

CONSTITUTION

of the

Oregon Federation of Nurses and Health Professionals, Local 5017, AFT, AFL-CIO

ARTICLE 1: NAME

This organization shall be known as the Oregon Federation of Nurses and Health Professionals, Local 5017, AFT, AFL-CIO.

ARTICLE 2: OBJECTIVES

- Section 1. To promote the welfare of health professionals by securing equitable salaries and better working conditions;
- Section 2. To advance the standards of the health professionals, to encourage the hiring and retention of competent professionals, and to secure the conditions necessary for the greatest efficiency of health care delivery;
- Section 3. To promote the welfare of the healthcare consumer by providing progressively better access to and utilization of healthcare resources in this country;
- Section 4. To fight all forms of bias in healthcare delivery due to race, creed, citizenship, sex, age, social, political or economic status, national origin, sexual orientation, gender or gender fluidity, and disabilities;
- Section 5. To promote union participation in community health programs, health planning as well as other regulatory bodies affecting the delivery of healthcare and to support the organizing of all non-union workers;
- Section 6. To work for passage and retention of just laws, which will improve the climate for health care consumers and health professionals and promote justice for all working people;
- Section 7. To provide an effective collective bargaining representative for health professionals.

ARTICLE 3: MEMBERSHIP

- Section 1. All healthcare workers in the Northwest who are not supervisors or managers 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, citizenship, age, sex, sexual orientation, gender or gender fluidity, disability, social, political, economic status, or national origin.

- Section 3. The Executive Board shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.
- Section 4. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than thirty (30) days delinquent in dues payment shall be considered to be a member not in good standing, and shall be promptly notified of such status by the Treasurer. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment after notification, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

ARTICLE 4: BARGAINING UNITS

- Section 1. This organization shall be structured in a federated manner. Each bargaining unit shall constitute a separate unit of the organization. The units shall be known and referred to as Bargaining Units.
- Section 2. The Executive Board shall admit new Bargaining Units as they are organized or affiliated. Once admitted to the organization, new Bargaining Units shall be entitled to representation on the Executive Board and in the Steward Assembly.
- Section 3. Bargaining Units shall take all necessary action to negotiate and enforce their collective bargaining agreement, with the assistance of the Executive Board. Ratification of new collective bargaining agreements or successor agreements shall take place at the Bargaining Unit level.
- Section 4. The Executive Board shall create model bylaws to be adopted by the Bargaining Units. Bargaining Unit bylaws may not be in conflict with this Constitution and are subject to review and approval by the Executive Board.
- Section 5. Bargaining Units are entirely subordinate to the Executive Board. They shall not be permitted to open or maintain bank accounts; nor may they assess or appropriate monies for any purpose. If funds are required to transact business on behalf of a Bargaining Unit, Bargaining Unit leaders may request such funds from the Executive Board. Bargaining Units may take no action that is contrary to the interests of any other Bargaining Unit or the organization as a whole.
- Section 6. If Bargaining Unit leaders fail to take necessary and appropriate action to discharge their responsibilities, the Executive Board shall be empowered to take action to best serve the membership.

ARTICLE 5: OFFICERS

- Section 1. The officers of the organization shall be: President, Vice President, Secretary, and Treasurer.
- Section 2. The President shall:
- a. be the principal executive officer of the organization, responsible for the orderly and effective functioning of the organization;

- b. be the presiding officer at all meetings of the Membership, Steward Assembly, and Executive Board;
- c. appoint, with the approval of the Executive Board, the chairpersons and members of all standing and special committees except as otherwise designated in this Constitution
- d. be an ex-officio member of all standing committees with the exception of the Election Committee;
- e. receive reports and respond to correspondence of the organization;
- f. direct the hiring, firing and supervision of all employees of the organization and set reasonable wages and benefits for them in accordance with Personnel Committee, the Executive Board, and any applicable collective bargaining agreements;
- g. prepare agendas for meetings of the Membership, Steward Assembly, and Executive Board with the advice and counsel of the officers.
- h. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- i. represent the organization before employer bodies, and executive and legislative officials;
- j. represent the organization before the public, community organizations, and the news media;
- k. be, by office, a delegate to all state and local labor federations with which the organization is affiliated and be a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l. make an annual report to the organization's membership;
- m. perform all duties authorized by the Executive Board; and
- n. be able to delegate the responsibilities of the office except where prohibited by the Constitution.

Section 3. The Vice President shall:

- a. assume the duties, or the office if applicable, of the President in the event of the absence, illness, recall, or death of the President;
- b. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds; and
- c. Perform other duties as delegated by the President or assigned by the Executive Board.

Section 4. The Secretary shall:

- a. record and keep accurate minutes of meetings of the Membership, Steward Assembly, and the Executive Board;
- b. receive and certify the reports of the Election Committee;
- c. track and reference all policies adopted by the Executive Board, ensure that the policies are part of new Executive Board member packets and updated in the policy book of the organization;
- d. maintain the non-financial files and records of the organization;

- e. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- f. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA); and
- g. perform other duties as delegated by the President or assigned by the Executive Board.

Section 5. The Treasurer shall:

- a. oversee the receipt, recordation, and deposition of all dues monies and other income in the name of the organization;
- b. oversee the maintenance of accurate membership records and notices of delinquency;
- c. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- d. maintain all financial records of the organization;
- e. chair the Audit Committee, arrange for an independent audit of the finances of the organization annually, and make same available to the Executive Board;
- f. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- g. chair the Budget Committee;
- h. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act of 1959 and the guidelines developed by the AFT; and
- i. perform other duties as delegated by the President or assigned by the Executive Board.

ARTICLE 6: EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the officers, the Bargaining Unit Chairperson for each Bargaining Unit of the organization, and the Bargaining Unit Vice Chairpersons.

Section 2. Each Bargaining Unit shall have one Chairperson. Bargaining Units with 500 members or less shall not be entitled to be represented by a Bargaining Unit Vice Chairperson. A Bargaining Unit with at least 501 members but no more than 1500 members shall have one Bargaining Unit Vice Chairperson. For every 1000 members above 1500 (or portion thereof), a Bargaining Unit shall be entitled to an additional Bargaining Unit Vice Chairperson.

- a. Bargaining Unit Chairpersons shall:
 - i. chair meetings of the Bargaining Unit;
 - ii. bring issues and concerns of members of the Bargaining Unit to Executive Board meetings;
 - iii. promote the policies enacted by the Executive Board to the Bargaining Unit membership;

- iv. work with other members of the Executive Board to develop policies and plans to advance the overall objectives of the organization;
- v. implement organizing plans for the Bargaining Unit; and
- vi. identify, develop, and promote leaders within the Bargaining Unit.

- b. Bargaining Unit Vice Chairperson(s) shall:
 - i. bring issues and concerns of members of the Bargaining Unit to Executive Board meetings;
 - ii. work with other members of the Executive Board to develop policies and plans to advance the overall objectives of the organization;
 - iii. assist the Bargaining Unit Chairperson with the implementation of organizing plans for the Bargaining Unit; and
 - iv. assist the Bargaining Unit Chairperson with all other matters identified by the Bargaining Unit Chairperson or the Executive Board of the organization.

Section 3. The Executive Board shall meet at least six (6) times per calendar year, or at the call of the President, or at the call of at least twenty-five percent (25%) of its members, or at the call of the Steward Assembly, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be one-half of its members.

Section 4. The Executive Board shall adopt an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.

Section 5. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 6. The Executive Board is the body vested with the right to consider and ratify collective bargaining agreements with unions of staff employed by the organization.

Section 7. The Executive Board shall establish the salary, benefits and expense guidelines of any officer who is employed by the organization.

Section 8. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain, and defend on behalf of the membership.

Section 9. The Executive Board shall approve the President's appointment of the chairperson and membership of all standing and special committees of the organization, except the Election Committee and other committees as designated elsewhere in this Constitution, and receive regular reports from all committees.

Section 10. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.

- Section 11. The Executive Board shall issue regular reports, including an annual report, to the Steward Assembly and the membership.
- Section 12. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement. Pursuant to Article 7, § 14, the Executive Board shall have the authority to appoint a member to take the seat of an Executive Board member who was suspended or replaced under the terms of this Section. If the seat of a Bargaining Unit Chairperson or Bargaining Unit Vice Chairperson becomes vacant due to unexcused absence, he or she must be replaced by a member from the same Bargaining Unit.

ARTICLE 7: ELECTIONS

- Section 1. Elections shall be conducted in accordance with the AFT Constitution and the standards established pursuant to the Labor-Management Reporting and Disclosure Act of 1959. (LMRDA).
- Section 2. The Executive Board shall be elected in March of every second year beginning in 2018. Terms of office for Executive Board members shall be two (2) years. Delegates to the Convention of the American Federation of Teachers shall be elected at the same time and in the same manner as the Executive Board.
- Section 3. Officers shall be elected by the membership of the organization. Each Bargaining Unit shall elect its Bargaining Unit Chairperson and any Bargaining Unit Vice Chairpersons to which it may be entitled. Bargaining Unit Chairpersons and Bargaining Unit Vice Chairpersons shall be elected at the same time as the officers, as specified in section 2 of this Article.
- Section 4. Eligibility for Office
- a. To be eligible for office a person must be a member in good standing of the organization for a period of six (6) months prior to the date of the election. Members running for election to serve as a Bargaining Unit Chairperson or Vice Chairperson for bargaining units that have been affiliated with the organization for less than six (6) months prior to the opening of nominations shall not be subject to the six-month good standing requirement.
 - b. To be eligible for office as a Bargaining Unit Chairperson or a Bargaining Unit Vice Chairperson, a person must meet all other qualifications for office under this Article and must be a member of the Chapter from which he or she is seeking office.
- Section 5. The Election Committee shall conduct all general and special elections and referenda of the organization.
- a. The Election Committee shall consist of five members in good standing selected by the Steward Assembly at its final quarterly meeting in the year preceding an election year.

- b. Any member of the Election Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.
- c. The Election Committee shall, in due course following its selection, seek a ruling from the Executive Board on the number of delegates to be elected to the Convention of the American Federation of Teachers and any other organizations with which the organization may be affiliated. The Executive Board shall respond to this request at its earliest convenience, taking account of the financial condition of the organization.

Section 6. Nominations

- a. Sixty (60) days prior to the date of the election, the Election Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home address.
- b. To be nominated for office, a candidate must submit to the Election Committee a petition containing the signatures twenty-five (25) members. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.
- c. To be nominated as a candidate for Bargaining Unit Chairperson or Bargaining Unit Vice Chairperson, a candidate must submit to the Election Committee a petition containing the signatures of fifteen (15) members of their chapter. In Bargaining Units containing fifty (50) or fewer members, the signatures of (5) five members of the Bargaining Unit shall suffice. Said petitions must be submitted no later than (30) days following the notice of the opening of nominations.
- d. Members nominated to run for office must affirmatively accept their nomination.
- e. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 7. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for office.

Section 8. The Election Committee shall prepare and send ballots by U.S. Mail to all members in good standing for the proceeding sixty (60) days, in such manner as to ensure the secrecy of the ballot, no later than fourteen (14) days following the close of nominations. The period between the mailing and return date for the ballots shall be no fewer than twenty-one (21) calendar days. At the direction of the Executive Board, after first having consulted counsel for the organization, the Election Committee may employ the services of a third-party provider of electronic election services. It shall be incumbent upon such provider to demonstrate to the satisfaction of the Executive Board that their services comply with ballot secrecy and other relevant standards set pursuant to the Labor-Management Reporting and Disclosure Act of 1959.

Section 9. The ballots shall be tabulated by the Election Committee and the candidate who receives the most votes shall be declared the winner of an election. The election date on which the ballots are tabulated shall be the Thursday in the 3rd full week of

March, at least sixty (60) days from the opening of nominations . In the absence of a majority, the Election Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. The Election Committee shall prepare and send ballots by first-class U.S. Mail to the last known home address of all members who were eligible to vote in the initial election, in such manner as to ensure the secrecy of the ballot. The period between the mailing and return date for the ballot shall be no less than twenty-one (21) calendar days.

- Section 10. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Election Committee within five (5) days of the count. The Election Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.
- Section 11. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.
- Section 12. Successful candidates shall assume office within seven (7) days of the conclusion of the election.
- Section 13. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.
- Section 14. A petition signed by thirty (30%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Election Committee shall supervise the recall election.

ARTICLE 8: STEWARD ASSEMBLY

- Section 1. The legislative power of the organization shall be vested in the Steward Assembly, consisting of members of the organization representing specific constituencies, to be known as Work Locations as follows:
- a. The Executive Board shall create and maintain a list of Work Locations;
 - b. For this Assembly, there shall be elected one Steward for each specific Work Location;
 - c. Work locations with more than fifty (50) members will be additionally represented by a second Steward, with full rights and duties of office. For each additional fifty (50) members or major fraction thereof at the Work Location, another Steward shall be elected.
 - d. For members not assigned to a specific Work Location, the Executive Board shall designate appropriate electoral units with the same representation formula as in subsection c of this Section.
 - e. Supervision of Steward Elections – The Election Committee shall:

- i. notify members of vacancies in worksite Steward positions;
- ii. receive nomination petitions with no less than ten (10) percent of members of the affected worksite as signatories; said petitions must be received no later than thirty (30) days following the opening of nominations;
- iii. prepare and distribute ballots to all members in good standing and conduct elections so as to ensure the secrecy of the ballot;
- iv. count the valid ballots; the majority of ballots cast shall determine the outcome of the election; in the absence of a majority for any candidate, the Election Committee shall conduct a run-off election in accordance with subsection iii;
- v. settle challenges and objections according to the procedures outlined in Article 7, § 10;
- vi. direct successful candidates to assume office within thirty (30) days of the conclusion of the election; and
- vii. conduct recall elections according to the terms of Article VIII, § 15 of this Constitution.

Section 2. The Steward Assembly shall meet quarterly for the purposes of: establishing the policies of the organization; receiving and reviewing the reports of the President, Executive Board, and Committees; reviewing and approving the budget submitted by the Executive Board; taking appropriate action as specified in the Constitution; and initiating and taking other such legislative actions as the body deems necessary. The quorum for a meeting of the Steward Assembly shall thirty (30) percent of its members.

Section 3. The Steward Assembly may be called into Special Session at the discretion of the Executive Board or upon the presentation of a valid petition of twenty-five (25) percent of the Stewards to the Secretary of this organization.

Section 4. The President shall be the presiding officer of the Steward Assembly but may vote only in the event of a tie.

Section 5. Stewards shall:

- a. attend all regular and special meetings of the Steward Assembly and all meetings of the general membership;
 - i. Stewards may miss no more than one (1) Steward Assembly in a calendar year.
 - ii. Absence from additional meetings shall place the status of steward in jeopardy and subject to discipline from the Executive Board.
- b. hold regular meetings of the membership at the Work Location, or other appropriate place, for the purpose of making reports, discussing work place and organizational concerns, receiving instruction from the membership, and other activities as may be required;
- c. organize new members and new activists;
- d. process grievances, in close consultation with the Chapter Chairperson and resolve disputes at the Work Location or other appropriate location; and
- e. consult regularly with management personnel at the Work Location regarding matters of interest to the union membership.

ARTICLE 9: MEMBERSHIP MEETING

- Section 1. There shall be at least two membership meetings annually. The purpose of the meetings shall be to bring union leaders and activists together to review the President's report, review the program of the union, discuss strategy and plans for the future, exchange information and ideas, strengthen skills as member leaders, hear from community partners, and otherwise further the vision and objectives of the union.
- Section 2. The Executive Board shall determine the time and place and give thirty (30) days notice of any general membership meeting.
- Section 3. Special meetings of the membership may be called by:
- a. a majority of the Steward Assembly, or
 - b. the petition of five (5%) of the members.

ARTICLE 10: REVENUES

- Section 1. The dues of this organization shall be set by the membership via a membership meeting or secret-ballot referendum, and codified in Article 1 of the Bylaws. The dues rate must permit the effective operation of the organization and include a pass-through mechanism consistent with the AFT Constitution to increase the dues as the per capita assessments of organizations with which the organization is affiliated increase.
- Section 2. The organization will be responsible for collecting agency fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) – (d) of the AFT By-Laws.

ARTICLE 11: AFFILIATIONS

- Section 1. This organization shall maintain affiliation with the following organizations:
- a. The American Federation of Teachers, AFL-CIO. Whenever possible, this organization will send delegates to the Convention of the American Federation of Teachers. The delegates will be elected by procedures consistent with Article 7 of this Constitution.
 - b. State Labor Federations and local Labor Councils. Whenever possible, the union will send delegates to the conventions of state labor federations and meeting of local labor councils with which the local union is affiliated. Delegates will be elected by procedures consistent with Article 7 of this Constitution.
- Section 2. This organization may affiliate with any AFL-CIO state federation and local affiliate in any location where its members work by action of the Executive Board.

ARTICLE 12: RULES OF ORDER

Robert's Rules of Order Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the Bylaws of this organization.

ARTICLE 13: AMENDMENT

Section 1. Ten (10) percent of the membership, or Stewards of ten (10) percent thereof, may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the Stewards of the proposed amendment no later than thirty (30) days prior to the next meeting of the Steward Assembly. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the Stewards at the next meeting of the Steward Assembly. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all Stewards within a reasonable time prior to the Steward Assembly meeting at which the amendment will be introduced and discussed.

Section 2. A quorum for any meeting of the Steward Assembly at which constitutional amendments are to be considered and adopted shall consist of Stewards of ten (10) percent of the membership of the organization.

Section 3. The Steward Assembly shall vote on all amendments to the Constitution.

- a. Following the meeting of the Steward Assembly at which the proposed amendment was introduced and passed, the Election Committee will hold a vote on the amendment at the next meeting of the Steward Assembly.
- b. In the alternative, following the meeting of the Steward Assembly at which the proposed amendment was introduced, a special Steward Assembly meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article 8, § 3.
- c. The Election Committee will tally the results. Two-thirds (2/3) of the Stewards present shall be required for passage of the amendment.

ARTICLE 14: AVAILABILITY OF THE CONSTITUTION

Section 1. One digital copy this Constitution and this organization's Bylaws and all subsequent amended versions shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

ARTICLE 15: IMPLEMENTATION

Section 1. Upon ratification, the articles of this Constitution shall be implemented as follows:

- a. Articles 1, 2, 3, 7, 9, 10, 11, 12, 13, 14, and 15 shall be implemented immediately.
- b. Article 4 shall be implemented immediately, however Bargaining Units shall not be entitled to representation on the Executive Board until the election has taken place in March of 2018.
- c. Article 5 shall be implemented immediately, however the duties of the President, Vice President, Secretary, and Treasurer shall be applicable, respectively, to the Executive President, Executive Vice President, Executive Secretary, and Executive Treasurer, who are in office at the time of ratification.
- d. Articles 6 and 8 shall not be implemented until the election to be held in March of 2018 has been completed.

Section 2. All officers and Executive Board members presently serving in office shall continue to serve until March of 2018. The roles and responsibilities of the functional vice presidents shall remain as set forth in the constitution in force at the time of their election.

Section 3. Should there be a conflict between any provision of this Constitution and the previous one between June 15, 2017 and the completion of the election in March of 2018, this Constitution shall govern. However, if the conflict involves the roles and responsibilities of any Executive Board member in office at the time this Constitution is ratified, the previous constitution shall govern unless the Executive Board votes by 2/3 margin in a duly called, properly noticed meeting to allow the new Constitution to govern the matter in question.

Section 4. All questions concerning the transition to this new Constitution during the period between June 15, 2017 and the completion of the election to be held in March of 2018 shall be referred to the Executive Board for resolution. The Executive Board's determination on such matters shall be binding and shall not be appealable to any other body.

Enacted: June 15, 2017

OFNHP Constitution Committee

Abigail Hall, Chair
 Jacqueline Farlinger-King
 Amanda Hill
 Alicia Sheprow
 Joshua Holt
 Adrienne Enghouse, OFNHP President, *ex-officio*

BYLAWS

of the

Oregon Federation of Nurses and Health Professionals, Local 5017, AFT, AFL-CIO

ARTICLE 1: MEMBERSHIP DUES

- Section 1. Effective August 5, 2001 Monthly Membership Dues shall be 1.4% of wages calculated on all straight-time hours paid. The minimum dues payment shall be \$12.86 per month. Effective August 5, 2001, the maximum dues payment shall be \$48.00 per month. The maximum dues payment shall increase by 4% annually on July 1st of each year.
- Section 2. All members that are on Leave of Absence will pay dues equal to five dollars (\$5) per month while on leave.
- Section 3. All dues are to be paid either; 1) to the Treasurer before the tenth (10th) of every month, or 2) through payroll deduction as outlined in the Collective Bargaining Agreement.
- Section 4. Any member on a cash basis whose dues are more than three (3) months in arrears may be suspended from membership and will be required to pay a reinstatement fee of \$100 to regain full membership status.

ARTICLE 2: MEMBER DISCIPLINE

- Section 1. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- Section 2. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.
- Section 3. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- Section 4. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for

discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

Section 5. A disciplined member may appeal the decision of the Executive Board to the Steward Assembly by requesting a vote at the next regular meeting. Two-thirds (2/3) of the stewards voting shall be required to overrule the decision of the Executive Board to discipline.

ARTICLE 3: COMMITTEES

Section 1. Committees that have an ongoing or permanent necessity to develop positions, policies, and programs that guide advise and provide direction to the Executive Board shall be known as standing committees.

Section 2. Committees that deal with a specific subject, project, or issue and are temporary in duration or based on the needs of the particular situation shall be known as special committees.

Section 3. The standing committees of the organization shall be:

- a. Budget Committee
- b. Political Education and Action Committee
- c. Leadership Development Committee
- d. Arbitration Committee

Section 4. The special committees of the organization shall be:

- a. Personnel Committee
- b. Audit Committee
- c. Elections Committee
- d. Social Committee
- e. Constitution Committee

Section 5. The Executive Board may establish additional standing or special committees. The Executive Board shall declare the authority, responsibility, and duration of these committees.

Section 6. Unless otherwise specified in the Constitution or Bylaws, the President shall nominate committee chairs and committee members. Such nominations shall be subject to confirmation by the Executive Board.

Section 7. Within 60 days of formation and annually thereafter, each committee shall present its work plan to the Executive Board.

Section 8. The Budget Committee shall be chaired by the Treasurer of the organization. The Committee shall prepare an annual budget to be presented to the Executive Board. Upon recommendation by the Executive Board, the budget shall be submitted to the Steward Assembly for approval during its second meeting of the calendar year. The committee shall monitor spending during the year.

Section 9. The Political Education and Action Committee (PEAC) shall evaluate and make recommendations for action to the Executive Board on legislation affecting health

professions and working people; make recommendations to the Executive Board for endorsement of candidates and measures; and be responsible for encouraging member participation in the political process and the Union's political program.

- Section 10. The Leadership Development Committee shall perform periodic evaluations of the functioning of the union's steward system; advise the Executive Board on the meetings of stewards and programs for steward recruitment, mentoring, development and support; identify leadership development opportunities for all members, activists, stewards, and elected leaders; and decide whether a duly elected steward should be reprimanded or removed under the policies adopted by the Executive Board. This committee shall create a list of Work Locations pursuant to Article 8, § 1 of the Constitution and recommend such list to the Executive Board for approval.
- Section 11. The Arbitration Committee makes a final determination regarding the advancement of grievances to arbitration, taking into account the merits of the grievance and its importance to the grievant and membership generally, as well as the financial circumstances of the organization. The committee will be made up of the Chairpersons of each Bargaining Unit or their designee (with one vote per Bargaining Unit), the President (or their designee), and the Committee's Staff Advisor. The President will select a chair, who will preside. The President will vote only to break a tie of the committee.
- Section 12. The Personnel Committee shall assist the President in creating and reviewing job descriptions, reviewing resumes, setting reasonable wages and benefits, and interviewing candidates for staff positions. The Personnel Committee shall make hiring recommendations to the President.
- Section 13. The Audit Committee will be responsible for reviewing the financial records of the organization and objectively monitoring the organization's internal financial controls. The Audit Committee will be responsible for making an annual report to the Steward Assembly.
- Section 14. The Social Committee shall be responsible for developing the social planned events and activities that promote unity, solidarity, and common purpose across the Membership and the Executive Board.
- Section 15. The Constitution Committee shall provide assistance in constitutional understanding, assessment, revision, maintenance, and planning. The committee will propose revisions to the Constitution or Bylaws as appropriate, and perform other duties as requested by the Executive Board.

ARTICLE 4: AMENDMENT

- Section 1. Thirty percent (30%) of the membership, or Stewards of 30% thereof, may present, by petition, a proposed amendment to these Bylaws to the Secretary, who shall notify the Stewards of the proposed amendment no later than thirty (30) days prior to the next meeting of the Steward Assembly. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the Stewards at the next meeting of the Steward Assembly. A copy of the proposed amendment, along

with an explanation of said amendment, shall be distributed to all Stewards a reasonable time prior to the Steward Assembly meeting at which the amendment will be introduced and discussed.

Section 2. The Steward Assembly shall vote on all amendments to the Bylaws.

- a. Following the meeting of the Steward Assembly at which the proposed amendment was introduced, the Election Committee will hold a vote on the amendment at the next meeting of the Steward Assembly.
- b. In the alternative, following the meeting of the Steward Assembly at which the proposed amendment was introduced, a special Steward Assembly meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article 8, § 3.
- c. The Election Committee will tally the results. A majority of the Stewards present shall be required for passage of the amendment.