there shall be no proxy voting.
- 5.2.4 Voting shall be by secret ballots of the members in good standing as verified by the Secretary of the Executive Committee and the Elections Committee.
- 5.2.5 Nothing contained herein shall preclude the SCMC-B-ONA Executive Committee in the exercise of its discretion, from directing that the election be conducted by mail ballot, stcharlesnursing.org website, e-mail or absentee after appropriate notice and with safeguards for preserving the secrecy of the balloting.
- 5.2.6 In case of a dispute on voting eligibility, such individuals will be allowed to vote, but their ballots will be set aside and uncounted until membership eligibility can be determined. Under no circumstances will the outcome of the election be delayed for longer than seven (7) days.
- 5.2.7 A tie in an election of a member of the Executive Committee will be decided by lot.

5.3 *Special Elections*- If both the Chairperson and Vice-Chair positions are vacated, then a special election will be held to elect individuals who will finish out the terms. Nominations will be taken pursuant to Article 5.1 and elections will be held pursuant to Articles 5.2.

Article 6- Committees

6.1 *Introduction-* The chairperson and all other officers deemed appropriate by the elected negotiation committee shall be identified and appointed by committee member consensus or vote.

6.2 *Executive Committee-*

6.2.1 Duties- the Executive Committee shall be composed of elected or appointed ONA members in good standing and act as a steering committee to conduct the day-to-day business of the SCMC-B-ONA with respect to the objectives outlined in the SCMC-B-ONA and ONA's Bylaws and in cooperation with ONA and ONA staff.

6.2.2 Scope-The SCMC-B-ONA Executive Committee shall consist of the Negotiating Team Chairperson, Vice-Chair, Secretary, Treasurer, Membership , as well as the Grievance Chair, the PNCC Chair, Staffing Committee Chair, and Unit Representatives Chair. At a minimum, the Executive Committee shall consist of a Chairperson, Vice-Chair and Secretary and/or Treasurer.

6.2.3 Failure to Have a Minimum- If the bargaining unit is unable to maintain the minimum number of members of the Executive Committee, SCMC-B will be placed in trusteeship and the existing members of the Executive Committee, if any, will be required to work with ONA staff to ensure compliance with these Bylaws.

6.2.4 Term- The term of office of all Officers shall commence on the first (1st) of the month following the election and shall last until October 31 of the contract expiration year. Eligibility to serve as such shall be as prescribed in these Bylaws. No member may hold more than one elected Executive Committee office.

6.2.5 Responsibilities-

6.2.5.1 CHAIRPERSON-

- 6.2.5.1.1 Conduct and supervise the affairs of SCMC-B-ONA in accordance with these Bylaws;
- 6.2.5.1.2 Serve as an ex-officio member of all SCMC-B-ONA committees;
- 6.2.5.1.3 Appoint special committees and their members with the approval of the Executive Committee;
- 6.2.5.1.4 Fill vacancies that occur on committees with the approval of the executive committee until the next regular election;
- 6.2.5.1.5 In conjunction with the Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of SCMC-B-ONA, which have been properly incurred as provided herein;

6.2.5.1.6 Enforce these Bylaws and ensure that all officers perform their respective duties.

6.2.5.2 VICE-CHAIR-

- 6.2.5.2.1 Assist the Chairperson in the discharge of all duties;
- 6.2.5.2.2 Perform such other duties and render such assistance as may be directed by the Chairperson;
- 6.2.5.2.3 In case of the Chairperson's absence, the Vice-Chair shall perform the duties of the Chairperson; and
- 6.2.5.2.4 Should the Chairperson's position be vacated, the Vice-Chair shall serve as the Chairperson until the next election.

6.2.5.3 SECRETARY-

- 6.2.5.3.1 Send out meeting notices as directed;
- 6.2.5.3.2 On at least an annual basis, update all members' contact information, including correct mailing addresses, home and work telephone numbers and e-mail addresses. Provide this information to ONA;
- 6.2.5.3.3 Collect names of nominees for elected positions and construct a ballot for all the names submitted;
- 6.2.5.3.4 Confirm that the nominees are willing to serve and when there is no Membership Chair, ensure the nominee is in good standing;
- 6.2.5.3.5 Verify that amendments to bylaws are properly submitted;
- 6.2.5.3.6 Record, maintain and archive minutes for all Executive Committee meetings;
- 6.2.5.3.7 Sit on the Elections Committee; and
- 6.2.5.3.8 Conduct correspondence as directed by the Executive Committee.

6.2.5.4 TREASURER-

- 6.2.5.4.1 Has financial responsibility over the financial affairs of the SCMC-B-ONA;
- 6.2.5.4.2 Make at least a quarterly report to the Executive Committee and EGW that includes the assets and liabilities of the SCMC-B-ONA; and
- 6.2.5.4.3 Keep itemized records, showing the source of all monies received and spent, and keep records, vouchers, work sheets, books and accounts and all resolutions to verify such report and provide a copy of this information to EGW by December 31st of every year.

- 6.2.5.4.4 File required reports including 1099 and LM2 or LM3.
- 6.2.5.4.5 Disburse funds as authorized. Chair will be compensated at \$250 per month for additional duties performing work on behalf of the bargaining unit. Other reimbursements/ expenditures for expenses on behalf of the bargaining unit for \$100 or less may be made with approval of two of the following officers: Chair, vice chair, or Treasurer. Expenditures over \$100 on behalf of the bargaining unit will require majority approval of the Negotiating Committee.

6.2.5.5 GRIEVANCE CHAIR- coordinate the following activities in cooperation with the ONA staff representative:

- 6.2.5.5.1 Conduct and supervise the affairs of the Grievance Committee in accordance with these Bylaws;
- 6.2.5.5.2 Oversees the processing and investigation of all grievance complaints filed by BU members;
- 6.2.5.5.3 Responsible for securing representation, if requested, for the grievant; and
- 6.2.5.5.4 Report to the Executive Committee and ONA in a timely fashion all grievance complaints.

6.2.5.6 MEMBERSHIP CHAIR-

- 6.2.5.6.1 Conduct and supervise the affairs of the Membership Committee in accordance with these Bylaws;
- 6.2.5.6.2 Ensures that all new hires are contacted in a timely fashion to discuss membership in the SCMC-B-ONA and the ONA, ensures new hires are provided with a copy of the collective bargaining agreement, these Bylaws, an ONA membership application and to ensure that the new hires are introduced to the new hires' unit representative;
- 6.2.5.6.3 Strive to increase the membership of the bargaining unit;
- 6.2.5.6.4 Maintain a group of representatives who are members in good standing and who are willing to perform duties at the request of the Executive Committee or ONA. The goal should be to get at least one representative in each unit at the hospital;
- 6.2.5.6.5 Ensure that the unit representatives receive training in organizing; and

- 6.2.5.6.6 Ensure that membership records accurately reflect who are: a) members in good standing; b) members in bad standing; c) fair share members; d) bona fide religious objectors; e) new hires who are potential new members; and f) non-members. The Membership Chair will ensure that the list is updated on an annual basis and before every vote of the bargaining unit.

6.2.5.7 PNCC CHAIR-

- 6.2.5.7.1 Conduct and supervise the affairs of the PNCC in accordance with these Bylaws and the PNCC Charter;
- 6.2.5.7.2 With the PNCC, make recommendations for educational and training programs compatible with identified hospital goals;
- 6.2.5.7.3 Ensure PNCC positions are filled in accordance with the collective bargaining agreement;
- 6.2.5.7.4 With the PNCC, process and analyze unsafe staffing reports. Take necessary steps to address issues raised in unsafe staffing reports when necessary;
- 6.2.5.7.5 Make timely reports to the Executive Committee and ONA concerning unsafe staffing reports and educational and training programs;
- 6.2.5.7.6 With the PNCC, make recommendations to the facility of ways and means to improve patient care; and
- 6.2.5.7.7 With the PNCC, make reports to outside agencies with the approval of the Executive Committee and ONA.

6.2.5.8 Staffing Committee Chair. The SCMC-B-ONA staffing committee chair shall be selected by the elected members of the staffing committee. Responsibilities include:

- 6.2.5.8.1 Co-chair staffing committee meetings
- 6.2.5.8.2 Make sure vacancies in the staffing committee are timely filled
- 6.2.5.8.3 Strive to achieve the goals of Oregon's safe staffing laws
- 6.2.5.8.4 Other duties as in accordance with the staffing committee charter.

6.2.5.9 Unit Representatives Chair.

- 6.2.5.9.1 Meetings: sets the agenda and facilitates the meetings
- 6.2.5.9.2 Provides leadership for growth within the committee, including the Unit Rep Role and the committee as a whole.
- 6.2.5.9.3 Facilitates communication between Unit Reps and ONA staff nurses, other ONA committees, and Administration, and

- 6.2.5.9.4 Ensure each nursing unit has at least one unit representative which must be a member in good standing. Ensure those representatives receive training in the processing of grievance and representation of grievant;

6.3 *Negotiating Committee-*

- 6.3.1 Composition- The members of the SCMC-B-ONA Negotiating Committee will consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and a maximum of three other members in good standing so long as they are nominated and voted for pursuant to the procedures laid out in Article 5 above.
- 6.3.2 Duties-
 - 6.3.2.1 Development and distribution of negotiations survey(s);
 - 6.3.2.2 Research of negotiations related issues, with the goal of having at least one meeting with the bargaining unit to review outstanding contract issues. This meeting must take place prior to the Committee beginning to meet with the employer;
 - 6.3.2.3 Formulation of contract proposals;
 - 6.3.2.4 Assist in the negotiations of a successor collective bargaining agreement;
 - 6.3.2.5 Make recommendations to the bargaining unit whether to ratify a contract; and
 - 6.3.2.6 Sign the ratified contract.
- 6.3.3 Election Year- if an election of officers is held while the collective bargaining agreement is being negotiated, the members of the old Executive Committee will continue to serve as the Negotiating Committee until after the ratification of the successor agreement.
- 6.3.4 Negotiating team members shall be paid for hours missed from regular work assignments at the rate of \$30. This rate may be adjusted by a majority vote of the Negotiating Committee.

6.4 *Grievance Committee-*

- 6.4.1 Composition- the Grievance Committee will be composed of the Grievance Chair and a unit representative from each nursing unit within SCMC-B-ONA as identified by the Executive Committee.
- 6.4.2 Duties-
 - 6.4.2.1 Interpret any term or provision of the collective bargaining agreement;
 - 6.4.2.2 Enforce the collective bargaining agreement with the filing of grievances;
 - 6.4.2.3 Ensure members have representation in disciplinary meetings or during the grievance process when requested;

- 6.4.2.4 Investigate merit of the grievances and submit findings to Executive Committee and ONA;
- 6.4.2.5 Ensure collective bargaining agreement is being consistently applied;
- 6.4.2.6 Report to the Executive Committee and ONA the status and resolution of all grievances; and
- 6.4.2.7 Ensure all work rules are consistent with the terms of the collective bargaining agreement. Alert Executive Committee and ONA if rule is inconsistent or is a mandatory subject of bargaining.

6.5 Membership Committee-

- 6.5.1 Composition- the Membership Committee will be composed of the Membership Officer and unit representatives appointed by the Executive Committee.
- 6.5.2 Duties-
 - 6.5.2.1 Contact all new hires in a timely fashion to discuss membership in the SCMC-B-ONA and the ONA,
 - 6.5.2.2 Provide new hires with a copy of the collective bargaining agreement and these Bylaws;
 - 6.5.2.3 Inform new hires of their unit representative's name and contact information;
 - 6.5.2.4 Strive to increase the membership of the bargaining unit;
 - 6.5.2.5 Perform duties at the request of the Executive Committee or ONA.; and
 - 6.5.2.6 Ensure that membership records accurately reflect who are: a) members in good standing; b) members in bad standing; c) fair share members; d) bona fide religious objectors; e) new hires who are potential new members; and f) non-members.

6.6 Professional Nursing Care Committee-

- 6.6.1 Composition- the PNCC will be composed of the PNCC Chair and other bargaining unit members interested in addressing nursing practice issues. Membership shall be by election by the SCMC-B-ONA membership are the same time as elections are held for Negotiation Team members. Newly elected members will take office on the first of the month following the election, and will serve for a term of three years.
- 6.6.2 Duties-
 - 6.6.2.1 Make recommendations for educational and training programs compatible with identified hospital goals;
 - 6.6.2.2 Process and analyze unsafe staffing reports. Take necessary steps to address issues raised in unsafe staffing reports when necessary;
 - 6.6.2.3 Make timely reports to the Executive Committee and ONA concerning unsafe staffing reports and educational and training programs;

- 6.6.2.4 Serve on the hospital's staffing committee or ensure the staffing committee has duly elected representatives.
- 6.6.2.5 Make recommendations to the facility of ways and means to improve patient care;
- 6.6.2.6 Make reports to outside agencies with the approval of the Executive Committee and ONA; and
- 6.6.2.7 Those duties specified with the collective bargaining agreement.
- 6.6.2.8 Consider new developments in nursing practice through examination of various nursing models.
- 6.6.2.9 Identification of topics appropriate for research of nursing interventions in patient care activities.
- 6.6.2.10 Other activities consistent with the current SCMC-B-ONA collective bargaining agreement and PNCC charter.

6.7 Elections Committee-

- 6.7.1 Composition- the Elections Committee will be composed of the Secretary of the Executive Committee and three (3) bargaining unit members in good standing who are not candidates.
- 6.7.2 Duties-
 - 6.7.2.1 Review all nominations to ensure the nominees are eligible and willing to serve;
 - 6.7.2.2 Oversee the election of officers to ensure only members in good standing vote in an election; and
 - 6.7.2.3 Count all ballots and report findings to Executive Committee and ONA.

6.8 Unit Representatives Committee-

- 6.8.1 Composition- the Unit Representatives Committee will be composed of the unit rep chair and one to two representatives from each of the nursing units within SCMC-B-ONA as determined by the Executive Committee. Beginning with the 2010 election, Unit Reps will be elected by SCMC-B-ONA members within each unit. The Executive Committee may fill any vacancies by appointment. The Unit Representative Chair will be elected from all of the elected unit representatives.
- 6.8.2 Duties- Communicates with members regarding ONA views and issues. Communicates with Executive Committee regarding views of unit. Represents members in grievance meetings and other activities in accordance with the Unit Representative Committee Charter.

6.9 Staffing Committee-

- 6.9.1 Composition- The staffing committee will be composed of one representative and one alternate from each of the nursing areas as defined by SCMC-B-ONA. Each member and alternate will be elected by Registered Nurses on their units. The alternates will replace the primary should the primary cease to work on the unit. Should both the primary and alternate cease working on the unit, a new rep and alternate shall be elected by special election.
- 6.9.2 Duties- As per collective bargaining agreement and Oregon laws.

Article 7- Meetings

- 7.1 An annual meeting for all members will be held in October. Additional meetings shall be held to conduct bargaining unit business as deemed necessary and periodically set by the negotiating committee.
- 7.2 Additional meetings may be called by request of 5% or more members made to the negotiating committee, which shall schedule a meeting within a reasonable period of time, allowing for adequate meeting notification to the membership.
- 7.3 Agenda will include, but not limited to committee reports, negotiation updates, and/or contract proposals, or election information and voting.
- 7.4 A minimum of two officers, including the Chairperson or Chairperson's designee, and a majority of the members present shall constitute a quorum at any SCMC-B-ONA meeting. All decisions will be made by simple majority vote of those members in attendance.

Article 8- Contract Ratification and Other Votes

- 8.1 *Notification*- at least five (5) days prior to contract ratification or other vote, the Secretary shall post in conspicuous places, mail and/or e-mail to the membership a summary of the issue to be voted on. For contract ratification votes, the Secretary will post a summary of the tentative agreement and the date, time and place of the vote. Upon request, the Secretary shall make available a copy of the tentative agreement.
- 8.2 *Secret Ballot*- Voting shall be by secret ballot of the members in good standing as verified by the Secretary of the Executive Committee and/or Membership Chairperson.
- 8.3 *Majority Vote*- A cumulative majority vote by secret ballot of the members in good standing shall decide the issue. Only those members present may vote and there shall be no proxy voting.

- 8.4 *Vote By Mail, E-mail or Absentee*- Nothing contained herein shall preclude the SCMC-B-ONA Executive Committee in the exercise of its discretion, from directing that the election be conducted by mail ballot, e-mail, www.stcharlesnursing.org website, or absentee after appropriate notice and with safeguards for preserving the secrecy of the balloting.
- 8.5 *Dispute*- In case of a dispute on voting eligibility, such individuals will be allowed to vote, but their ballots will be set aside and uncounted until membership eligibility can be determined. Under no circumstances will the outcome of the ratification vote be delayed for longer than seven (7) days.
- 8.6 *Strike Vote*- in cases where the bargaining unit is voting on whether to strike and in other situations identified by the Executive Committee, the entire membership will have the right to vote on the issue of whether to strike, including fair share payers. At least 60% of nurses voting in favor will be required for a strike authorization.

Article 9- Bylaws

- 9.1 *Timing*- These Bylaws may be amended each year in October or as recommended by the Executive Committee.
- 9.2 *Member Initiated Amendments*- members can propose amendments to these Bylaws by submitting a petition with the signatures of at least seven (7) members in good standing to the Secretary of the Executive Committee. The petition shall include the proposed amendment to the Bylaws and a concise statement as to the reason for the proposed change.
- 9.3 *Executive Committee Initiated Amendments*- the Executive Committee can submit a proposed amendment to these Bylaws that includes a concise statement as to the reason for the proposed change.
- 9.4 *Impact on Current Officers*- Under no circumstances may these Bylaws be amended during a term of office to modify the powers and duties of the incumbent officers. Such amendments may be made effective only as of the beginning of the next term of office.
- 9.5 *Notification*- at least fourteen (14) days prior to a vote on an amendment to these Bylaws, the Secretary shall post in conspicuous places and mail to the membership the proposed change. E-mail shall be an acceptable alternative method of notification.
- 9.6 *Vote*- A majority vote of the members in good standing present at the meeting shall be required for passage of the proposed amendment. At the discretion of the Executive Committee vote by e-mail is acceptable.

9.7 *Subject to Approval*- Amendments to these Bylaws are subject to the approval of ONA's EGW Cabinet and shall not be effective until such approval has been given.

9.8 *Vote By Mail, E-mail or Absentee*- Nothing contained in these Bylaws shall preclude the Executive Committee in the exercise of its discretion, from directing that a membership vote be conducted by mail referendum, e-mail www.stcharlesnursing.org website, or absentee after the Executive Committee gives appropriate notice and with safeguards to ensure the integrity of the balloting.

Article 10- Savings Clause

10.1 The provisions of these Bylaws relating to the payment of dues, assessments, fines or penalties, etc., shall not be construed as incorporating into any union-security contract those requirements for good standing membership which may be in violation of applicable law, nor shall they be construed as requiring any employer to violate any applicable law. However, all such financial obligations imposed by or under ONA and these Bylaws (and in conformity therewith) shall be legal obligations of the members upon whom imposed and enforceable in a court of law.

10.2 If any provision of these Bylaws shall be declared invalid or inoperative by any competent authority of the executive, judicial, or administrative branch of federal or state government, the Executive Committee or ONA shall have the authority to suspend the operation of such provision during the period of its invalidity and to substitute in its place and stead a provision which will meet the objections to its validity and which will be in accord with the intent and purpose of the invalid provision.

10.3 If any section or subsection of these Bylaws should be held invalid by operation or law or by any tribunal of competent jurisdiction, the remainder of these Bylaws or the application of such section or subsection to persons or circumstances other than those to which it has been held invalid shall not be affected thereby.