

# NEWS BULLETIN

9th Floor, Park Plaza, 10611 - 98 Avenue, Edmonton, Alberta T5K 2P7

VOLUME 19 NUMBER 3

UNITED NURSES OF ALBERTA



DECEMBER 1995



## 1995 ANNUAL GENERAL MEETING



### In This Issue

Heather Smith's  
Speech to AGM . . .3-6  
Demand Setting  
Meeting . . . . .7  
AGM Report . . . .8-9  
Discount Book . .15-16



# ATTENTION: ALL FORMER FEDERAL PUBLIC SERVICE NURSES

**I**F YOU WERE EMPLOYED by the federal government after April 1, 1987, you may be entitled to a wage adjustment.

On May 31, 1995, a Tribunal appointed by the Canadian Human Rights Commission issued an Order approving an equal pay settlement negotiated between the Treasury

Board Secretariat and the Professional Institute of the Public Service of Canada.

If you think that you may qualify for the adjustment, you should notify your last employing department or agency, in writing **BEFORE MARCH 31, 1996**. Your letter should include the following information:

your full name, address, social insurance number/personal record identifier number and your last date worked. **[N.B. Survivors of former federal nurses are also eligible for the wage adjustment.]**

For further information contact:

## **Pay Equity Group**

Human Resources Branch  
Treasury Board Secretariat  
300 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R5  
FAX: (613) 954-0909

## Executive Board and Staff

UNA NewsBulletin is published by the United Nurses of Alberta. Subscription to the NewsBulletin is included in the dues of members. Letters to the editor are welcome. Please mail correspondence to: Melanie Chapman, Editor, UNA NewsBulletin, 9th Floor, Park Plaza, 10611 98 Avenue, Edmonton, Alberta T5K 2P7. Tel: (403) 425-1025 or (800) 252-9394. Internet Address una@ccinet.ab.ca. Find us on the WEB at <http://www.ccinet.ab.ca/una/una.htm/>

### Executive Board

#### **President**

Heather Smith  
Home: 437-2477  
Work: 425-1025

#### **Vice-President**

Bev Dick  
Home: 430-7093  
Work: 425-1025

#### **Secretary-Treasurer**

Dale Fior  
Home: 238-0810  
Work: 541-3581

#### **NORTH**

Janet Hudson\*  
Home: 926-3028 or  
926-4563  
Work: 926-3791  
Tim Guest  
Home: 538-1510  
Work: 538-7150

#### **NORTH CENTRAL**

Tom Kinney\*  
Home: 458-0316/460-3952  
Work: 460-6329  
Jackie Boisvert  
Home: 486-2948  
Work: 963-2241  
Chandra Clarke  
Home: 791-2466  
Work: 791-6080  
Carmelita Soliman  
Home: 487-3812  
Work: 482-8397  
Lynn Williams  
Home: 387-3599  
Work: 986-2222

#### **CENTRAL**

Ingrid Ponto\*\*  
Home: 887-2731  
Work: 343-4448  
Andrew LeBlanc\*\*  
Home: 887-3446  
Work: 343-4448  
Office: 342-2033  
Beeper: 1-661-6291

#### **SOUTH CENTRAL**

Karen Craik\*  
Home: 236-5326  
Work: 670-1315  
Holly Heffernan  
Home: 255-0479  
Work: 541-2190  
Kathy James  
Home: 289-4408  
Work: 670-1372  
Donnie Lacey  
Home: 295-1609  
Work: 541-3547  
Denise Palmer  
Home: 252-6453  
Work: 284-1141 Ext. 361

#### **SOUTH**

Diane Poynter\*  
Home: 327-3501  
Work: 382-6610  
Fax: 320-5389  
Sheila Bailey  
Home: 327-3361  
Work: 382-6298

\*Denotes District Chairperson

\*\*Denotes District Co-Chairpersons

### Staff

#### **Provincial Office**

9th Floor  
Park Plaza  
10611 - 98 Avenue  
Edmonton, Alberta  
T5K 2P7  
425-1025  
1-800-252-9394  
Fax: 426-2093

David Harrigan  
Director of Labour Relations  
Lesley Haag, LRO  
Melanie Chapman, CO  
Yessy Byl, LRO  
Murray Billett, LRO  
Trudy Richardson, EO  
Richard West, LRO  
Mark Cowan, LRO  
Kris Farkas, LRO  
Darlene Rathgeber,  
Director of Finance &  
Administrative Services  
Florence Ross, Systems  
Coordinator

#### **Southern Alberta Regional Office**

505 Pacific Plaza  
700 - 6th Avenue SW  
Calgary, Alberta  
T2P 0T8  
237-2377  
1-800-661-1802  
Fax: 263-2908  
Michael Mearns, LRO  
Marilyn Vavasour, LRO  
Laurie Coates, LRO  
Nora Spencer, LRO

## UNA's Deadlines

**Any article, letter or comments for the next UNA NewsBulletin must be received in Provincial Office by February 23, 1996. Please include your name, Local number and phone number with the text. UNA reserves the right to edit any copy received and to make all final decisions on material published by the union.**

## HEALTH CARE HOTLINE

The Consumers' Association of Canada is gathering information about individual experiences with the Alberta health care system. Call 1-800-426-4420 or 426-3270 in Edmonton.





UNA President Heather Smith's speech to delegates at the UNA 1995 AGM

# THERE IS HOPE!

I'VE DELIBERATED at length about what to say to you today. It's always very hard to find the right topics and words and it's even harder when I don't take the appropriate amount of time to prepare a formal speech for you. A wide variety of ideas come to my mind but I've decided to start my comments today talking about a remark made by Sandie Rentz, UNA's Vice-President, last week at the Health Sciences Association of Alberta's Labour Relations Conference. Linda McQuaig, author of *Shooting the Hippo: Death by Deficit and Other Canadian Myths* and *The Wealthy Banker's Wife*, spoke to HSAA members about what is happening to social programs and equality in our society. During a break between Linda's presentation and a question period, Sandie told a story which illustrated what Linda was talking about.

On Thursday evening, Sandie returned to her apartment in our office building located next to the Legislature. There she came across a homeless person sleeping between the inner and outer doors. Keep in mind that the Premier is going to have an office in this same building within the next couple of months. It wasn't just a joke last night when we put together a welcoming committee and package for Ralph. The sixth floor of Park Plaza is being renovated so that Ralph can have an additional Edmonton office with, of course, his own bathroom. Not a block from Alberta's Legislature, there are homeless

people finding shelter in the foyer of an apartment building. I think, that more than anything else, this illustrates what is happening to our province and to our country. The poor are indeed growing poorer and the middle class is getting poorer and nobody seems to care.

What Sandie described is a symptom of the changes in our society. What we see everyday in our workplace are symptoms of the disease of destruction that this government and governments across this country are levying on the citizens of this province and this wonderful country. I've talked to many of you during the year when you have called to talk about the symptoms. I've been at District Meetings where you've talked about the symptoms. And you all know what these symptoms are. Perhaps it's your hospital which has had to put bags over the "H" sign beside the highway because your facility doesn't have a doctor anymore (that's happened in more than one

facility). Perhaps you called because of your attempts to deal with professional responsibility issues but found yourself stonewalled. PRC issues include such things as staff mix, the number of staff, services, management, the changes and the destruction. You've been angered by the tension that has built on your units and in your workplaces as employers and government agents put quantity of dollars above quality of care. We've had a whole new type of service delivery brought into this province with no planning and no concern about the implications for the staff involved in these areas or for the patients who suddenly find themselves in sub-acute beds. What are sub-acute beds? They are beds that have been put into long term care facilities, beds which will be filled by patients or clients right from emergency departments here in the city of Edmonton. Staff at these facilities have been told to ensure that the residents, whom you might as well call inmates because of the deterioration of conditions in long term care, do not intermingle with the patients in the sub-acute care beds. In southern Alberta, there's a new term: swing beds. No, they're not hammocks in the hall. But they might as well be because there is no concern for the implications for staffing as these beds are used as 'overflow' beds. Last week,





members in Central District told us about patients being admitted to sofas and reclining chairs – not because there aren't beds but because the beds can't be accessed. Beds must be closed so we put patients on sofas with no access to oxygen, no call bell and no bathroom facilities. Isn't this a wonderful picture?

And then there's the exploitation that has touched all of us whether it has been directly in terms of our own job loss or our attempts to provide anything near quality care. The elimination of permanent jobs, the creation of relief, casual and on-call employees – the elimination of permanent jobs which had benefits and pensions and the subsequent usage of this workforce to the same or greater amount than in the original permanent jobs – is escalating in our industry. UNA has done a lot to try to raise the public's awareness of the symptoms of the destruction. I'm very proud of efforts at the Local level to fight the symptoms of the destruction. But our fight has to become far more aggressive.

I was looking back at the kinds of activities that have taken place since our last Annual General

**"We have to think very seriously about we want for a society and for health care in the year 2000."**

Meeting. There have been days and days where we had severance talks, region by region. David Harrigan and I, after we were unsuccessful in getting the Regional Health Authorities' Council of Chairs to discuss severance in a unified fashion, found ourselves traveling by car and plane to the various parts of

this province. Severance provisions for members who were going to lose their jobs were extremely difficult to negotiate in this environment. One of the most insulting comments on severance was made by a representative from the Chinook RHA. He suggested that there were three elements to severance pay: a financial question and the employer's ability to pay; a legal obligation; and a social responsibility to the workers who lost their jobs. He said that even if the employer had the financial resources or legal obligation to pay severance, they did not believe that they had a social responsibility to pay. Ironically, these comments came from the representative of a volunteer, religious facility. Now you're an employee and, pouf, now you're gone.

We are not going to be invisible, however. We are going to make people give a damn. The kinds of activities that we've been part of during 1995 have promoted bedside nursing as a profession. We've been active on the Nursing Workforce Planning Council which is an attempt to pull together information from various sources so that we are able to understand what is happening to the nursing workforce. We are trying to identify and track the number of unskilled, unregulated and non-accountable health care practitioners that are coming into this industry. The Council is a joint venture of the AARN, RPNAA, PHAA and UNA. I don't think it's coincidental that, as more jobs are lost and more jobs are transferred to lesser skilled people, the ability to get information about the changes has declined. In fact, the government's annual survey of the workforce which is done each March and which used to be released in October of each year, now comes out in January of the following year.

In 1995, UNA once again was a significant participant in a very important public coalition—the Friends of Medicare. A group of

people met in Edmonton to discuss their concerns about what was happening. We agreed that we needed to pull together members of the public and health care providers to speak out on medicare. In the spring, there was a rebirth and revitalization of FOM. UNA members were instrumental in bringing Dr. Michael Rachlis to Alberta to again try to enlighten the public regarding health care. Many of you here have participated in workforce adjustment in your region. UNA gave a presentation to the Health Workforce Rebalancing Committee. And yesterday, the latest report from the Committee — a virtual copy of their earlier report — was released. It's very ironic that this government is focused on making professional providers in health more 'accountable' while bringing in unskilled and unregulated people to provide hands-on patient care.

UNA has met with Shirley McClellan, Stockwell Day and even Ralph Klein. UNA members have been represented at a federal level as well. We've also talked to students of several areas including nursing and sociology. Maybe some of us didn't quite make it to the walk a block for health care on May 8 but those who did marched proudly beside our partners in the health care union alliance—the Guild and Health Sciences. UNA surveyed the people of this province who made it clear that they don't support what Ralph Klein and his cohorts are doing.

In 1995, nurses had to deal with the Cabinet's attempts to remove the legal obligation for hospitals to have a registered nurse or registered psychiatric nurse in their facility. I'm very proud to say that, with the assistance, support and collaboration of SNAA and eventually the AARN, we did force this government to reinstate the regulation.

I want to talk now about what lies ahead for us in 1996 and in the



21st century. We have to think very seriously about we want for a society and for health care in the year 2000. We have some—although I'm coming to hate this word—opportunities. We have opportunities to have our concerns and our needs heard, understood and addressed. The first of these opportunities will come through collective bargaining as our hospitals and health units head into negotiations early in 1996. I cannot stress to you enough, the importance of each and every one of you. You are the leadership of your Locals. It's imperative that we have a clear understanding of what you want and what you don't want. When we talk at the table about who's in charge or staff mix, we will need you to give us information and facts to bolster our arguments. And when it comes to making decisions, it's imperative that we are in touch and reflecting the needs of this membership. There is going to be a constant need to defend the workplace throughout 1996 and to defend health care. We must prevent the development of two-tiered health care in this province. The real opportunity is going to come with the provincial election because there will be, I'm quite sure, a provincial election in 1996. It is imperative that this government does not get another mandate to continue their program for another 4 years. We have the ability to influence our friends and families to ensure that no one votes for this government.

But our concerns cannot be limited to Alberta—we must ensure that the provincial government doesn't succeed in pulling powers away from the federal government. We don't want this province to be able to escalate the destruction of our health care system. Premier Klein says he wants more independence and more control over what happens in this province including social programs. We've seen what this government has done with the



power it's already got and we don't want it to have any more. Decentralized control will not benefit our workplace or our profession. Increased deregulation, which is the agenda of this provincial government, will not assist us; it will hurt us. In 1996, we must, as nurses and as Albertans, tell this government that it is not representing the best interests of the citizens of this province when it advocates for such changes.

In 1996, we must continue working towards our unification

**It is imperative that this government does not get another mandate to continue their program for another 4 years.**

with the Staff Nurses Associations of Alberta. We must also work with our other health care partners including Health Sciences and the Guild. And I say this knowing full well that there are several people in

this room who feel anger towards our sisters in the Canadian Health Care Guild. It's an anger caused by what is happening in the workplace as LPNs are asked—or, in many cases, forced—to take over duties, responsibilities, activities that we believe are ours to do. But we should not be angry with the individuals because they are just as fearful as we are about our jobs. In some cases, LPNs have been integral in preventing employers from downloading our jobs on to them.

In 1996, we will have some real work to do with our professional associations. I have asked the AARN to refuse to become the puppets of employers in this province. My own Local filed a professional responsibility complaint when the employer drastically reduced the number of RNs in long term care (despite the employer's claim that it is the centre for excellence for long term care in northern Alberta.) These days, registered nurse coverage on LTC units is a mere 3.75 hours in each 24 hour period. On nights, there's a PCA left alone in charge of a nursing unit with an LPN occasionally dropping by to give medications. Our PRC complaint was taken to the Board of Trustees where a senior management nurse, a registered nurse and



member of the AARN, told us that not only were LPNs more cost-effective but that they made fewer errors. The AARN needs to give a clear message that they're not prepared to continue the intimidation and harassment of nurses in this province and that they will not look kindly upon employers who lay frivolous charges to punish nurses who are trying to cope with a chaotic workplace. We must make it clear that the changes taking place in health care are not cost-effective in the long run and that they are threatening the safety of the citizens of this province. Nurses, whether they are management or bedside nurses or community nurses, need the support of our professional associations to stand up and challenge the bean counters in this province. Our professional associations must say to all nurses that you won't be a registered nurse if you intentionally undermine the safety of patients in this province.

We must work together on our units and in our Locals. We must work with our colleagues and with our professional associations to turn back the tide of changes in this province. We know in our hearts what the symptoms are and what the right therapy is. We must join our voices with our colleagues and other Albertans in a powerful message to protect health care in Alberta.

This has been a significant year of change for United Nurses of Alberta, an incredibly busy year and a very sad year. Although we did expand our Locals to include Local #195, Viking General Hospital, and Local #196, the Edmonton Board of Health, I am very sad to say that we also permanently lost two of our Locals. Elnora, UNA Local #113, said goodbye to their hospital with an all-night party in the hospital after the doors closed behind the last patient. Local #127, Mary Immaculata in Willingdon, also closed. I

know that some of you are sitting here with the fear that your hospital may be the next one added to the list or that your facility will be converted, changed and downsized until it doesn't look anything like what we currently have. But I'm not here to give a message of gloom and doom; I'm here because I feel a spirit of change, a will to

**"We must work with our colleagues and with our professional associations to turn back the tide of changes in this province."**

change. There is an excitement in the air that we can make a difference, that we will make a difference, and that we can stop the destruction.

For the first time in a few years, I believe there is some hope that this destruction will cease. Increasingly the citizens of this province are making it clear that they do not support what the government is doing. All of the things that UNA has done were accomplished because of the collaborative and cooperative effort within this Union. We've done it because of the work done by members of our Board, the Executive Officers, our District Representatives, our Local Presidents and Local Executives and our staff. We have all worked hard to provide support, education and information to our members. And we will continue to do it together because none of us are alone. That's what being in a union is. You are not alone! We need not fear raising our voices; what we

must fear is the opposite.

I'm going to end with a little joke that is appearing in an article about health care in a national magazine this month. There once was a farmer who had a certain pig of which he was very, very, proud. This farmer also had large fields, many heads of cattle and several other pigs. But, other than his wife and children, he loved nothing as much as he loved this special pig. No one could expect to visit his farm without being shown the pig nor could they escape without some story of the pig's most recent and wonderful deed. One day a traveler happened to stop at the farm and asked to see this wonder pig of which he had heard so many stories. The farmer, of course, was more than pleased to oblige. As they walked towards the barn the farmer told the traveler how the pig had rooted him out from under an overturned tractor and saved his life. He told the man about the night the pig had managed to alert the family to danger and saved them all from being burned in their beds. He told him about the time the pig saved his youngest son from drowning. The pig, it would seem, had, at one time or another, saved every member of the family and they were all in her debt. The traveler was taken into the barn and could see that back in a very cool area was a very clean, well painted, and a very special pen; in this luxurious pen, he could see the wonder pig. But the poor pig was missing an entire hind leg. The concerned visitor asked the farmer what terrible misfortune could have befallen the pig. "No misfortune," answered the farmer. "But a fine pig like that you can't butcher all at once." Together we are going to stop the butchering of health care and our jobs. On to 1996!



# Negotiations



## Demand Setting Meeting

More than 300 people attended UNA's two day Demand Setting Meeting in Edmonton on November 6 & 7. The meeting marked the first time that nurses from hospitals and health units have come together to discuss and debate improvements to their collective agreements. This also was the first Demand Setting Meeting for representatives of UNA's newest Locals, Viking (Local #195) and Edmonton Board of Health (Local #196).

After the meeting, the Hospitals Negotiating Committee and the Health Units Negotiating Committee began to prepare the ingoing demand packages for UNA membership votes on January 10, 1996. If approved by the majority of members and Locals voting, the packages will form UNA's ingoing proposals for Negotiations '96.



## UNA Health Unit Negotiating Committee

*Trusje Genesis*, Chairperson  
Community Health  
*Linda Whalley*  
Home Care  
*Elizabeth Chilbecki*  
Home Care  
*Heather Smith*, President  
Ex-officio  
*David Harrigan*, Chief  
Negotiator  
Director of Labour Relations



## UNA Hospitals Negotiating Committee

*Marilyn Coady*, Chairperson  
Central District  
*Tim Guest*  
North District  
*Beryl Scott*  
North Central District  
*Kathy James*  
South Central District  
*Sheila Bailey*  
South District  
*Heather Smith*, President  
Ex-officio  
*David Harrigan*, Chief  
Negotiator  
Director of Labour Relations



# Annual General Meeting

**B**RAVING AN EARLY winter snowstorm, almost four hundred hardy souls turned up for UNA's 1995 Annual General Meeting in Edmonton on November 8 & 9. Delegates soon began to thaw as they got into the swing of debate over proposed constitutional amendments and policy resolutions.

## DISTRICT BOUNDARIES

The boundaries of UNA's five districts have been changed to reflect the new health care system structure in Alberta. The new district borders are:

DISTRICT	REGION
North	13, 14, 15, 17
North Central	8, 9, 10, 11, 12, 16
Central	6, 7
South Central	3, 4, 5
South	1, 2

## CONSTITUTIONAL AMENDMENTS

The Executive Board was directed to establish an Ad Hoc Committee to examine the issues surrounding 'composite locals' for UNA. After its study, the Committee will make recommendations to the Board.

The delegates directed the Executive Board's Legislative Committee to look into what should happen when a Local dissolves as a result of an institutional closure or the relocation of programs/services/nursing units/health units.

People who want to apply to UNA's Executive Board for reinstatement as a UNA member face tougher rules as a result of a motion passed by the delegates. If a per-



Education Fund and the Local Crisis Fund are now defunct.

## ELECTION RESULTS

Bev Dick, a registered nurse at the Misericordia Hospital in Edmonton, was elected as UNA's Vice-President. Bev has been active with UNA for several years, serving most recently as a Representative for North Central District and as Chairperson of UNA's Legislative Committee. Sandie Rentz, who had been UNA's VP from 1989 to 1995, did not run for office as she had decided to retire. Sandie's hard work on behalf of UNA members during her terms in office has been of benefit to all nurses in this province. We wish her happiness in the new, more leisurely phase of her life.

Janet Hudson and Tim Guest were acclaimed as the District Representatives for North District. Jackie Boisvert was elected as a North Central District Rep and Chandra Clarke and Lynn Williams were acclaimed into similar positions. Andy LeBlanc, a long-time UNA activist, will continue to represent the nurses in Central District. Region #4's Donnie Lacey and Denise Palmer were acclaimed as South Central District Representatives. Nurses in UNA's South District have chosen Sheila Bailey as South District Rep.

In accordance with UNA's Constitution, a Trial Committee was also selected at the AGM. The following people will represent their districts on the Committee: Sharon Bauman (North), Beryl Scott (North Central), Janice Gill (Central), Michelle Lee (South Central) and Donita Yorgason (South).

son's membership reinstatement application is rejected for any reason, she shall not be eligible to reapply for a period of one (1) year. The term of the expulsion is now more reflective of the severity of the situation that resulted in the original loss of membership.

Any increase in UNA's dues must be supported by a two-thirds (2/3) vote of the delegates at an Annual or Special Meeting and cannot be implemented without a

positive majority membership ratification vote held in accordance with Article 11 of the UNA Constitution. Any dues increase must be supported by the majority of members and the majority of Locals voting.

Any transfer or merger between Locals must be approved by two-thirds of the members voting at each Local concerned by secret ballot. The voting has to be conducted in accordance with the Con-

stitution's Article 11: Strike Votes and Ratification Votes.

Special Meetings of Chartered Locals can be called at the request of at least 10% of the members of the Local (the former wording gave an actual number of people which was unrealistic given the various sizes of UNA's Locals).

Each Local has to submit a financial return and annual audit to Provincial Office and to its membership at the Local's Annual

General Meeting..

Local Presidents must receive unanimous support from all members of their Local's Executive if they want to provide a letter of reference for a person seeking UNA membership reinstatement.

## 1996 BUDGET

UNA's proposed budget for 1996 was adopted without changes by the delegates. The UNA Labour



# UNA RESPONSE TO THE AARN'S DRAFT DOCUMENT ON THE REGULATION OF CONTINUED COMPETENCE

*In May 1995, the AARN distributed a draft discussion paper in which they proposed an additional competency maintenance test—a professional portfolio, if you will. Every RN would be required to create and maintain a professional portfolio in which she would place her resumé, certificates of nursing courses, employer evaluations and any other pertinent professional information. Once a year, the AARN would review the professional portfolios of RNs randomly selected from the membership. Any RN whose portfolio was deemed to be unacceptable would be given a time limit by which she would have to upgrade her portfolio or lose her license. United Nurses of Alberta opposes the AARN's draft discussion paper and has filed the following document with the AARN.*

**T**HIS DOCUMENT is an initial response to the AARN's draft document on the issue of the regulation of continued competence for registered nurses.

In the introduction of this draft document, reference is made to the need to ensure the provision of "safe, competent and ethical nursing care to Albertans". In order to do this, the Alberta Association of Registered Nurses (AARN) is charged with the regulatory responsibility of a self-governing profession and is legislatively bound to set and maintain professional standards of practice; to communicate these standards to the public; and to appraise the competence and professionalism of its members.

United Nurses of Alberta agrees with this part of the introduction. However, the draft document then sets out the need for the AARN to monitor and evaluate its regulatory processes and to promote revisions, where appropriate, especially in light of "the rapid restructuring occurring within the health care delivery system in Alberta". We do not understand what the connection is between the AARN's regulatory processes and the changes happening in the health care system. Certainly the massive restructuring that is occurring has major impacts on nursing as a profession – but rather than address such enormous issues as legislative deregulation (delicensing of nursing); the replacement of registered nurses

with lesser-skilled workers (deskilling); and the massive layoffs of registered nurses, the AARN is focusing on its own regulatory processes. This focus seems most inappropriate in these times.

The draft document goes on to outline the "role of the profession" in the responsibility and accountability for continued competence and poses the question: "Can the current regulatory process ensure continued competence?" Ultimately the answer seems to be "No", and the rest of the draft document puts forward a regulatory model for the validation of continued competence by members of the profession – i.e. professional portfolios and the formation of the Professional Accountability Committee.

United Nurses of Alberta disagrees with both the timing and the application of this professional portfolio model and with the proposal to form such a committee.

1. No evidence is provided to show that the present system of accountability is not working. The three areas of registration; complaints and discipline; and practice review are outlined in the draft document, but no examples of how or where this system is not working are given. Further there is no evidence provided to show that the new proposed competence model would increase protection of the public.



2. The government-sponsored restructuring of the health care system in Alberta has resulted in the layoffs of thousands of registered nurses and their replacement with lesser-skilled and less-experienced health care workers. If the AARN is concerned about the quality of health care in this province and accountability to the public, they would do better to address the issue of layoffs and de-skilling than they would in imposing further registration requirements at this time.

3. Why is the AARN choosing this time to introduce the professional portfolio model and the Professional Accountability Committee? There is no reference made to external forces or internal issues that make the introduction of professional portfolios appropriate or necessary at this time other than the government restructuring of health care. We would urge the AARN to put its time and resources into opposing de-skilling. If all nursing is eventually done by generic health care workers, the continuing competency or incompetency of registered nurses becomes a moot point.

4. UNA members are offended by the assumption on page 13 that of those registered nurses having their portfolios reviewed, five to ten percent will not meet the established criteria. This is a very negative attitude to have about the AARN membership.

5. The application of such a model is filled with contradictions. In England and in Europe where professional portfolios for nurses have been a long-standing reality, the employers and the government provide a paid sabbatical every three years for each nurse to up-grade her knowledge and her skills. No

such financial or paid-time components are contained in the proposed model.

The Law Society of Alberta encourages and supports on-going learning by offering courses, seminars and workshops to its membership. They make arrangements for distance education such that the equality of access is improved.

6. Any requirement for the maintenance of a nursing license must be fair and equitable for all registered nurses. Without a paid sabbatical in which all financial costs are covered, the ability of registered nurses who work in rural or in geographically-distant locations is much less than for those who live in large urban settings which offer courses and up-grading. There is no component in the AARN's model for the preparation, development and implementation of courses, seminars and workshops available to all registered nurses in the province.

While the idea of establishing a credit system as the basis for maintaining a nursing license may look good on the surface, the principles of equal access and equal costs must be adhered to. UNA would support on-going education requirements but only if the application of such a requirement was fair and equal.

7. There is mention made of having employer evaluations in a professional portfolio. Despite a contractual obligation to provide annual performance evaluations, most health care employers do not do such evaluations and in the few instances that they do, they often use the evaluation process as a form of discipline. It seems very unfair to have nurses penalized for the disciplinary actions or contractual violations of the employers. It is also unfair to ask one set of

nurses (staff nurses) to include employer evaluations when other groups such as independent practitioners do not have evaluations to include.

8. The AARN seems to believe that a professional portfolio system would increase "the ability of the profession to demonstrate public accountability". The draft document, however, presents no evidence to prove that the proposed model would have a positive effect and increase public protection. At this time of major restructuring of the health care system, it would seem much more timely for the AARN to be communicating with the public and with the health care employers on the value and efficiency of staffing nursing units with registered nurses rather than other lesser-skilled workers. The professional body of the Licensed Practical Nurses has been very successful at promoting the value and skills of LPNs. The AARN has done no similar promotion of registered nurses. This is an area which is crying for AARN involvement and an area where the public can be made aware of the professional competency of registered nurses.

9. The AARN has been very forceful in its presentation and support of independent nursing practice. In such a setting, many registered nurses would not have management nurses supervising their work and thus the question of how to gauge continuing competence arises. If the AARN is proposing a professional portfolio model so that some kind of professional accountability for independent practitioners is established, it would seem to UNA that it would be more honest to state that as the basis for the proposal and to set the portfolio



requirement for those registered nurses in private independent practice rather than for all registered nurses – yet even such a restricted application would have to meet the tests of equal access and equal cost.

10. On page 13, mention is made of “peer reviewers”. Presumably this refers to members of the Professional Accountability Committee. UNA finds the use of this term confusing because “peer review” in the documents of the Health Workforce Rebalancing Committee refers to the statutory obligation of all

registered nurses to report on unprofessional conduct and unsafe practice of colleagues. It would be better to use another term to refer to activities of any AARN Committee.

11. In the AARN’s proposal to set up a Professional Accountability Committee to implement a professional portfolio system, additional monies are identified for the workings of the proposed model. UNA strongly opposes any increases in professional licensing fees in order to fund this proposal of professional portfolios.

12. One of the provincial government’s constant rationales for all the cuts to health care is to eliminate duplication. All employed nurses currently have professional portfolios in their employer’s personnel files. Why duplicate the process?

In a day when nurses are losing their jobs in larger and larger numbers, and must deal with the feelings of being laid off and ensuing financial repercussions, it hardly seems an ideal time to be increasing the pressure on registered nurses by instituting another layer of professional qualifications. The AARN should be proposing ways in which laid off nurses can fulfill the hours of work requirements and afford the financial costs of registration. The AARN should be notifying the public of the tremendous “brain drain” that is occurring as a result of health care restructuring. The public should know that our tax dollars are educating hundreds of nurses each year only to have them accept jobs in the United States and in the Middle East.

It is UNA’s position that the current tests of continuing competency (entry-to practice qualifications; yearly-hours-worked requirement; employer evaluations; and the duty to report) provide effective, efficient and fair forms of public protection.

There is a distinct and invaluable role for the professional body of nursing during these days of reform and change. In our view, this role does not include putting additional burdens upon registered nurses. The United Nurses of Alberta disagrees with the AARN’s draft document on the regulation of continued competence. We strongly support continued competence but do not see the proposed model as necessary or timely.

## NO PEACE FOR OUR REST

*Bring us your sick, your frail of heart –  
But don’t leave in the evening,  
– your work will just start!  
Bring your own sheets, Oh and bedpans too  
Or we’ll rent them as needed – but clean up that poo!  
Bring your own meals, your soap and your towels  
But no longer call us, you’re all by yourselves.*

*When our patients are wanting, and it’s more than we know  
We have trusted in Healthcare, to soften the blow.  
When our children are dying, and help is no more  
Who will we call to – whether we’re rich or we’re poor?  
Will the people who have struggled and fought with a will  
– in training and working, to polish their skill  
Come running when people die of neglect  
And unskilled “professionals” are put to the test???*

*Will these men and these women, who fought such a fight  
Come to the rescue, of the loves of our lives?  
Will they go off to somewhere, with more foresight than here  
Will we give out our lifelines, like free kegs of beer?  
Ralph’s calling the shots, and we’re mortally hit  
But our friends and our families will all feel it  
Our lives are all changing, – for those who will live  
But the peace will come sooner, – for something will give.*

*Wendy Pehrsson RN*



# The Real Battle of Alberta

**N**URSES ON PICKET duty in Calgary. Nurses walking on picket lines in Edmonton and Lethbridge. More than 750 nurses at a meeting in Calgary. Nurses working to rule across Alberta. What prompted this increased union activity when nurses are not even in negotiations? A sense of solidarity with their co-workers in the laundry, housekeeping, dietary and maintenance departments who stood up to their employers and the government.

On November 14, laundry workers at the Bow Valley Centre were told that their jobs would disappear in April 1996 when their work would be taken over by a private company in Edmonton. K-Bro Linen Systems of Edmonton, the highest bidder by \$7 million, had been awarded the laundry contract for five years (although, of course, the Region only has a 3-year business plan). Sickened by the cavalier attitude of an uncaring employer, the employees called in sick that day. The 100 CUPE members, who had taken a 28% cut in wages over the last couple of years, then decided that they would not return to work. Laundry workers at the Foothills Hospital, members of AUPE, joined the strike on November 16. The government and the employer were caught in a Catch-22 of their own making—the Labour Relations Code declares all hospital employees to be “essential” yet, in reality, contracting out all of their jobs meant that they were not essential. Caught in an untenable position, the LRB wisely kept a low profile although eventually it did order people to stop picketing.

On November 17, the strike spread to dietary and maintenance workers and unit clerks in Calgary. UNA members joined the picket line on their breaks and during their off-work hours. Nurses began to talk with one another about joining in the wildcat strike. An Emergency Membership Meeting of UNA's Calgary nurses was called for November 20. More than 750 nurses showed up for that meeting—the largest gathering of nurses since UNA's illegal strike in 1988. The nurses directed that UNA meet with other health care unions



regarding a general strike by health care workers. Nurses, who have also seen many of their jobs disappear and who face deteriorating conditions in their workplace, also decided to “work to rule”—to follow their contract to the letter and to refuse to perform the duties of the striking workers. UNA contacted the other unions and a meeting was set for Friday, November 24 in Calgary.

Lab techs in Calgary walked off the job on November 23 in the first ever strike by HSAA members. On the evening of November 23, with the prospect of a mushrooming strike facing them, the employer finally agreed to a moratorium on

all contracting out until May 1996 for all AUPE and CUPE workers except those in the laundry. The laundry workers received an extension of that moratorium until July 24, 1996. After those dates, the employer would have to give 120 days notice of any layoffs.

The workers in Calgary are justifiably proud of what they accomplished by standing up for themselves and for health care. Their job action has put the government on notice that its ideology of privatization at all costs is not shared by the majority of Albertans and that civil unrest can be expected if the government continues to destroy the health care system and the lives of health care workers.

## EDMONTON

Health care workers managed to avert a similar strike in Edmonton when they settled for the “Calgary” agreement on November 28. But Carol Ann Dean, AUPE's President, made it clear that this was just a temporary reprieve for the Capital Region. “We will be back in the spring, in case the lessons of the last 2 weeks have not been learned,” said Dean. “During the last 2 weeks, we have strengthened our ties to the community and we will continue to build on them.”

## LETHBRIDGE

Eighty-five members of the Health Sciences Association of Alberta (HSAA) walked off the job in an illegal strike on November 30. CUPE members at the Lethbridge Regional Hospital refused to cross the picket line. HSAA's home support workers, personal care attendants and home support supervisors at the Chinook and Barons-Eureka-Warner Health Units, who had been trying to get a first contract agreement since June of this year, voted just under 100% in favour of the job action. The Chinook Regional Health Authority

*continued on page 14*



# It's Your Contract: Learn It, Use It

**A**FTER MONTHS and years of working beyond the call of duty, UNA members across the province have decided that conditions will not improve if they continue to shortchange themselves by not abiding by the collective agreement. The nurses say they intend to follow their collective agreement, doing no more and no less than required by the terms of the contract.

Follow the terms of your contract

- Don't start working until the scheduled start time of your shift. Don't work for free.
- Take your rest periods (15 minutes each; may be combined)
- Take your meal breaks (30 or 35 minutes)
- If you work after the end of your scheduled shift, you must be paid at overtime rates.
- Chart as you go (It is also the best legal advice!). Avoid charting only at the end of your shift.
- If your employer tells you to complete work or charting after the end of your shift, ask her whether she is authorizing overtime. If she is, make sure she signs the overtime authorization form. If your employer refuses to pay overtime, ask her whether she is giving you a direct order to leave work. **Do not disobey a direct order. The refusal to obey a direct order could result in discipline. Contact your Local Executive or Labour Relations Officer.**
- If you are sick, take your sick leave. Don't be conned into feeling guilty about using a leave you are entitled to use.

*N.B. Articles indicated are from the Hospitals Agreement. For corresponding articles in other contracts, contact your Local Executive or LRO.*

**REMEMBER:** Perform direct nursing care only. You are a registered nurse. You have not been hired to do the laundry or act as a porter. If you have been performing these duties, you are allowed to change your mind and no longer carry out those tasks.

## What Else Can You Do?

- If you have concerns about patient care, file a professional responsibility complaint [Article 36]. Contact your Local Executive members for assistance.
- If you are concerned about your working conditions, file an occupational health & safety complaint [Article 34]. Contact your Local Executive members for assistance.
- Make sure your shift schedule is up-to-date. Your contract says that the employer must have it posted 12 weeks in advance [Article 7.03]. If it isn't posted, file a grievance. Contact your Local Executive members for assistance.
- Ask the employer for an up-to-date copy of your sick leave credits. Your employer must provide you with the record at least 4 times per year [Article 19.08].
- Call personnel and ask to see your personnel file. They have to show it to you within one calendar day of your request [Article 13.03 (a)]. If they don't, file a grievance.
- If the employer is harassing you for exercising your rights under your legal contract, they are violating Article 6 of the agreement. Contact your Local Executive members or your Labour Relations Officer.

For Further Information Contact  
Your Local Executive or Labour  
Relations Officer

### CALGARY:

237-2377 or 1-800-661-1802

### EDMONTON:

425-1025 or 1-800-252-9394

## The Real Battle of Alberta

told the workers that the employer intended to contract out their jobs in January 1996 and wanted the staff to take up to \$4.00/hour rollbacks retroactive to April of 1995. At the employer's desired rate of \$6.00/hour, the workers would make less than \$12,000 per year—far below poverty levels. After intense negotiations with the union during the 2-day strike, the employer agreed to rescind the lay-off notices, to provide 120 days notice of future layoffs and to freeze contracting out until March 31, 1997. Voluntary severance will be available with 2 weeks per year of service up to 40 weeks with the employer giving special consideration to employees who might otherwise qualify for greater than 40 weeks, to a maximum of 52 weeks. Negotiations continue regarding wage rates. Nearly 100 nurses turned up for an emergency UNA meeting to discuss job action in support of the HSAA members but the strike was settled that same evening.

Was this just one season of discontent? Definitely not. Resentment towards the employers and the government continues to smolder amongst health care union members as they reject their forced role as sacrifices on the altar of privatization. Nurses in Alberta, who have taken rollbacks and seen massive layoffs in the last 3 years, will be heading into negotiations for a new contract in January 1996. The government and the employers are just finding out that when you take away everything from people, they often feel that they have nothing left to lose by taking action that, in ordinary times, they would not consider. The 'Real Battle of Alberta' is just beginning.



# UNA DISCOUNT BOOK

## DISCLAIMER

*The businesses and organizations listed herein offer special prices or discounts to UNA members. Unless otherwise stated, members must present their UNA membership cards at the time of purchase to receive the special price or discount. Members should be aware that these offers may not apply to sale items and certain terms and conditions may apply.*

*UNA does not warrant or guarantee to anyone the accuracy or continuation of the offers listed, and otherwise makes no warranties or representation regarding the goods or services being offered.*

*UNA encourages its members to be good consumers and thoroughly investigate all offers prior to purchase.*

## Accommodations

### BEST WESTERN VILLAGE PARK INN

1804 Crowchild Trail N.W.  
Calgary, Alberta  
289-0241

September 15, 1995 to May 15,  
1996 - \$69.00 single/double  
May 16, 1996 to September 15,  
1996 - \$75.00 single/double  
September 16, 1996 to December 31, 1996 -  
\$69.00 single/double

### DENHAM INN

5207 - 50 Avenue  
Leduc, Alberta  
986-2241 or 1-800-661-3327  
\$56.00 single, \$61.00 double

### EDMONTON HOUSE SUITE HOTEL

10205 - 100 Avenue  
Edmonton, Alberta  
424-5555  
\$67.00 single/double until December 31, 1996.

### HOLIDAY INN CROWNE PLAZA

10111 Bellamy Hill  
Edmonton, Alberta  
428-6611 or 1-800-661-8801  
\$75.00 single/double until December 31, 1996.

### INTERNATIONAL HOTEL OF CALGARY

220 - 4th Avenue S.W.  
Calgary, Alberta  
265-9600  
\$89.00 single. Based on a one-bedroom suite.

### MEDICINE HAT INN

530 - 4th Street S.E.  
Medicine Hat, Alberta  
526-1313  
\$40.00 single, \$45.00 double.

### RAMADA HOTEL CALGARY

708 - 8 Avenue S.W.  
Calgary, Alberta  
263-7600  
\$79.00 single/double. January 1 to  
December 31, 1996

### WEST HARVEST INN

17803 Stony Plain Road  
Edmonton, Alberta  
484-8000 or 1-800-661-6993  
September 1, 1995 to February 28, 1996 -  
\$49.00 single, \$59.00 double, \$64.00 triple  
March 1, 1996 to December 31, 1996 - \$53.00  
single, \$63.00 double, \$68.00 triple

## Auto Dealers

### DENHAM FORD SALES

Box 6566  
Wetaskiwin, Alberta  
352-6043 or 1-800-232-7255  
The purchase of any new passenger vehicle or  
light truck from stock or factory order is  
\$250.00 over dealer invoice. Vehicles in short  
supply from factory do not apply.

### GSL CHEV OLDS CADILLAC

1720 Bow Trail S.W.  
Calgary, Alberta  
265-7690  
1995-96 Vehicles: 4.5% over dealer cost.  
By appointment only. Contact Jane Bryson.



# UNA DISCOUNT BOOK

## Auto Dealers

### METRO FORD SALES LTD.

1111 - 9th Avenue SW  
Calgary, AB  
263-4530

Fleet pricing is available on all new Ford vehicles as well as selected pre-owned inventory. Purchase or lease - financing available 3% to a maximum of \$500 over invoice. Factory Orders \$200 over invoice.

### NICHOLSON CHEV OLDS

7215 - Argyll Road  
Edmonton, Alberta  
465-5225

Factory ordered new cars or trucks: 3.5% over dealer cost. Specialty units at 3.5% plus \$500 over dealer cost. Contact Roy McLeod.

### ST. ALBERT DODGE CHRYSLER

184 St. Albert Road  
St. Albert, Alberta  
456-8660 or 1-800-582-3278

Dealer invoice plus local installation plus \$400.00.

### WOODRIDGE LINCOLN MERCURY

7337 MacLeod Trail S.  
Calgary, Alberta  
253-2211

Discount of 3% over dealer cost.  
Contact David Zimmerman.

## Automobile Rentals

### HERTZ

1-800-263-0600

Daily rates in Canada: Class A \$47.00, Class B \$47.00, Class C \$49.00, Class D \$51.00, Class F \$51.00, Class G \$54.00, Class R \$54.00.

Quote #314541.

## Automotive

### FOUNTAIN TIRE

3303 - 97 Street  
Edmonton, Alberta  
463-2404

30% off list on all Goodyear passenger and light truck tires. Also 10% off all mechanical parts and labour.

### KLEIBER AUTOMOTIVE

8733 - 50 Street  
Edmonton, Alberta  
468-2138

10% off all parts and labour except sale items.

## Cleaning Services

### CONSOLIDATED BUILDING SERVICES INC.

#164 - 9768 - 170 Street  
Edmonton, Alberta  
448-9375

10% discount on any cleaning service with a minimum of \$79.00.

### CLEAN 'N FRESH.

Box 1836  
Edmonton, Alberta  
480-8535 (Pager)

10% discount on any cleaning service with a minimum of \$79.00.

## Gas

### HUGHES PETROLEUM

Province Wide

Discount ranging from 0-4¢ per litre.  
(Off posted pump price.) GST included.

## Moving Companies

### WILLIAMS MOVING AND STORAGE

4530 - 101 Street  
Edmonton, Alberta  
T6E 5G9  
434-3482

Local Moves - 10% Long Distance Moves - Packing 35%, Transportation 50%

## Optical

### OPTICAL CENTRE

606 Prairie Plaza  
11624 - 99 Street  
Grande Prairie, Alberta  
539-5421

20% off all eye wear (frames and lenses). Also 2 for 1 specials.

### PROFESSIONAL OPTICAL

Park Place Shopping Centre  
Lethbridge, Alberta  
327-3444

20% off eye wear except sale or promotional items. Does not apply to accessories or solutions.

## Travel Agencies

### CHAMPAGNE TRAVEL

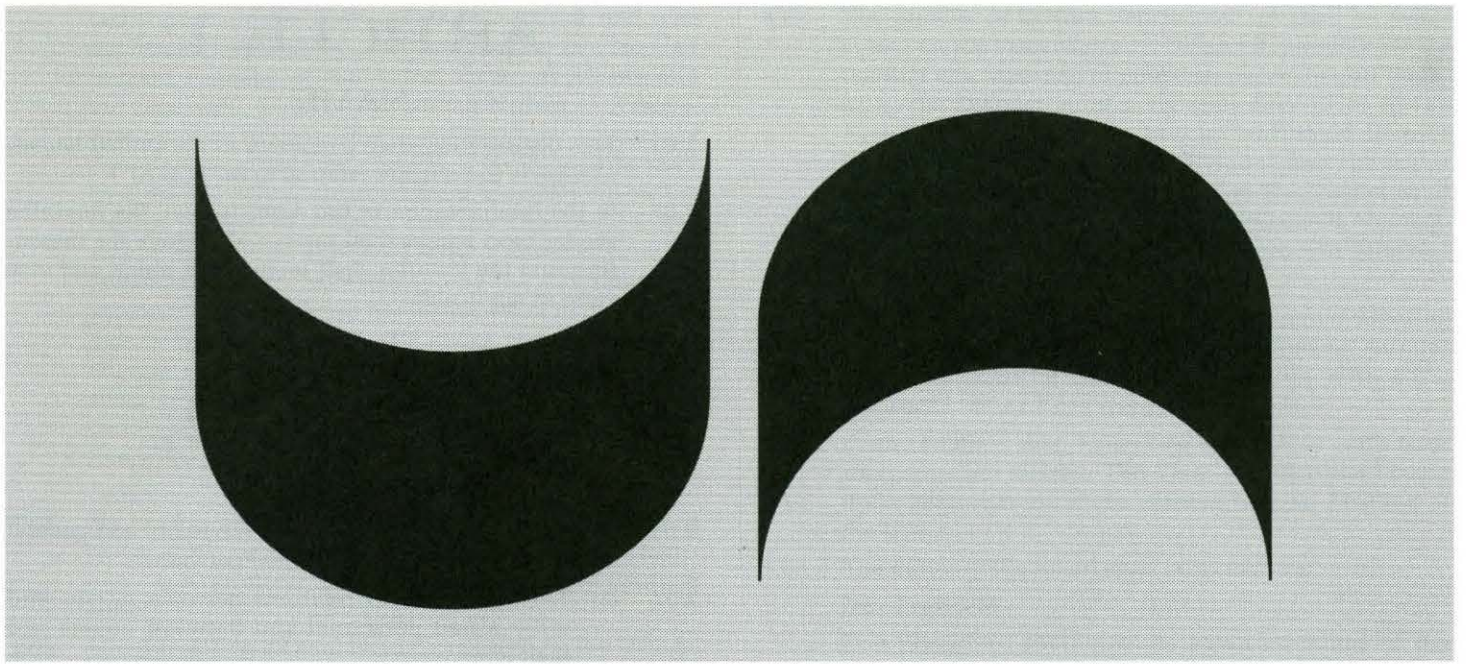
202 - 279 Midpark Way S.E.  
Calgary, Alberta  
256-9440

5% on vacations packages.

Please be advised that there are UNA rings available in men's and women's sizes, in silver or gold. This ring is a crest of the UNA logo and can be ordered through:

Albrite Jewellers, 203 - 10130 - 103 Street, Edmonton, Alberta  
424-4502





# **UNA**

## **Constitution/Bylaws and Long and Short-term Goals '95 - '96**



# ARTICLE 1:

## NAME

- 1.01 This organization shall be known as the United Nurses of Alberta (hereinafter referred to as "U.N.A.").
- 1.02 In the interpretation of this Constitution, the feminine gender used herein shall mean and include the masculine, and the singular shall include the plural and vice versa as applicable.

# ARTICLE 2:

## OBJECTIVES

- 2.01 The advancement of the social, economic and general welfare of nurses and other allied personnel.
- 2.02 (a) The regulation of relations between nurses and other allied personnel and between nurses and their employers.  
(b) The negotiation of written contracts with employers aimed at implementing progressively better conditions of employment.
- 2.03 The promotion of effective communication with employers.
- 2.04 The promotion of the knowledge of nurses and other allied personnel in all things related to their social and economic welfare through education and research.
- 2.05 The promotion of the highest standards of health care.
- 2.06 The promotion of unity within the labour movement, the nursing profession and other allied fields through cooperation with and support of other organizations.
- 2.07 The promotion of the occupational health & safety of the membership through research and communication with allied fields and organizations.

# ARTICLE 3:

## MEMBERSHIP

- 3.01 All registered or graduate nurses and other allied personnel who are eligible to engage in collective bargaining are eligible for membership in the U.N.A. provided that no allied personnel shall be admitted to membership without an eighty percent (80%) vote of approval of the Executive Board.
- 3.02 Without limiting the generality of the foregoing, persons who, in the course of their employment, exercise managerial functions or who are employed in a confidential capacity in matters relating to labour relations shall be excluded from membership.
- 3.03 Any person who is eligible to be a member of the United Nurses of Alberta and pays such dues or assess-



ments as may from time to time be required, and who applies for membership, shall be accepted as a member in good standing of the United Nurses of Alberta and the Chartered Local of the United Nurses of Alberta. Any member who shall be in arrears in the payment of dues or assessments for a period of six (6) months shall be automatically suspended from membership in the United Nurses of Alberta and the Chartered Local except when on an approved leave of absence, layoff or grieved dismissal. Notwithstanding the foregoing, any person who has resigned her membership in the U.N.A. due to her non-support of a strike or in the face of charges, or who has been expelled from membership shall only be eligible for membership in the U.N.A. or its Chartered Locals upon successful application to the Executive Board for reinstatement pursuant to Article 7.

- 3.04 No person shall be refused membership because of nationality, race, colour, origin, sex or sexual preference, age, physical disability or religious or political belief.
- 3.05 Membership in a Local Union, chartered by the U.N.A., shall also constitute membership in the U.N.A.; however, no person shall act as or be deemed to be an agent of the U.N.A. or any chartered or subordinate body of the U.N.A. because of her membership unless specifically authorized in writing signed by an appropriate official to so act.
- 3.06 (a) Members who retire or resign and are therefore no longer paying dues to U.N.A. shall be eligible for Associate Membership. Annual Associate Membership fees shall be ten dollars (\$10.00).
- (b) Associate Members shall not be eligible to hold elected office in U.N.A. or vote at meetings of U.N.A.
- (c) The criteria for Associate Membership status shall be established by the delegates at the Annual General Meeting.

## ARTICLE 4:

### EXECUTIVE BOARD

- 4.01 The affairs of the U.N.A. shall be managed by an Executive Board which shall be composed of the following:
- 1) President;
  - 2) Vice-President;
  - 3) Secretary-Treasurer;
  - 4) District Representatives.

Any member elected to a position on the Executive Board shall not hold the position of President of a U.N.A. Local. The newly elected Board Member shall have three (3) months to vacate her position as Local President.

- 4.02 The number of District Representatives shall be determined on the basis of one (1) District Representative for the first one thousand (1,000) duespayers or part thereof in the District as of sixty (60) days prior to the Annual General Meeting, and an additional District Representative for every additional one thousand (1,000) duespayers or part thereof in the District as of sixty (60) days prior to the Annual General Meeting. There shall be a minimum of two (2) District Representatives for each District.
- 4.03 All Officers shall be elected at an Annual Meeting except that a vacancy occurring between Annual Meetings shall be filled in accordance with 8.05, Appendix "B" or 12.11 (iv) as appropriate.
- 4.04 Term of Office shall mean two (2) years or until their successors are elected. The Term of Office shall begin upon adjournment of the Annual General Meeting of the U.N.A.
- 4.05 The duties of the Board shall be as follows:

#### (a) President

The President shall preside at all meetings of the Executive Board and all meetings of the U.N.A. and shall be charged with the responsibility of carrying out the policies of the U.N.A. The President shall be an ex-officio member on all Committees of the Executive Board.

#### (b) Vice-President

The Vice-President shall preside at all meetings where the President is absent and shall be charged with the particular responsibility of establishing and maintaining the flow of communication between the U.N.A. and its members, and between the U.N.A. and other organizations.

#### (c) Secretary-Treasurer

The Secretary-Treasurer shall cause to be kept such regular books and records of the U.N.A.'s finances as shall be set up under the instructions of the Executive Board, shall cause to be maintained full records of minutes of all meetings of the Executive Board and of all meetings of the U.N.A. and shall cause to be maintained all records, documents and correspondence of the U.N.A.

#### (d) The Duties Of The District Representatives

The District Representatives shall carry out generally the objectives of the U.N.A. and function as members of the Executive Board. (The terms of reference for District Representatives are as outlined in Appendix "B".)

- 4.06 Only members in good standing of the U.N.A. are eligible for membership on the Executive Board.
- 4.07 In the event that a member of the Executive Board absents herself from two (2) consecutive meetings, i.e. Executive Board, Delegate, Special, Committee, the reasons for such absences shall be delivered in writing to the President. If the reasons so delivered are found to be unsatisfactory to the Executive Board by a 2/3 ballot vote, the office of the member shall be declared vacant.



Such vacancies shall be filled in accordance with Article 8.05 or Appendix "B" I.3 as applicable. Such appointed or elected member shall hold office until the next Annual General Meeting at which time an election shall be held in accordance with Article 12.04.

- 4.08 Any member of the Executive Board may resign her office by giving notice in writing to the President.
- 4.09 Any Executive Board member who ceases to hold office for any reason, shall, within one month, turn over to the Executive Board, all documents, assets and property of the U.N.A. in her possession.
- 4.10 The District Representative shall designate an alternate member to attend Executive Board meetings in her absence.

## ARTICLE 5:

### POWERS OF THE EXECUTIVE BOARD

- 5.01 (a) The Executive Board shall be responsible for constitutional interpretation.
- (b) The Executive Board shall be responsible for and accountable to the membership for the administration of affairs and activities of the U.N.A. when the U.N.A. is not meeting.
- 5.02 (a) The Executive Board shall be responsible for the formulation and development of the general collective bargaining objectives of the U.N.A. and for the presentation of the said objectives to the membership at meetings for discussion and approval.
- (b) The Executive Board or any person or committee to which the Executive Board delegates such authority, shall be empowered to negotiate and enter into regional, Local, provincial or area-wide collective bargaining agreements on behalf of any Local or Locals without the necessity of the written authorization of such Local or Locals and the Executive Board or its delegate shall coordinate activities towards this end in consultation with the Local Unions involved.
- 5.03 To the extent required for the proper functioning of the U.N.A., the Executive Board, or any person to which the Executive Board delegates such authority, shall employ, retain, direct, and compensate personnel, consultants, legal, accounting, and other professional personnel, and engage and pay for the use of premises and equipment.
- 5.04 No monies of the U.N.A. shall be expended without the authorization of the Executive Board or such person or persons as the Executive Board or a meeting of the U.N.A. may from time to time authorize for this purpose. The manner in which monies may be withdrawn or cheques issued by the U.N.A. shall be determined from time to time by the Executive Board. All acts bona

fide done by any meeting of the Executive Board or by any person acting as a member of the Executive Board, notwithstanding if it be afterwards discovered that there was some defect in the appointment of any such person acting as aforesaid or that they or any of them were disqualified, shall be valid as if every person had been duly appointed and was qualified to be a member of the Executive Board.

- 5.05 The Executive Board may set up committees of the U.N.A. and may appoint or elect a Chair and members to the committees. The committees shall be subject to any restrictions or regulations imposed upon them by the Executive Board.
- 5.06 The Executive Board, in addition to all other powers vested in it, is hereby authorized and empowered subject to the approval and authorization of the U.N.A. as defined in Article 5.07:
  - (a) to acquire, hold, and dispose of, real and personal property or any part thereof; and
  - (b) to invest monies on behalf of the U.N.A.; and
  - (c) to borrow money for the purpose of the U.N.A. and to give security for any money so borrowed on any of the real, personal or mixed property of the U.N.A. by way of mortgage, pledge, charge or otherwise.
- 5.07 Authorization for the exercise of the powers listed in Article 5.06(a) and 5.06(b) shall be by two-thirds (2/3) vote of the Executive Board subject to approval at the next Annual General Meeting. Authorization for the exercise of powers listed in Article 5.06(c) shall be gained by a two-thirds (2/3) vote of the delegates at an Annual or Special meeting prior to exercise of such powers.
- 5.08 The business of the U.N.A. shall be managed by the Executive Board who shall exercise all such powers of the U.N.A. and do on behalf of the U.N.A. all such acts as may be exercised by the U.N.A. and as are not by law or by this Constitution required to be done by the U.N.A. in an Annual or Special meeting of the U.N.A.
- 5.09 The Executive Board may in the exercise of its powers do all such things and acts which in the exercise of its sole discretion better further the objectives of the U.N.A.

## ARTICLE 6:

### DISCIPLINE OF MEMBERS

- 6.01 Any member may be charged by another member of the following offences:
  - (a) Violating any provision of this Constitution or the Bylaws of any of its Chartered Locals;
  - (b) Obtaining membership through fraudulent means or misrepresentation;



- (c) Instituting, urging or advocating that a member of any of the Chartered Locals of this union should institute action in a court of law against the U.N.A. or against the Executive Board or any of its officers or against any of the Chartered Locals or any of its members in respect of any matter concerning the affairs of the U.N.A. or any of its Chartered Locals or chartered bodies without first exhausting all remedies through the forms of appeal provided in this Constitution;
- (d) Publishing or circulating either verbally or otherwise among the membership false reports or misrepresentations concerning any member of the U.N.A. in respect to any matter connected with the affairs of the U.N.A. or its Chartered Locals;
- (e) Working in the interest of any organization competing with the U.N.A. in a manner which is detrimental to the U.N.A. or any of its Chartered Locals;
- (f) Fraudulently receiving or misappropriating any property of the U.N.A. or any of its Chartered Locals;
- (g) Using without proper authority the name of the U.N.A. or of the Chartered Local for soliciting funds or advertising;
- (h) Without receiving proper authority to do so, furnishing a complete or partial list of the membership of the U.N.A. or of any Chartered Local to any person or persons other than those whose official position entitles them to have such a list;
- (i) Wrongfully interfering with any officer or accredited representative of the U.N.A. or any of its Chartered Locals in the discharge of his or her duties;
- (j) Circulating reports designed or calculated to injure or weaken the U.N.A. or any of its Chartered Locals;
- (k) Doing any act contrary to the Constitution or to the Bylaws of any Chartered Local, or failing to do any act required of her by the said Constitution or Bylaws, where such conduct has the effect of injuring the U.N.A., the Executive Board of the U.N.A. or any of its Chartered Locals, or impeding the implementation of any policy constitutionally formed by either the U.N.A. or any of its Chartered Locals;
- (l) During the course of a strike by the U.N.A. or any of its Chartered Locals failing to give all necessary support to the said strike.

#### 6.02 Charges

1. (a) Charges for an offence enumerated under Article 6 of the Constitution may be laid by a member, or by a member on behalf of a Local, in writing to the President. Charges are to include specific references to sections and articles allegedly violated and must include a plain, factual statement of the circumstances alleged.

- (b) Charges must be filed with the President within one hundred and twenty (120) days of the date the complainant first became aware of or reasonably should have become aware of the alleged violation of the U.N.A. Constitution.
- (c) The Executive Officer (the President or a designate) shall review the charges to see if they comply with the above requirements. If the charges do not comply, the Executive Officer may reject them and provide written notice to the complainant.

A complainant may refile a charge in proper form provided that in no circumstance shall a charge be refiled 130 days after the complainant first became aware of or reasonably should have become aware of the alleged violation.

#### Executive Officer Review

1. The Executive Officer must then advise the accused by forwarding a copy of the complaint in person or by double registered mail. The accused will at that time be afforded the opportunity to respond in writing to the complaint, within 30 days of notification of charges.
2. The Executive Officer must then review the charges and the accused's reply to determine if the complaint is frivolous or trivial and to determine if it is in the best interest of the Union to proceed with a Disciplinary Hearing. The Executive Officer at this time may also act as a facilitator or mediator to attempt to resolve this matter before hearing by a Trial Committee.
3. If the Executive Officer decides not to proceed, the complainant has a right to appeal this decision to the Executive Board. The Executive Board shall examine the charge and the accused's reply to determine if it is in the best interest of the Union to proceed. The Executive Officer shall not be entitled to discuss the merits or vote on the appeal of her decision.
4. If the Executive Board determines it is not in the best interest of the Union to proceed, the charge will be dismissed. If the Executive Board decides it is in the best interest of the Union to proceed, the matter will go to a Disciplinary Hearing.

#### Disciplinary Hearing

1. A Disciplinary Hearing will be conducted by a Trial Committee whose cost will be borne by the U.N.A. The complainant and the accused must each select a member in good standing as their nominee on the Trial Committee. The two nominees will choose a Chair of the Trial Committee from a list of Trial Chairs. The list is to be composed of five members, one chair being nominated from each of the five Districts. Current Executive Board members are prohibited from being Trial Chairs and nominees.



(a) Nominations and elections shall be in accordance with Article 12 of the Constitution of the U.N.A.

2. If the two nominees cannot determine which of the five Trial Chairs to appoint, each nominee can remove one name from the list of Trial Chairs and a random draw of the three remaining Trial Chairs is to be made.
3. The Disciplinary Hearing shall be convened and conducted expeditiously. It shall be fair and impartial and both sides may be represented by counsel. The Trial Committee shall also be entitled to have counsel. The costs of the counsel for the Trial Committee shall be paid by the U.N.A.
4. Procedures to be followed at the Disciplinary Hearing are in the Trial Committee's sole discretion. The rules of evidence need not be strictly adhered to. Hearsay is admissible. The onus of proving guilt is on the complainant. If the accused does not show for the Disciplinary Hearing, the hearing may continue in her absence, but the complainant must still prove guilt. The accused cannot be compelled to testify.
5. On a finding of guilt, the Trial Committee may expel, suspend or reprimand the accused, and impose conditions prior to reinstatement. The decision of the Trial Committee is final and binding. There is no appeal. For the purpose of this article the Arbitration Act shall not apply.

## ARTICLE 7:

### REINSTATEMENT OF MEMBERSHIP

- 7.01 (a) Any person who has been expelled from membership or who has resigned following the receipt of charges is not eligible to apply for membership at any Local of the U.N.A.

Where a person wishing to become eligible for membership in the U.N.A. is required by the terms of Article 3.03 to apply to the Executive Board for reinstatement, application shall not be made until one (1) year from the date of expulsion or date of resignation. Prior to the Board considering such an application, the applicant shall have met the criteria for reinstatement as determined by Executive Board Policy. If a person's membership reinstatement application is rejected for any reason, she shall not be eligible to reapply for a period of one (1) year.

- (b) A person who has been suspended from membership shall have her membership card held at Provincial Office for the duration of the suspension. Such member shall forfeit all rights and benefits under the Constitution but shall remain bound by the terms of the Constitution.

## ARTICLE 8:

### MEETINGS OF EXECUTIVE BOARD

- 8.01 The Executive Board shall meet at the call of the President or at the request in writing of no fewer than three (3) members of the Executive Board to the President. In any event, the Executive Board shall meet at least once in every four (4) months.
- 8.02 The time and place of meetings of the Executive Board shall be determined by the President, provided that any meeting requested by no fewer than three (3) members of the Executive Board, pursuant to the provisions of Article 8.01, shall be held within thirty (30) days of the receipt by the President of any such request. Every Board member shall be given at least fourteen (14) days' notice of such meetings.
- 8.03 The majority of the members or delegated alternate members of the Executive Board shall constitute a quorum for the transaction of business provided that this quorum consists of at least one (1) District Representative or delegate alternate from each District.
- 8.04 Unless otherwise provided in this Constitution, any questions arising at a meeting of the Executive Board shall be decided by a majority vote of the members present. Each member of the Executive Board shall be entitled to one (1) vote on each question which is voted upon at a meeting.
- 8.05 In the event that the President, Vice-President or Secretary/Treasurer should resign, die or otherwise cease to act, the Executive Board shall elect by and from themselves a replacement until the next Annual General Meeting at which time an election shall be held in accordance with Article 12.04 or for the unexpired term as appropriate.

A Leave of Absence may be taken by Executive Board Members and Local Executive. A written notification of such Leave of Absence shall be made to the Executive Officers of the U.N.A. This Leave of Absence shall not exceed one-half (1/2) the length of the term of the position affected. This Leave of Absence will not be funded by the U.N.A. The interim replacement will receive the budgeted funding for that position. Thirty (30) days' prior written notice shall be made to the Executive Officers of the U.N.A. of the expected date of return to the position. Interim replacements shall be made in accordance with Appendix "B" Bylaws I.3 and Appendix "A" Bylaws VI. In the event that the President, Vice-President or Secretary/Treasurer should take a Leave of Absence, the Executive Board shall elect by and from themselves a replacement for the term of the Leave of Absence or until the end of the term of office.

Where an Executive Board Member is elected to replace an Executive Officer, she shall return to the unexpired term of her Executive Board office, if applicable, following the next Annual General Meeting.



- 8.06 The Executive Officers, with unanimous agreement, may poll the Executive Board in emergency circumstances. Polling shall be done in accordance with Executive Board Policy.

## ARTICLE 9:

### MEETINGS OF THE U.N.A.

- 9.01 The U.N.A. shall hold an Annual General Meeting in the months of September, October or November of every calendar year at such place as may be determined by the Executive Board.
- 9.02 A Special Meeting of the U.N.A. may be called at any time and place at the request in writing of at least one-third (1/3) of the members of the Executive Board or of at least one-third (1/3) of the Chartered Locals which shall represent one-third (1/3) of the membership evidenced by notice in writing signed by the President of each and shall be held within forty-five (45) days of the receipt by the President of the U.N.A. of any such request. Any such request shall specify the subjects to be considered at such a Special Meeting.
- 9.03 Every Chartered Local shall be given at least thirty (30) days' notice of the Annual General Meeting and as much notice as possible of Special Meetings. The President and Secretary-Treasurer of each Chartered Local shall make every reasonable effort to inform the members of the Chartered Locals of said meetings.
- 9.04 The form of notice of meetings shall specify the subject to be considered at the meeting, and, in the case of Special Meetings, only such subjects as are specified in the notice calling the meeting may be considered and acted upon at that meeting.

## ARTICLE 10:

### VOTING AT MEETINGS OF THE U.N.A.

- 10.01 (a) At any Annual or Special Meeting of the U.N.A., each Chartered Local is entitled to be represented by one (1) voting delegate for seventy-five (75) members or part thereof.
- (b) The Local President shall ensure that each voting delegate chosen to represent her Local is a member in good standing of the U.N.A. The number of voting delegates to which each Local is entitled shall be based on the number of members in the said Local, thirty (30) days prior to the Annual General Meeting.

- 10.02 At Negotiations Demand Setting Meetings and Negotiations Reporting Meetings each Chartered Local shall be entitled to be represented by one (1) voting delegate. The voting delegate must be a member in good standing of the U.N.A. and shall be elected at a meeting of the Chartered Local.
- 10.03 The Chair of the meeting shall appoint scrutineers.
- 10.04 The scrutineers shall arrange for the holding of any vote; shall distribute, collect and count ballots if used; and shall report the results in writing to the meeting.
- 10.05 Two-thirds (2/3) of the registered voting delegates, including a representative from each District, shall constitute a quorum for the transaction of business.
- 10.06 Unless otherwise provided in this Constitution, any resolution presented at a meeting of the U.N.A. or of any of its committees shall be deemed to have been carried if a majority of the voting delegates present vote in favour of it.
- 10.07 Voting shall be by show of hands unless the Chair otherwise directs or unless otherwise provided hereinafter.
- 10.08 Every member of the Executive Board shall have a vote as though she were an accredited voting delegate.
- 10.09 Unless otherwise specified, any decision adopted at a meeting shall take effect forthwith at the conclusion of the meeting.
- 10.10 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.
- 10.11 For the purpose of this Article, the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals and Local #1 shall not be regarded as a Chartered Local.

## ARTICLE 11:

### STRIKE VOTES AND RATIFICATION VOTES

- 11.01 Strike votes and ratification votes shall be conducted by secret ballot.
- 11.02 Only U.N.A. members shall have the right to vote in strike and ratification votes.
- 11.03 An information meeting shall be held at least twenty-four (24) hours prior to commencement of strike and ratification votes.
- 11.04 Strike votes and ratification votes shall be conducted on all shifts within a twenty-four (24) hour period.



## ARTICLE 12: ELECTIONS

- 12.01 All Officers, other than those deemed elected by acclamation, shall be elected at the Annual General Meeting by a majority of the voting delegates present and voting.
- 12.02 All elections shall be by secret ballot, unless otherwise provided in the Constitution.
- 12.03 The Legislative Committee or any known persons acting with its authority shall prepare nomination forms for the Annual General Meeting and shall send them to the President and Secretary of each Local at least sixty (60) days prior to the Annual General Meeting.
- 12.04 The offices of President, Secretary/Treasurer and one-half (1/2) or the majority of District Representatives, in each District, shall be elected in the years ending with even numbers. The offices of Vice-President and one-half or the minority of District Representatives in each District, shall be elected in the years ending with uneven numbers. Each District shall elect their Trial Chairs annually.
- 12.05 Each District Representative and each Chair of the Trial Committee must be a member of a Chartered Local in the District she represents. Only members from the District may nominate her and only voting delegates from said Districts are entitled to vote in her election.
- 12.06 Upon receipt of nomination forms, the President of each Local shall make every reasonable effort to inform the Local that the Legislative Committee will receive nominations pursuant to this Article.
- 12.07 Each nomination shall be on a proper form bearing the name of the nominee and signatures of two (2) members in good standing of the U.N.A.
- 12.08 Nominations shall be accepted until forty-five (45) days prior to the Annual General Meeting or from the floor at the Annual General Meeting only in the absence of an official nomination. If, at the close of nominations, a single candidate has been nominated for any position, that person shall be deemed to have been elected by acclamation. A declaration of acclamation by the Chair of the Legislative Committee shall occur for all filled positions at the time of nomination deadline.
- 12.09 The Chair and two (2) members of the Legislative Committee shall send a notice regarding elections to the President of the U.N.A. and to the President of each Local and delegate no later than thirty (30) days before the Annual General Meeting. This notice shall include the list of candidates, the list of vacancies requiring elections at the Annual General Meeting, and the names of nominees declared acclaimed in accordance with Article 12.08. Every reasonable effort shall be made to inform the members of the Local.
- 12.10 If there are not enough candidates to fill all vacant positions, nominations shall be received from the floor. The Chair will declare nominations closed after three

(3) calls for nominations, unless a motion to postpone nominations has been passed by the assembly.

- 12.11 (i) A motion to rescind the election of an Executive Officer of the U.N.A. may only occur at a Special Meeting of the U.N.A., referred to in Article 9 or at an Annual General Meeting of the U.N.A. provided that thirty (30) days' notice of such motion has been given.
- (ii) A motion to rescind the election of a District Representative of the U.N.A. may only occur at a Special Delegate Meeting of that District of the U.N.A. provided that thirty (30) days' notice of such motion has been given. At the Special Delegate Meeting each Chartered Local of that District is entitled to be represented by one (1) voting delegate for seventy-five (75) members or part thereof.
- (iii) Any motion to rescind the election of a member of the Executive Board of the U.N.A. must be passed by a two-thirds (2/3) vote of the voting delegates present and voting.
- (iv) Election for such resultant vacancy for the unexpired term shall occur at this same meeting. Nominations shall be received from the floor.

## ARTICLE 13: REVENUE

- 13.01 The revenue of the U.N.A. shall be derived as follows:
- (a) Each Chartered Local shall remit to the U.N.A. each month such sum as may be determined from time to time, subject to the restrictions in this Article, by the U.N.A. at an Annual or Special Meeting. Any change in the dues structure must be ratified by a two-thirds (2/3) vote of the delegates at an Annual or Special Meeting. Any change in the dues structure resulting in an increase in dues must be supported by a two-thirds (2/3) vote of the delegates at an Annual or Special Meeting and shall be subject to a positive majority Membership Ratification Vote held in accordance with Article 11 of the U.N.A. Constitution. Any dues increase must be supported by the majority of members and the majority of Locals voting.
- (b) The charter fee to establish a new Chartered Local shall be one dollar (\$1.00).
- (c) The U.N.A. may accept any donation, grant, bequest or other form of transfer of funds or properties from any charitable, governmental, educational or other source and may agree with the transferor to devote the funds or proper properties so transferred to any specific purpose consistent with the objectives of the U.N.A. without any political bias or favours.

13.02 The U.N.A. shall have the right to levy assessments for special purposes upon its duespayers, provided that any such assessment must first be approved by a two-thirds (2/3) vote at an Annual or Special Meeting of the U.N.A. Prior notice will be given.

13.03 Any funds owed to the U.N.A. by a Chartered Local pursuant to the provisions of this Constitution shall constitute a preferred claim and must be paid promptly by the Chartered Local each month prior to the payment of any other obligations of the Chartered Local.

13.04 (a) U.N.A. dues shall be one point one percent (1.1%) of gross income, with a minimum of ten dollars and eighty-three cents (\$10.83) per duespayer per month or five dollars (\$5.00) per bi-weekly pay period.

(b) The U.N.A. shall issue to each Chartered Local a monthly rebate. The monthly rebate of dues to the Chartered Locals shall be as follows:

(A) For Locals with fifty (50) duespayers or less the rebate shall be five dollars (\$5.00) per duespayer per month for the first thirty (30) duespayers. For the next ten (10) duespayers or part thereof the rebate shall be three dollars (\$3.00) per duespayers per month. For all remaining duespayers the rebate shall be two dollars (\$2.00) per duespayer per month.

(B) For Locals with more than fifty (50) duespayers the rebate shall be three dollars (\$3.00) per duespayer per month for the first thirty (30) duespayers. For the next one hundred (100) duespayers or part thereof the rebate shall be two dollars (\$2.00) per duespayer per month. For all remaining duespayers the rebate shall be one dollar (\$1.00) per duespayer per month.

(c) Locals that have not had their books audited as per Appendix "A," Bylaw XII Finances for a period in excess of 24 months without authorization of the Finance Committee subject to Appendix "A" - Bylaw XII - Finance, shall have their dues rebates held in trust until such time as their books have been audited by U.N.A. Provincial Office.

(d) There shall be an Emergency Fund. When the Emergency Fund reaches the amount of three million dollars (\$3,000,000), U.N.A. will cease to make any contributions of dues revenue to this fund.

(e) The Executive Board of United Nurses of Alberta shall have the authority to transfer a maximum of five hundred thousand dollars (\$500,000) from the Emergency Fund to the operating budget. This authority to transfer monies from the Emergency Fund shall expire with the fiscal period ending December 31, 1996.

13.05 In the event of a strike or the approval of a loan or donation to other Trade Unions, assistance, as determined from time to time by the Executive Board, shall be drawn from the Emergency Fund.

13.06 Any member paying dues at more than one (1) source shall, upon request with submission of pay slips, receive from Provincial Office a reimbursement of dues paid in excess of the amount set out in Article 13.04.

13.07 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.

13.08 For the purpose of this Article, the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals and Local #1 shall not be regarded as a Chartered Local.

## ARTICLE 14: AUDIT

14.01 The fiscal year of U.N.A. shall be January 1 to December 31 unless otherwise designated by the Executive Board. There shall be an auditor of the U.N.A. who shall not be a member, employee, or relative of an employee, of the U.N.A.; and who shall be a Chartered Accountant. The Executive Board shall appoint an auditor annually. The auditor shall conduct an audit once every year and shall submit a written report to the Annual General Meeting and to each Local at least one hundred and twenty (120) days prior to the Annual General Meeting.

## ARTICLE 15: CHARTERED LOCALS

15.01 The U.N.A. may issue a Charter to any group eligible for membership under Article 3, and the group shall thereafter be referred to as a "Chartered Local".

15.02 (a) Subject to the provisions of Article 15.03, the Bylaws contained in Appendix "A" shall be the Bylaws of every Chartered Local.

(b) In the event of conflict between any clause of this Constitution and any clause of the Bylaws of a Chartered Local, this Constitution shall be paramount and the clause in this Constitution shall apply.

15.03 (a) Except as a result of amendment to Appendix "A" at a meeting of the U.N.A., the Bylaws of a Chartered Local may be amended only with the approval of a two-thirds (2/3) vote of those members present and voting at a meeting of the Chartered Local, and with the approval of the Executive Board of the U.N.A.

(b) Bylaws of a Chartered Local which were amended or altered prior to November 8, 1984 in accordance with the Constitution of the U.N.A. at that time shall be deemed to have been amended or altered in accordance with Article 15.03 (a).



15.04 All Collective Agreements with employers of members shall be signed by two (2) Executive Officers of the Chartered Local as the contracting party on behalf of the members affected.

15.05 (a) If the Executive Officers of United Nurses of Alberta have or receive information which leads them to believe that any of the officers of a Chartered Local of United Nurses of Alberta are dishonest or incompetent, or that such Chartered Local is not being conducted in accordance with the Constitution and Bylaws of United Nurses of Alberta, or for the benefit of the membership, or is being conducted in such a manner as to jeopardize the interests of the United Nurses of Alberta, or if the Executive Officers believe that such action is necessary for the purpose of correcting corruption or financial malpractice, assuring the performance of collective bargaining agreements or other bargaining representative duties, restoring democratic procedures or preventing any action which is disruptive of, or interferes with the performance of obligations of other members or Chartered Locals under collective bargaining agreements, or otherwise carrying out legitimate objectives of the United Nurses of Alberta, the Executive Officers may place the Chartered Local in immediate interim Trusteeship pending an investigation in accordance with the provisions of Article 15.05 (b). The Executive Officers shall immediately notify the Executive Board of such action, and shall arrange for a Special Executive Board Meeting to consider the matter.

(b) In any situation in which there is reason to believe that a Chartered Local has adopted or undertaken policies or activities contrary to the principles and policies of the U.N.A., and where a Chartered Local has been placed in interim Trusteeship, the Executive Board shall have the power upon a two-thirds (2/3) vote of the Executive Board to conduct an investigation into the affairs of the Chartered Local and to require the Chartered Local to amend and rectify any policies or activities contrary to the principles and policies of the U.N.A., and the Executive Board may:

- (i) appoint a Trustee or Trustees for the Chartered Local, or
- (ii) revoke the Charter of the Chartered Local on such terms and conditions as the Executive Board may see fit.

Where the Executive Board determines that the Charter of a Chartered Local is to be revoked or a Trustee or Trustees are appointed pursuant to the provisions of this Article, the Chartered Local shall be entitled to a fair hearing before the Executive Board within three (3) months. Any action of the Executive Board under this Article may be appealed to the Annual General Meeting.

If the Annual General Meeting is scheduled for three (3) months or more from the date of the decision of the Executive Board, the Chartered Local may, with at least one-third (1/3) of the Executive Board or one-third (1/3) of the Chartered Locals which shall represent one-third (1/3) of the membership, demand a Special Meeting of the U.N.A. This Special Meeting shall be held within two (2) months to consider the Trusteeship or suspended Charter.

15.06 (a) Where the Executive Board makes an order provided for in Article 15.05, the Executive Board may order that all funds and properties of any nature held by the Chartered Local shall be held in trust for the purpose of effecting a reorganization of the said Chartered Local. If such a re-organization is effected, such funds and properties of the Chartered Local shall be reinvested with the Chartered Local for its use and benefit. If the Chartered Local is not re-organized within a period of one (1) year, such funds and properties shall revert to the provincial funds of the U.N.A.

(b) Where the Executive Board orders that all funds and properties held by a Chartered Local shall be held in trust of the U.N.A., it shall be the duty of the Officers of the Chartered Local to deliver forthwith all funds and properties of any nature held by the Chartered Local to the Trustee or Trustees appointed pursuant to the provisions of this Article or duly authorized agent who shall be entitled to take immediate possession of all funds, properties, books and records of the Chartered Local and shall have authority to bring appropriate legal proceedings to secure such funds, properties, books and records.

15.07 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.

15.08 For the purpose of this Article the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals. Local #1 shall not be regarded as a Chartered Local.

## ARTICLE 16:

### MERGER AND TRANSFER

16.01 Local Merger and/or Transfer

- (a) A Chartered Local may merge and/or transfer its jurisdiction, rights, privileges, duties and assets to one (1) or more Chartered Locals.
- (b) The Chartered Local transferring and the Chartered Local(s) receiving and the Executive Board must each approve of the merger and/or transfer.
- (c) A meeting between the parties must be held for the transfer and/or merger.



- (d) The transfer and/or merger must be approved by two-thirds (2/3) of the members voting at each Local concerned by secret ballot. The voting shall be conducted in accordance with Article 11: Strike Votes and Ratification Votes.
- (e) A Chartered Local may also merge with another bargaining agent for the purpose of acquiring its jurisdiction, rights, privileges, duties and assets.

#### 16.02 Employer Merger

Where more than one Employer, the Employees of which are represented by U.N.A. merge, and as a result one U.N.A. Local is formed for certification purposes, the successor Local will be issued a new Charter effective the day of the merger. From that time forward the predecessor Locals will survive as units and will be treated as separate Locals for internal U.N.A. purposes.

## ARTICLE 17:

### CONSTITUTIONAL AMENDMENTS AND POLICY RESOLUTIONS

- 17.01 This Constitution may be amended or altered only at a meeting of the U.N.A. by a two-thirds (2/3) vote of those voting delegates present and voting.
- 17.02 Except where otherwise required in this Constitution a resolution shall require a simple majority to pass.
- 17.03 There shall be a Constitution and Resolutions Review Committee struck by the Legislative Committee of the Executive Board. The function of such Committee shall be to facilitate the processing of constitutional amendments and policy resolutions for the U.N.A.'s Annual General Meeting.
- 17.04 (a) Throughout the year and up to one hundred (100) days prior to the date of the Annual General Meeting, any member may submit to the Constitution and Resolutions Review Committee a resolution or constitutional amendment in writing signed by such member. The Executive Board shall have the right to submit any resolution to the Committee at any time up to the date of the meeting. Late resolutions shall be submitted to the Constitution and Resolutions Review Committee who shall consider the urgency of the resolution. Only late resolutions deemed to be of an urgent nature shall be placed before the meeting.
- (b) The proposer shall have the right to appeal the Committee's decision by having her appeal placed before the General Assembly of the meeting.
- 17.05 (a) The Constitution and Resolutions Review Committee shall:
  - (i) receive and prepare constitutional amendments and resolutions for presentation to the Annual General Meeting;
  - (ii) have power to eliminate duplications in constitutional amendments and resolutions sub-

mitted, after consultation with and agreement of the proposer;

- (iii) have the power to determine the order in which constitutional amendments and resolutions will be presented to the meeting;
- (iv) have power to edit constitutional amendments and resolutions provided that the purpose of any such amendment or resolution is not changed and only after consultation with and agreement of the proposer;
- (v) have the power to propose constitutional amendments up to forty-five (45) days prior to the Annual General Meeting.
- (b) The proposer shall have the right to appeal the Committee's decision by having her appeal placed before the General Assembly.
- 17.06 A majority of the members of the Constitution and Resolutions Review Committee shall constitute a quorum.
- 17.07 The Constitution and Resolutions Review Committee shall prepare a report which shall be sent to the President and Secretary of each Chartered Local at least thirty (30) days prior to the Annual General Meeting. This report shall contain all constitutional amendments and resolutions and their rationale.
- 17.08 All constitutional amendments and resolutions must:
  - (a) deal with only one (1) subject;
  - (b) be submitted on the appropriate forms before respective deadlines.

## ARTICLE 18:

### RULES OF PROCEDURE AND ORDER OF BUSINESS AT MEETINGS OF THE U.N.A.

- 18.01 The rules of procedure and order of business at Meetings of the U.N.A. shall be governed by Robert's Rules of Order.
- 18.02 A Parliamentarian shall be appointed for each Annual General Meeting.

## ARTICLE 19:

### DISSOLUTION OF A CHARTERED LOCAL

- 19.01 When a Chartered Local dissolves for any reason, including as a result of an institution closure, decertification, or charter revocation, all funds, property and books of the Chartered Local shall be turned over to an shall become the property of the United Nurses of Alberta. However, in no event shall the United Nurses of Alberta without its consent become liable for the obligations of the Chartered Local.



# APPENDIX

## "A"

### BYLAWS GOVERNING CHARTERED LOCALS

#### BYLAW I: NAME

This organization shall be known as the United Nurses of Alberta (hereinafter referred to as the "Chartered Local").

#### BYLAW II: EXECUTIVE

1. The affairs of the Chartered Local shall be administered by an Executive which shall be composed of the following:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

The Executive shall meet at least once every four (4) months.

2. Throughout these Bylaws, the term "President" shall be deemed to refer to the President of the Chartered Local unless otherwise expressly stated.

#### BYLAW III: REPRESENTATIVES

An appropriate number of representatives may be elected by and from the members of the Chartered Local to represent nurses and other allied personnel employed in specific areas or functions of their employer's establishment. The said representatives may be appointed by the Executive if a majority of the members of the Chartered Local at a meeting authorizes the Executive to appoint such representatives as it sees fit.

#### BYLAW IV: COMMITTEES

There shall be a Grievance Committee. The Local is to decide the composition of this Committee. One of the members of the Committee shall act as the Chair. The members of the Grievance Committee shall be elected at an Annual or Special Meeting of the Chartered Local.

All standing committees of the Chartered Local shall be elected by the membership. The Executive may set up special committees of the Chartered Local and may appoint the members of each such committee from the members of the Chartered Local, the Chair to be chosen by the Executive and to be entitled to a casting vote in the case of a tie. The Executive may delegate any of its powers to any such committees. These committees shall be subject to any restrictions or regulations imposed upon them by the Executive.

#### BYLAW V: ELECTIONS

1. The Executive shall be elected at each Annual General Meeting or where the Chartered Local wishes, the term of office may be for two (2) years with alternate Executive elected at each Annual General Meeting.
2. Nominations for the Executive and for any other positions for which elections are held shall be received from the floor.
3. All elections shall be by secret ballot or show of hands.
4.
  - (i) A motion to rescind the election of an Officer of a Local may only occur at an Annual or Special Meeting of the Local, referred to in Bylaw VIII provided that at least fourteen (14) days' notice of such motion has been given.
  - (ii) Any motion to rescind the election of an Officer of a Local must be passed by a two-thirds (2/3) vote of the members present and voting at such meeting.
  - (iii) Elections for such resultant vacancy shall occur at this same meeting.

#### BYLAW VI: VACANCIES

In the event that a member or members of the Executive of the Chartered Local should resign, die or otherwise cease to act, the Executive shall appoint from the members of the Chartered Local a replacement until the next General Meeting. As much notice as possible will be given at this meeting and an election will be held to fill the vacancy according to Appendix "A" Bylaw V 2 and 3.

#### BYLAW VII: ELECTION OF VOTING DELEGATE

1. Any two (2) members of the Chartered Local may nominate a voting delegate provided that they produce satisfactory proof that the consent of the nominee to stand for election has been obtained.
2. A voting delegate and an alternate voting delegate to attend any meeting of the United Nurses of Alberta (hereinafter referred to as the U.N.A.) shall be elected by a majority vote of those members of the Chartered Local present at a meeting of the Chartered Local. The alternate voting delegate shall act whenever the voting delegate is unable to do so. The number of alternates shall be determined by the Local.
3. Both the voting delegate and the alternate voting delegate shall be members of the Chartered Local.

#### BYLAW VIII: MEETINGS

1. Once in every calendar year, there shall be an Annual General Meeting of the Chartered Local. At least two (2) weeks' notice shall be given. During the Annual General Meeting, reports shall be presented by each member of the Executive, the affairs of the Chartered Local shall be reviewed and planned, and elections shall be held. The



Chartered Local's Annual General Meeting shall be held by June 30th of each year.

2. A Chartered Local shall hold general meetings at least quarterly on the call of the President or her designate.
3. (a) A Special Meeting may be called at any time and place by the President of the Chartered Local. Members shall be given reasonable notice of any such meeting.  
(b) A Special Meeting of the Chartered Local may be called at the request of at least ten percent (10%) of the members of the Chartered Local made in writing to the President. Any request for a Special Meeting of the Local shall specify the subjects to be considered at such a Special Meeting. As much notice as possible will be given and the meeting will be held within seven (7) days of the request with the exception of a Special Meeting held in reference to Appendix "A" Bylaw V.4.  
(c) The assigned District Representative shall be invited by the Local President to attend at least one (1) Local General Meeting.
4. The rules of procedure and order of business governing meetings of the Chartered Local shall be as outlined in accordance with Article 18.01 of the United Nurses of Alberta Constitution.

## BYLAW IX: QUORUM

1. The majority of members present at a meeting of the Chartered Local shall constitute a quorum of the Chartered Local for the transaction of business.
2. Three (3) members of the Executive shall constitute a quorum of the Executive for the transaction of business.

## BYLAW X: DUTIES OF OFFICERS

### President

- (a) The President shall be the senior Executive Officer of the Chartered Local and shall act as Chair at all meetings of the Executive and the Chartered Local.

In the case of a tie in a vote of the Executive or the Chartered Local or any other committee of which she is Chair, the President shall have the casting vote.

- (b) The President shall be an ex-officio member of all committees.
- (c) The President or delegate shall represent the Chartered Local on the District Committee.

### Vice-President

The Vice-President shall carry out duties as assigned by the President and act in lieu of the President in her absence.

### Secretary

The Secretary:

- (a) shall keep a record of all meetings of the Chartered Local and of all meetings of the Executive;
- (b) shall be responsible for the correspondence of the Chartered Local;

- (c) in conjunction with the Treasurer, shall keep a record of the membership of the Chartered Local.

### Treasurer

The Treasurer:

- (a) shall be responsible for arranging for the collection and forwarding of members' dues to the United Nurses of Alberta;
- (b) shall be responsible for the safekeeping of the monies of the Chartered Local and shall keep a record of all financial transactions;
- (c) shall make a financial report at regular meetings, the Annual General Meeting of the Chartered Local and at meetings of the Executive;
- (d) in conjunction with the Secretary, shall keep a record of the membership of the Chartered Local.

## BYLAW XI: LOCAL DOCUMENTS

Any member(s) of the Executive of the Chartered Local or member(s) of any committee of the Chartered Local who cease to hold office for any reason shall within one (1) month, turn over to the current Local Executive all documents, assets and property of the Chartered Local in her possession.

## BYLAW XII: FINANCES

1. Monies of the Chartered Local shall be kept in a chartered bank or credit union or trust company.
2. Transactions shall be by cheque.
3. The Treasurer and the President or signing officer shall co-sign cheques.
4. The Chartered Local shall submit to Provincial Office, a completed Financial Return after each fiscal year.
5. Each Local shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year. This requirement may be waived by the U.N.A. Finance Committee.
6. The Financial Return and Annual audit shall be presented to the membership at the Annual General Meeting of the Chartered Local.

## BYLAW XIII: DUES AND ASSESSMENTS

1. The Chartered Local may establish initiation fees and monthly dues higher than those set by the United Nurses of Alberta.
2. The Chartered Local may levy assessments for special purposes upon its members, provided that any assessment must first be approved at a meeting of the Chartered Local.

## BYLAW XIV: MERGER

A Chartered Local may merge with another bargaining agent for the purpose of acquiring its jurisdiction, rights, privileges, duties and assets.



The Chartered Local may, by a two-thirds (2/3) vote of those present at a meeting of the Chartered Local called for that purpose of which notice has been given to the members, merge with and transfer its jurisdiction, rights, privileges, duties and assets to one (1) or more other Chartered Locals.

1. One or more Chartered Locals must be willing to transfer.
2. Another Chartered Local or Locals must be willing to receive the Local.
3. The Local wishing to merge must call a meeting for the purpose of merger and transfer. Notice must be given of this meeting. At the meeting a motion is made to "merge and transfer its jurisdiction, rights, privileges, duties and assets to the transferee". The motion must be passed by a two-thirds (2/3) vote of those present at the meeting. The vote on this motion shall be in accordance with Articles 11 and 16 of the Constitution.
4. A meeting of the receiving Local or Locals must be called for the purpose of approving the merger and transfer. Notice must be given of this meeting. At this meeting a motion is made to "approve the merger and transfer". The motion must be passed by a two-thirds (2/3) vote of those present at the meeting. The vote on this motion shall be in accordance with Articles 11 and 16 of the Constitution.
5. A meeting of both parties is called by the President of each. Two (2) weeks' notice must be given of this meeting. At the meeting a motion is made to approve the merger and transfer.
6. Election for Officers of the Chartered Local which has resulted from the merger will be held.
7. The Chartered Local may amend the Bylaws governing the Chartered Local as set out in Appendix "A". The amendments must be approved by the Executive Board of the United Nurses of Alberta.
8. The merger must be approved by the Executive Board of the U.N.A.
9. Once the Secretary-Treasurer of the U.N.A. receives notice and documents pertaining to the merger, a new or amended Charter shall be issued.

### **BYLAW XV: TRUSTEESHIP**

Whenever a Trustee for a Chartered Local has been appointed pursuant to Article 15.05 of the Constitution of the U.N.A., such Trustee shall take over the complete direction, control and supervision of the Chartered Local.

### **BYLAW XVI**

The United Nurses of Alberta shall be empowered to negotiate and enter into regional, local or area wide collective bargaining agreements on behalf of the Chartered Local.

### **BYLAW XVII: AMENDMENTS**

The Bylaws of a Chartered Local may be amended only in accordance with Article 15 of the Constitution of the U.N.A.

# **APPENDIX "B"**

## **TERMS OF REFERENCE FOR DISTRICT REPRESENTATIVES AND DISTRICT COMMITTEES**

## **BYLAWS GOVERNING DISTRICTS OF THE U.N.A.**

### **I. ORGANIZATION OF DISTRICTS OF THE U.N.A.**

1. The number of Districts and the area covered by each District shall be determined at the Annual General Meeting of the U.N.A.
2. There shall be a committee to administer the affairs of the District. The committee shall be composed of:
  - (a) District Representatives;
  - (b) the President or designate from each Chartered Local in that District and in the case of Local #121 and Local #1, the President or designate of each unit;
3. In the event that a District Representative should resign, die or otherwise cease to act or fills an Executive Officer vacancy in accordance with Article 8.05, a replacement shall be elected at the next District Meeting. The District Chair shall appoint an interim District Representative until such meeting. This position shall remain in effect until the incumbent returns to the position in accordance with Article 8.05 or until an election occurs at the next Annual General Meeting.
4. The District Committee has the power to appoint or elect other members of the District to committees for the purpose of recommending action to the District Committee.
5. The Chair, Vice-Chair, Secretary and the Treasurer, or the Secretary-Treasurer, shall be elected by the District Committee at the first District Committee Meeting following the Annual General Meeting. The Chair and Vice-Chair shall each be District Representatives. The Secretary and the Treasurer or the Secretary-Treasurer shall be elected from the District Committee.



## II. DISTRICT REPRESENTATIVES

1. Each District Representative must be a member of a Chartered Local in the District she represents.

In the event that a District Representative shall change her place of employment from one (1) District to another or for any reason ceases to qualify for membership in the U.N.A., during her term of office, she shall resign forthwith.

## III. DUTIES OF OFFICERS

### 1. Chair

- (a) The District Chair shall have the following duties and limitations:

- (i) Call and chair the Executive and District Meetings;
- (ii) Act as ex-officio member of all committees;
- (iii) In association with Locals in the area, draft an agenda which shall be forwarded with notice of the meetings;
- (iv) Present the views, concerns and direction of the District at the Executive Board Meetings;
- (v) Appoint interim District Representatives;
- (vi) In conjunction with the District Treasurer, prepare a District Annual Budget;
- (vii) Conduct the business of the District;
- (viii) Prepare District Reports for Board Meetings and Annual District Report to Annual General Meeting and any further reports deemed necessary by the District Chair or the Executive Board.

### 2. Vice-Chair

- (a) The Vice-Chair shall carry out duties as assigned by the Chair and act in lieu of the Chair in her absence.

### 3. Secretary

- (a) The Secretary shall have the following duties:
  - (i) Shall keep a record of all meetings of the District and of all meetings of the Executive;
  - (ii) Shall be responsible for the correspondence of the District;
  - (iii) Shall maintain current phone fan-out lists for the entire District Committee. Such lists shall be forwarded to the members of the District Committee, the Representative for that District on the Provincial Negotiating Committees and the President of the U.N.A.;
  - (iv) A copy of the minutes shall be forwarded to the Provincial Office and Locals in that District.

### 4. Treasurer

- (a) The Treasurer shall have the following duties:
  - (i) Shall hold the monies of the District in safe-keeping and shall keep a record of all financial transactions;

- (ii) Shall make a financial report at regular meetings of the District and at meetings of the District Executive;
- (iii) In conjunction with the District Chair, prepare the Annual District Budget;
- (iv) Shall present the necessary documentation to the U.N.A. for an Annual Audit at the end of the fiscal year.
- (v) Shall submit to Provincial Office, a completed District Financial Return after each fiscal year.
- (vi) Shall present the Financial Return and Annual Audit to the District Committee.

## IV. MEETINGS OF THE DISTRICTS OF THE U.N.A.

1. District Committee Meetings shall be held at least quarterly.
2. The objectives of such meetings shall be:
  - (a) to increase communications between the Locals;
  - (b) to co-ordinate efforts for a common purpose;
  - (c) to act as a liaison between the Chartered Locals and the provincial body.
3. Only District Committee members shall be entitled to vote at the District Meetings.
4. (a) A Special Meeting may be called at any time and place by the Chair. The District Committee members shall be given reasonable notice of any such meeting. The purpose of such meeting shall be provided with this notice.
  - (b) A Special Meeting of the District may be called at any time and place at the request in writing of at least one-third (1/3) of the members of the District Committee evidenced by notice in writing by such members and shall be held within forty-five (45) days of the receipt by the Chair of any such request. Any such request shall specify the subjects to be considered at such special meeting.
  - (c) At a Special Meeting of the District, for the purpose of making a motion to rescind the election of a District Representative:
    - (i) representation of Locals at such meeting shall be as per Article 10 of the U.N.A. Constitution;
    - (ii) such motion must be passed by a two-thirds (2/3) vote of the voting delegates present and voting at such meeting;
    - (iii) elections for such resultant vacancy shall occur at this Special Meeting. Nominations shall be received from the floor.
  - (d) The business of the District shall be in accordance with the U.N.A. Constitution and its Bylaws and with the U.N.A. Policies.
  - (e) The rules of procedure and order of business governing meetings of the District shall be as outlined in accordance with Article 18.01 of the U.N.A. Constitution.



# 1995-96 Long & Short-term Goals

## LONG-TERM GOALS

### A. GENERAL

1. All U.N.A. activity shall reflect the universal principles of trade unionism, including cooperation with other Unions.
2. The U.N.A. shall maintain the democratic nature of the organization through:
  - (a) open and democratic Annual and Special Meetings with the authority to make major policy decisions;
  - (b) a commitment to openness, cooperation and participation of the membership at every level of the Union structure; and
  - (c) maintenance of open and democratic negotiations and ratification procedures.
3. The U.N.A. shall continue to organize all unorganized working nurses in Alberta.
4. Every U.N.A. member shall work in optimal working conditions achieved through a commitment to group bargaining and maintenance of contractual provisions co-ordinated at the provincial level.
5. There shall be an efficient, effective and well-maintained communication network between all levels of the Union structure, including maintenance of a complete and correct phone fan-out system in every District and Local.
6. The U.N.A. shall ensure the maintenance of an Emergency Fund.
7. The U.N.A. shall have a financial administrative structure capable of ensuring full value and full accounting for each dollar spent.
8. The U.N.A. shall have a capital budget, and shall continue to have an operating budget, both of which shall be consistent with the goals of the U.N.A.
9. The U.N.A. shall continue to promote publicly legislation and political positions favourable to U.N.A. members and consistent with the goals of the U.N.A. in the areas of:

- (a) negotiations;
- (b) matters of concern to our members as health care workers; and
- (c) matters of concern to members as citizens and consumers.

### B. EXECUTIVE BOARD

1. The Executive Board shall continue to have the commitment, knowledge and authority to manage the business of the U.N.A. in the best interest of the membership.

### C. LOCALS

1. The U.N.A. shall continue to be committed to the principle of member helping member through the development of the Local leadership in:
  - (a) processing grievances at the Local level;
  - (b) identifying and resolving professional responsibility issues at the Local level;
  - (c) identifying and resolving Occupational Health and Safety issues and promoting the health and safety of the Local's membership;
  - (d) promoting the principles of trade unionism and the U.N.A. among the Local's membership.

### D. MEMBERSHIP

1. All members shall have knowledge and commitment to the principles of trade unionism with special reference to the U.N.A.
2. The U.N.A. shall encourage participation by the rank and file membership in the U.N.A. affairs.

## SHORT-TERM GOALS

1. Free collective bargaining for all U.N.A. members.
2. Ensure that all Hospital Locals will have a functional Professional Responsibility Committee and Occupational Health and Safety Committee as per the Hospitals Contract. Monthly minutes shall be sent to Provincial Office.
3. Ensure that Local leadership is processing grievances at the Local level up to Step 3 of the grievance procedure.
4. Ensure participation by rank and file members during negotiations by reinforcement of the process set up for collective bargaining.
5. All Local Executives, Committee Members and Ward Representatives shall have the opportunity to attend workshops, as appropriate.
6.
  - (a) Ensure that financial expenditures of the U.N.A. reflect the budgetary allotments.
  - (b) Proper documentation of expenditures.
  - (c) Ensure the implementation of a documentation system for expenditures.