

Sturgis Hospital Registered Nurse Staff Council
of the
MICHIGAN NURSES ASSOCIATION
BYLAWS

ARTICLE I - Name

The name of this organization shall be the Sturgis Hospital Registered Nurse Staff Council.

ARTICLE II - Objectives and Principles of Participation

We establish our organization to promote, for each one of us and for all of us together, the fullest realization of our professional and personal goals and to ensure that our patients always receive the highest quality care we are capable of providing. In pursuit of these goals, we declare our commitment to achieving the following Principles of Participation :

- a. An equal voice and the ability to make decisions on all matters affecting our work, and the care we deliver to our patients.
- b. The right to determine necessary and appropriate education and training programs to achieve and maintain our practice at national standards of care, service and quality.
- c. The ability to determine which of our duties can best be performed by registered nurses and what can be delegated to ancillary and/or support services.
- d. The right to focus on the task of providing quality care.
- e. The wages, benefits and other compensation that reflects the skills, knowledge, and complexity of the jobs we do.
- f. The right to negotiate, on our own behalf, fair and appropriate compensation and all other terms of employment.
- g. The full range of individual rights on the job, including the right to free speech, to representation on grievances, to unbiased outside arbitration on unresolved grievances, to a safe and healthy workplace, and to real job security, enforced through a legally binding contract.

Therefore, we commit to enduring that our union will:

- a. Be democratic in every way, built on an unalterable commitment to full membership, participation and control.
- b. Guarantee that all organizational decisions, including the negotiations of contracts, be made democratically and locally.
- c. Be based on and practice mutual respect, equality and cooperation.
- d. Guarantee that the rights of individuals and minorities will always be respected and enforced within the organization and at the workplace.

ARTICLE III - Membership

- a. A member is one:
 - (1) who is a registered nurse employed at Sturgis 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 - (3) whose membership has not been revoked for violation of the Code for Nurses or Association Bylaws.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 Economic and General Welfare (E&GW) Philosophy of the Michigan Nurses Association.
- c. Members in good standing of the Michigan Nurses Association and Sturgis Hospital Registered Nurse Staff Council shall have voting privileges.

ARTICLE IV - Officers and Their Duties

- a. The officers of the Council shall be the chairperson, vice-chairperson, secretary, treasurer¹.
- 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.

¹Office of secretary and treasurer may be combined.

- e. The duties of the treasurer shall include²:
- (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 disbursements³;
 - (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 Executive Director of MNA in Lansing annually.

ARTICLE V - Elections⁴

- a. The chairperson and secretary shall be elected in the even-numbered years to serve for a two (2) year term or until their successors have been elected.⁵
- b. The vice-chairperson and treasurer shall be elected in the odd-numbered years to service for a two (2) year term or until their successors have been elected.⁵ Proviso: For the first set of elections, the vice-chairperson and treasurer shall be elected in the even numbered year to serve a one-year term.
- 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.⁶
- 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.

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

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

⁴Voting 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.

⁵Can be no more than a three-year term.

⁶This provision must be included because of federal law.

- g. 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 VI - 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:⁸
 - (1) Executive Committee - shall be composed of the officers of the council.
 - (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.

⁸The 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.

ARTICLE VII - Meetings

- a. Regular meetings of the council shall be held quarterly (January, April, July and October) at a time and place decided by the officers.
- b. The annual Staff Council meeting shall be held as the quarterly meeting scheduled in July. 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.
- 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 seven (7) days in advance of the time and purpose of the meeting.⁹

ARTICLE VIII - Parliamentary Authority

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

ARTICLE IX - 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.

⁹The usual time of notice is five days.

- 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 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 STURGIS TRN's at a MAIL BALLOTS on
January 17, 2001. General or special meeting
date adopted.

Bethany A. Kelley
Secretary

Dawn M. Hiershey
Chairperson

Approved: Month/Day/Year
bylaws-m/July 20, 1993