

MICHIGAN NURSES ASSOCIATION  
120 Spartan Avenue, East Lansing, Michigan 48823

MODEL BYLAWS  
(For Councils Organized Under Article VII, MNA Bylaws)

Article I - Name

The name of this organization shall be the Allegan General <sup>Registered</sup> Nurses  
Staff Council.

Article II - Objectives

The objectives of this Council shall be:

- a. To provide for its members a voice in determining the wages, hours, and general working conditions under which they practice nursing.
- b. To work continuously toward improved nursing practice and to provide a high quality of nursing service for patients.
- c. To promote professional growth through membership in the Michigan Nurses Association and encourage active participation in Association activities at all levels - council, district, state, and national.
- d. To provide its members with the opportunity to be effectively represented in negotiations and/or discussions with their employer.
- e. To help educate council members in collective bargaining and the implementation of agreements.
- f. To promote professional and social unity among the registered nurses of the council.

Article III - Membership

a. A member is one:

- (1) who is a registered nurse or a graduate nurse working on a temporary permit pending registration and employed at

Allegan General.

Article III - Membership (cont.)

- (2) who has paid membership dues to Michigan Nurses Association, constituent associations and the staff council.
  - (3) whose membership has not been revoked for violation of the Code for Nurses or Association Bylaws.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 E&GW philosophy of the Michigan Nurses Association.

Article IV - 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 ANA
  - (2) violations of the bylaws of this staff council
  - (3) conduct or acts of a nature deemed injurious to this staff council, its officers or members including conduct or acts during a strike duly authorized by this council.
- 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 V - Officers and Their Duties

- a. The officers of the Council shall be a chairperson, vice-chairperson, Secretary, treasurer.\*

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\*Office of Secretary and Treasurer may be combined.

Article V - Officers and Their Duties (cont.)

- 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.
- e. The duties of the treasurer shall include:\*\*
  - 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 disbursements;
  - 4) pay all bills as directed by the officers;\*
  - 5) Keep a permanent record of all financial transactions.

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

\*\*Office of Council Treasurer must be bonded in order to protect funds of the group unless funds are nominal.

Article VI - Elections\*

- a. The chairperson and secretary shall be elected in the even-numbered years to serve for a 2 year term or until their successors have been elected.\*\*
- b. The vice-chairperson and treasurer shall be elected in the odd-numbered years to serve for a 2 year term or until their successors have been elected.\*\*
- 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.\*\*\*
- 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.
- g. No person shall hold the same office for more than 4 consecutive terms.\*\*\*\*
- h. Recall of any officer deemed not representative of this council may be instituted by petitions of any council member with no less than 10% signature of eligible voting members. Plurality vote of eligible members shall be required to constitute a recall

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\*Voting 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 work "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.

\*\*Can be no more than a three year term.

\*\*\*This provision must be included because of federal law.

\*\*\*\*You should set your own limit

Article VI - Elections (cont.)

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 VII - 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\*: Executive Board, Membership Committee, Negotiating Committee, Nominations Committee, Nursing Care Committee and Grievance Committee.
  1. Executive Board - 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 re association membership and coordinate membership activities with MNA.
  3. Negotiating Committee - shall consist of no less than two members elected by the membership who shall represent the employees in the bargaining unit in negotiating an agreement with their employer.
  4. Nominations Committee - shall consist of no less than three members elected by the members who shall solicit nominees from the membership.

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\*The 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 - Committees (cont.)

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.

Article VIII - Meetings

- a. Regular meetings of the council shall be held on the 3rd Wednesday ~~of quarterly~~ at a time and place decided by the officers.
- b. 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% of those members present and voting is required for ratification of the proposed agreement. Members must be notified 14 days in advance of the time and purpose of the meeting.\*
- c. No strike action shall be taken prior to a meeting with:
  - 1) notice to all members that a special meeting to discuss such action will be held with the date, time and location for the meeting or that such action will be discussed at the next regular meeting.
  - 2) a vote of 90% of the membership approving such action by secret ballot at or immediately following such meeting.
  - 3) notice to EGW Commission that the staff council has complied with the provisions of this Article.

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\*The usual time of notice is five days.

Article IX - Parliamentary Authority

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

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 at any annual meeting by 99% of the voting body present and voting.

Adopted and ratified by the Alleghen General Registered Nurses at a  
NAME OF LOCAL UNIT Staff Council

Special on 11-29-89  
general or special meeting date adopted

Ann Elder  
~~Secretary~~ Vice - Chairperson

Susan K. Newell  
Chairperson