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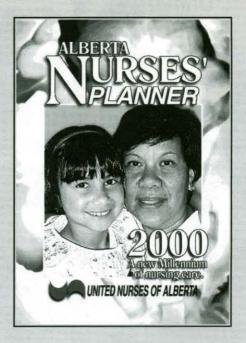
Darlene Rathgeber, Director of Finance & Administrative Services

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## **UNA CALENDAR** Your Nurses' Planner

UNA is pleased to again provide you with the handy calendar book your Alberta Nurses' Planner. Pocket-size and very useful, the Planner gives you a quick reference to some important information about your union.

On the cover of the 2000 edition we are proud to present a long-time UNA member that many members know well, Merulana (Lana) Tahririha from Local #62, Leduc General Hospital. Lana appears with her daughter, Golnosh.



## UNA CONTRACTS Facilities finalized but Community close **UNA files with LRB**

Thile the UNA Facility contract has been finalized and is being printed, the contract for Community nurses is has just been finalized. In mid-October, after months of delay in determining the final wording on the Community Collective Agreement, UNA applied to the Labour Relations Board (LRB) to have the wording settled.

A LRB hearing date had been set for November 25 but final meetings between UNA and the Provincial Health Authorities of Alberta (PHAA) brought the final Community Agreement close to completion and the hearing was cancelled.

The delay in reaching the Community Agreement is difficult for the members says UNA Director of Labour Relations, David Harrigan. "This has been unfair to our Community members, who need their new

agreements. We have already been working under this agreement for months, surely the members deserve to know what it contains."

The Provincial Health Authorities of Alberta had asked for the mediator, Michael Necula, to be brought back in to the discussions. Meetings with the mediator brought about several clarifications and brought the agreement close to being finalized.

The Long-term Care contracts, which were negotiated at the same time as the other two, have long since been signed and will shortly be delivered to the Long-term Care members



Happy Holidays!

UNA OFFICES CLOSED December 27 - 31, 1999

An emergency telephone number will be announced!

# For-profit hospitals... The end of public health care?



## UNA President Heather Smith

## One more time Mr. Klein has to be told: Albertans don't want for-profit health care

Premier Klein is much worse than Bill 37. If Mr. Klein has his way Alberta will have for-profit hospitals – paid by public tax dollars – next year, and it's a giant step further down the road to private insurance, and for-profit medicine with better services for the wealthy who can afford them. That leads inevitably to an erosion of the public system, which would be left with the less profitable services and procedures and providing care for those who can't afford premium service.

"The Alberta government is doing its best to undermine the medicare system," says Harvard health analyst Dr. David Himmelstein. "At each step they deny the next step," he says. It happened exactly like this in the U.S.

For Registered Nurses, Klein's plan would mean many more, for-profit employers who make more money by lowering nursing costs, nurse-to-patient ratios and quality of care. For our families it would signal the end of the best possible care for all of us, no matter what we can afford.

Fundamental to nurses is our professional responsibility

and our ability to address quality of care issues. A for-profit operation is not going to welcome professional involvement in the way they do business.



Nurses and all Albertans cannot afford Mr. Klein's health care alternatives. We must act now to stop his plan. And we will. UNA will be launching major campaigns with our public health care coalition partners. We will do everything we can to show Albertans the true implications of the government's for-profit plans. We will do everything we can to show the government Albertans do not want to follow his road, and how serious we are about keeping and improving our public system.

## For-profit hospitals: a costly concept that leads to American-style corporate health care

The Klein plan: to allow private, for-profit services to contract to Regional Health Authorities for any type of medical care, including major procedures that require extended overnight stays. Klein continues to insist that even for stays of several nights, these facilities are clinics, and not for-profit hospitals. Currently private clinics are limited to procedures that keep patients for only 12 hours or less.

Richard Plain, health
economist: "If we
involve ourselves in
additional private clinics
and private hospitals, this
will be hardly recognizable as a medicare system
down the line in a few
years."

Maude Barlowe chairperson of the Council of Canadians: "His long-term goal is complete privatization." Alberta's plan to allow surgical operations to be contracted out to private facilities will destroy medicare across Canada under international trade rules, says Barlow. "He's also putting the entire

health-care system in

Canada in jeopardy."

# It's not too early... TAKE ACTION NOW!

Stopping the government's plan for for-profit medicine must begin now with calls and letters to politicians. The campaign will grow until the Legislation is introduced next February or March. The message is simple: I won't stand for private hospitals and for-profit medicine that erodes our Medicare system. The government must improve our public health system with more money now, and not by putting more money into for-profit medicine.

The Hon. Ralph Klein Premier 307 Legislature Edmonton, Alberta T5K 2B6 Phone: 427-2251 Fax: 427-1349 Premier@gov.ab.ca The Hon. Halvar Jonson Health and Wellness Minister 228 Legislature Edmonton, Alberta T5K 2B6 Phone: 427-3665 Fax: 415-0961 Ponoka-Rimbey@assembly.ab.ca



There were 334 delegates, 133 member observers, guests and others for over 500 people in the room at the UNA Annual General Meeting in Edmonton, October 27 and 28. Members debated and voted on constitution and policy motions and on budgets at the meeting. The following is a brief summary of some of the major discussions and decisions at the meeting.

## 2<sup>nd</sup> Vice-President position created after strong debate

"We're doing what our Employers have done," one delegate said about creating a new second Vice-President position on UNA's Provincial Executive. "Here's more work and there's no more staff." After initially voting against a new executive position on Wednesday, delegates at the UNA Annual General Meeting voted in favour of a 2<sup>nd</sup> Vice-President in a reconsideration vote on Thursday. Reconsideration is an established parliamentary procedure. Almost every UNA AGM has entertained a motion to reconsider.

The debate on the position was hot and long, with some members concerned about creating a top-heavy organization, while others pointed out that with an increase of nearly 25 per cent in the number of members, another Executive Officer position was completely in order. The second vote got the necessary two-thirds majority to amend the Constitution by a vote of 238 in favour and 95 opposed.

How many days the Executive Officers should work and be paid for each week was also discussed and a new policy implemented. The motion that carried makes the President's position full-time, at 5 days a week, and the Vice-Presidents and Secretary/Treasurer are flexible from a minimum of 3 to a maximum of 5 days a week.

## UNA to loan Quebec nurses \$450,000

Delegates at the UNA AGM overwhelmingly endorsed the motion to make a special loan of \$450,000 to the Quebec nurses' federation, FIIQ. Heather Smith expressed a sentiment that was echoed by several delegates' remarks from the floor: "It could just as easily have been us."

A tearful Michele Boisclair, Vice-President of FIIQ, expressed a heartfelt thanks to the UNA members for the

Michele Boisclair, Vice-President of FIIQ, hugs Heather Smith after the announcement of the For All of Us button campaign.

show of solidarity. She told delegates the solidarity from nurses in Alberta would be tremendously appreciated by nurses in Quebec.

The Fédération des Infirmières et Infirmiers du Québec (FIIQ) still has no contract after a 23-day strike last June and July and is attempting mediation now.

Quebec nurses will be in a legal strike position in November. The Federation faces fines mounting to nearly \$20 million as a result of

special legislation passed by the Quebec government in its attempt to end the summer strike.

The loan will come from the UNA Emergency Fund and will be almost entirely repaid by the time of UNA's next negotiation round in 2001. A special clause in the motion and loan agreement specifies that if UNA requires it during negotiations, full repayment of the loan will be quickly completed.

## Protest of the AARN late registration penalty

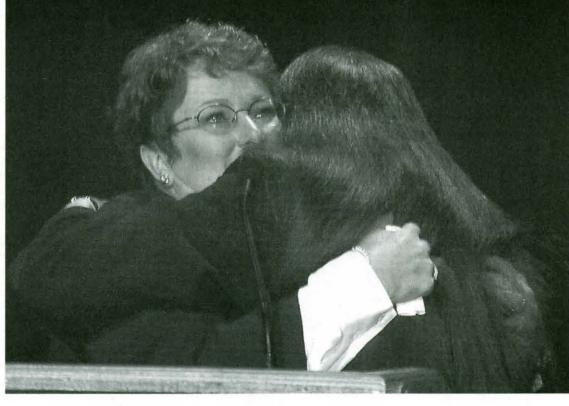
Every time it was mentioned at the meeting, delegates reacted strongly to the new Alberta Association of Registered Nurses (AARN) \$53.50 penalty for registration after the Sept. 15 due date. Vice-President Bev Dick explained that the matter was being looked into, both legally and in consultation with the AARN. Delegates made a motion to have UNA open discussions on the penalty with a view to having the fee revoked and "reimburse those penalized and further cancel any default notices."

## **Dues increase not supported**

Members voted down a proposed increase in dues, from 1.1 per cent to 1.2 per cent of salary. If the motion had passed the proposed increase would have been put to a vote of all members. The increase was proposed by one Local, but did not carry the recommendation from the Finance Committee or the Executive Board.

## **Emergency Fund maintained**

A minimum level of \$3 million was set for the UNA Emergency Fund by a motion passed at the AGM. Further



transfers from budget surpluses or the Dues levy will be added to keep the fund at least at the minimum level. The members also debated, and rejected, the idea of putting a maximum cap – \$5 million was proposed – on the fund.

## How large should the Negotiating Committee be?

Motions and amendments limiting the size of UNA's provincial Negotiating Committee to one representative per district or other formulations were defeated by the meeting, but there was a general understanding that the

Executive Board would have to deal with the question before the next round of negotiations. The sentiment was clearly there that the size of the committee had to be brought down from the 20 plus members it had during the last round.

Another motion that responded to concerns that came up during the last negotiation round allows for Districts to elect an interim replacement if their District Representative is serving on the provincial negotiation committee.

Members said there was a need for a District





SHE'S SEEN A FEW UNA MEETINGS. Sister Terry Horvath announced that this would be her last UNA AGM as a working member. Approaching the age of 65, Sister Terry announced at the meeting she'll be retiring later this year.

Representative role during the critical time of negotiations and they felt it is impossible for anyone to cover both negotiating committee responsibilities and District Representative responsibilities at the same time.

# Crisis in recruitment and retention for the nursing profession

The UNA AGM passed the following pointed and specific motion on the crucial questions of the future of the profession and the shortage of qualified Registered Nurses.

WHEREAS Statistics Canada predicts that by the year 2011, the nation's population will rise by 23%, thereby increasing overall demand for health services.

WHEREAS the Restructuring of the Health Care system in the last decade has led to fewer job opportunities and fewer working hours for registered nurses.

WHEREAS in 1995, the largest group of working registered nurses was in the 40-45 age range. By the year 2011, they will be in their mid to late fifties, and leaving the profession at a rapid rate.



New UNA Board Members

Jane Sustrik, (above right)
elected 2nd Vice President.
Barb Charles, (above) new
South District Representative,
and Olga Pitts, (right) new
South Central District
Representative.

THEREFORE BE IT RESOLVED THAT UNA lobby legislators to take action to improve the recruitment and retention of registered nurses.

 Develop comprehensive recruitment strategies to enhance the profile of registered nursing as a career choice:





- to create vacancies to be filled by unemployed/underemployed registered nurses, rather than increasing the workload of existing registered nurses;
- 3. to establish policies that registered nurses will be replaced by registered nurses;
- develop and promote programs of early retirement and deferred salary leave to address the needs of aging registered nurses;
- 5. to establish grant programs for students entering the Nursing Education Programs to facilitate and broaden the scope of registered nurses in the Health Care system.
- 6. Continue to monitor the hiring of frontline workers in health care in Alberta.
- 7. Continue to utilize the collective bargaining process to address workplace issues that undermine the recruitment and retention of the registered nursing workforce.

# UNA members walk the line and lend support in both Calgary Herald and Bethany Cochrane disputes

Two Calgary area strikes involved UNA members recently. Secretary/Treasurer Karen Craik and other nurses walked the picket line with journalists and other staff on strike at the Calgary Herald and at Bethany Care Cochrane. The Licensed Practical Nurses and Nursing Assistants were locked out when they asked the employer for salary parity with other Bethany Care Centres.

UNA Local #173 members continued to work in Bethany Care Cochrane but were careful not to undertake the work of the staff who were locked out. The Local was eager to show support and placed an ad in the Cochrane newspaper explaining they are still at work, but supporting the locked out staff.

The Herald staff are looking for a first contract with the newspaper. UNA has launched a campaign asking members to cancel their subscriptions to the Herald and to the National Post. "The striking staff of the Herald newspaper are looking for reassurances of decent jobs at the newspaper. The Herald has been stripping away full-time jobs, cutting regular news beats and using freelancers to maximize profits," says UNA President, Heather Smith.

"Herald policy not only deprives staff of decent, secure jobs, it also deprives its readers of quality news reporting and information. Conrad Black may be trying to wring maximum profits out of the Herald but it is Calgarians and Herald readers who will lose in the quality of their newspaper," said Smith.

The UNA Executive Board approved donations to both groups of employees in the disputes and Secretary/ Treasurer Karen Craik and District Representive Holly Heffernan delivered cheques to very grateful people at both the picket lines.

## UNA is doing well in Canada-wide comparison on RN contracts

"When you compare notes with nursing unions across Canada, our new contract shapes up well," said UNA Director of Labour Relations, David Harrigan after returning from a meeting with counterpart Canadian nurses' unions. A comparison chart produced by the New Brunswick Nurses' Union shows UNA nurses have the highest RN start rate, and the second highest top salary rate in the country.

"And when you look at shift differentials, education allowances and overtime provisions, Alberta nurses are also on the top," Harrigan noted.

Salary Breakdown by Province							
PROVINCE		\$/HR-MIN	\$/HR-MAX	STEPS	DATE		
British Columbia		20.98	25.98	6	1-Apr-98		
Alberta		20.25	24.83	8	1-Apr-99		
Saskatchewan		19.29	23.44	5	1-Apr-99		
Manitoba		19.28	22.73	6	1-Apr-99		
Ontario		18.30	28.36	9	1-Apr-97		
Quebec		16.04	23.30	12	1-Jan-98		
New Brunswick		17.84	21.72	6	1-Jul-99		
Newfoundland & Labrador	The Howers	17.07	21.21	7	1-Sep-99		
Nova Scotia	Nurses' Union	19.53	22.91	6	1-Apr-99		
	Gov't Emp's Union	19.59	22.99	6	1-Apr-99		
Prince Edward Island	Nurses' Union	17.69	21.55	6	5-Oct-97		
	Union of Public Sector Emp	18.83	23.53	6	1-Apr-99		

Sick Leave Benefits Comparison								
Union	Sick Days	Maximum	Advance Credits	Family Sick Leave	Comments			
BCNU	1.5 days/mo	156 days	n/a	.5 day/4 weeks maximum of 25 days	"special leave" is in addition to sick leave			
UNA	1.5 days/mo	120 days	n/a	3 days	from OT/vacation			
SUN	1.5 days/mo	190 days	30 max*	1/3 day/mo to 5 day m				
MNU	1.25 days/mo	n/a	n/a	.25 of each accumulated 1.25 day	The new CA removed the 5 day annual cap of family illness leave			
ONA				Private Plan				
FIIQ				Private Plan				
NBNU	1.5 days/mo	240 days	15 days max after 2	yran/a	Maternity leave precludes use of sick leave from 8 weeks prior to delivery			
NLNU	1.50 days/mo	1800 hours (240 days)	15 days max after 5	special leave at yræmployer's discretion				
NSNU	11.25/163 hrs (1.5 days/mo)	1125 hours (150 days)	n/a	37.5 hrs/annum debite from sick leave	c For preventative personal care, family illnes other personal emergencies			
NSGEU	pro-rated/mo	15 days/year	n/a	5 days of 15 day total	Sick leave longer than 3 days @ 75% pay			
PEINU	1.5 days/mo	215 days	n/a	1 day/3 day max	Special leave up to 3 days with proof for serious illness of family member			
PIPS	1.25 days/mo	n/a	25 days/15 days* employer's discretion	5 days per year in addition to sick leave	25 days for injury-on-duty application 25 days for 'regular' sick leave			

UNION	WEEKEND	EVENING	NIGHT	Shir 12 HR NIGHT	ft Differentials	CALL BACK	STAND BY	EDUCATION
BCNU	.50/hr	.70/hr	1.00/hr	no language	1.25/hr	2 hrs min @ OT rate	1.25/hr 1st 72 hrs 1.50/hr after 72 hrs	BN - \$100/month MA - \$50/month
UNA	1,10/hr	1.50/hr	1.50/hr	1.50/hr	1.25/hr	3 hrs @ OT rate	2.50 3.00 (day of rest/stat)	BN - \$.75/hour MA - \$1.00/hour
SUN	.30/hr	.70/hr	.70/hr	no language	.91/hr	2 hrs min @ OT rate	2.19/hr - 8 hr min	BN - \$21/ month MA - \$64/month
MNU	.45/hr	.90/hr	1.05/hr	no language	.70/hr	3 hrs min @ OT rate	1.80/hr - 8 hr min	BN - \$100/month
ONA	1.35/hr	1.00/hr	1.25/hr -	rates adjusted	1.20/hr	4 hrs min @ OT rate	2.50/hr	TOWN THE REAL PROPERTY.
FIIQ	4% salary	4% salary 3.00/shift	11% salary 4.50/shift	7.50/shift		2 hrs min @ OT rate 3 hrs min @ OT rate	11.36/8 hr shift	\$35/month
NENU	.75/hr .28/hr	(.40/hr)* 4 pm - 8 am;	(.60/hr)	(.67/hr)		3 hrs min @ OT rate	1.25/hr 6.90/10.35 (.92/hr)	BN - \$85/month BN - \$82/month MA - \$110/month
NSNU	no language	6 pm - 6 am:	Name II	4.50/shift		greater of: 4 hrs reg rate or hrs worked @ OT rate		WA - \$110/Horisi
NSGEU	.50/hr (salaries: \$25K)	6 pm - 6 am:	\$.50/hr	no language	.70/hr**	greater of: 4 hrs reg rate or hrs worked @ OT rate		
PEINU	.40/hr	1.00/hr	1.00/hr	1.00/hr		3 hrs min @ OT rate	1.00/hr	
PIPS	1.00/hr	4 pm - 8 am:	1.00/hr	no language	\$1050/year (.54/shift)	3 hrs min @ OT rate	.5 hr/4 hrs or part thereof	

Numbers in parentheses represent calculations not contract language

Nurses receive the hourly in-charge pay rate during hours when the Nurse Manager is normally off duty. Nurses receive the salary in-charge pay rate during hours when the Nurse Manager is normally on duty

# Talks continue on independence for nurses' pension funds

After five years of discussions, agreement on LAPP self-administration may be close

The control and management of over 8 billion dollars is at stake in negotiations over the independence of the Local Authorities Pension Plan (LAPP), the pensions of almost all UNA nurses. For several years the LAPP has been moving toward independent control of the pension plans which had been under provincial government direction. Concluding the final deal on the independence of the LAPP, initially proposed for 1996, is taking longer than expected, however.

"With the huge amounts of money involved and the complexity of a shared governance structure, negotiating the independence of the LAPP has proven to be a time-consuming task," says Richard West, UNA's representative and current Chair of the LAPP Board. "We are making progress, but even after five years we can't say when it will finally be concluded."

The LAPP Board has presented the government

with a plan for independence and has requested special legislation for the LAPP self-government. Alberta Treasury, the legal sponsor and trustee of the LAPP, hired pension experts to assess the Board's proposals. With the recommendations from the experts in hand, LAPP and Alberta Treasury representatives are refining the independence proposals.

"The thrust of the benchmarks (recommendations from the experts) is to protect plan stakeholders by ensuring the governance arrangements can withstand any adverse scenarios that may arise over the life of the plan," says a joint communiqué recently issued by Provincial Treasurer Stockwell Day and West, as chair of the LAPP Board.

Independence of the Pension Fund from the

Richard West, UNA Labour Relations Officer and chair of the Local Authority Pensions Plan board



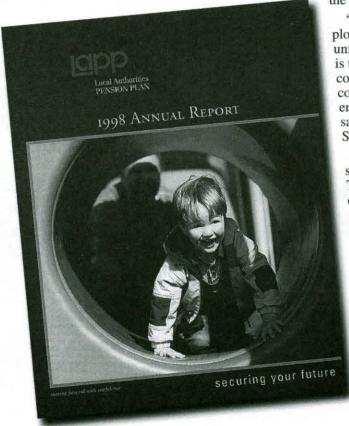
government first came up nearly fifteen years ago when the province recognized that it didn't have enough money in the fund to cover the pension commitments already made (an "unfunded liability"). The province had always guaranteed the pensions, so if the fund fell short, any additional financing would have had to be provided by the government.

The agreement with unions, employers and the government was that in return for independence, the LAPP added a special surcharge to pension contribution rates to cover

the unfunded liability. By 1998 the plan was fully funded and the surcharge was discontinued.

"The employees and employers paid their share of the unfunded liability and now it is time for the province to complete the deal by passing control of the plan on to the employees and employers," says UNA President, Heather Smith.

Nurses are a big stakeholder in the LAPP. They make up nearly one eighth of the employees it covers. Municipal employees in Edmonton, Calgary, and other cities, towns and counties, along with nonteaching staff at schools and many colleges are the other major employee groups. UNA has a position on the LAPP Board of Trustees and for the last four years, UNA Labour Relations Officer Richard West has been the Chairperson of the LAPP Board since 1998.



## Health Minister says over 1,000 new health care staff hired UNA review shows far fewer

"We are pleased to see the government is anxious to keep Albertans informed about how many nurses it is hiring, but this public relations exercise is doing nothing to end the on-going crisis in patient care," UNA president, Heather Smith said following the government's announcement on health care hiring.

"The fact is that, even as they are hiring, nurses are also being laid-off. The Mistahia Health Authority is talking about closing whole wards at the Grande Prairie hospital, and there are proposals to eliminate nursing positions in Edmonton," she said.

Health and Wellness Minister Halvar Jonson provided UNA with the province-wide report on health care hiring that showed over 1,000 new "front-line" staff positions had been created.

Heather Smith initiated a Local by Local survey throughout the province to report on how many new registered nursing positions have been created. The Locals reported nowhere near the hiring the Health Minister has reported, and in many cases the hiring was temporary or casual positions. There has even been a question of whether some of the reported new hirings are old positions – nursing positions that had been vacant and are being filled.

# of Alberta's health system

## UNA undertakes province-wide survey

On Monday, November 15, UNA Locals all over the province gathered the facts on how many nurses were working and how many patients, clients or residents were being helped in an initiative to develop a "snapshot" of Alberta's health care system.

Province-wide statistics on Alberta's health care system are not being compiled or released by the provincial government. But these numbers are essential to understanding what is happening in our health system, and to documenting staffing problems and staffing ratios. For this reason the UNA Executive Board launched the survey project, asking every Local to compile some key numbers to assemble the first province-wide picture of the health system.

## UNA launches button campaign in support of Quebec nurses

At the AGM UNA launched the For All of Us! button campaign that is being picked up by nurses' unions across Canada. For All of Us! buttons and contribution kits went out to UNA Locals at the AGM. UNA members are selling the buttons for a contribution – \$10 is suggested – and all the money raised goes to the Quebec nurses' federation, FIIQ.

Quebec nurses were on strike for 23 days last June and

July and still did not win a contract. The Quebec nurses' union faces heavy fines and has had their dues collection suspended indefinitely. They need support from all Canadian nurses so they can continue their negotiations and achieve a fair contract for nurses!

"It's our turn to pitch in and get behind our Quebec sisters and brothers who really need our support now. Please buy and wear the For All of Us! button," says UNA President, Heather Smith.

The For All of Us! campaign is a grassroots support drive that complements the union level support, donations and loans, already undertaken by UNA.

Nurses' unions across the country from Nova Scotia to B.C. are selling the buttons in the solidarity campaign to raise money and show support for the Quebec nurses.



Members at Local #301 recently made a donation of \$2200 to the Quebec nurses. "It warmed our hearts to be able to present the donation to Michelle Beauclair while she was in attendance at the UNA AGM," says Betty Ann Emery, President of Local #301.

South District made a donation of \$400, South Centre District sent \$1,000 and Local #121 -R sent a donation of \$1200.



# Nursing News

Court ruling quashes decision that denies right to use sick time before delivery in long-contested maternity leave grievances

A Court of Queen's Bench ruling on November 1 gives UNA a better case in pursuing maternity leave grievances. The Court ruling quashed an arbitration decision that nurses could be forced to use Employment Insurance Sub-Plan maternity benefits, and not their sick time, when they booked off work before their birth.

"After seven years we have a breakthrough on it," says UNA Labour Relations Officer Mark Cowan. "It can turn the tide."

Cowan has already applied for a new arbitration in the case ruled on by the court. "This case will have to be re-heard in arbitration," he says. With the Court ruling in UNA's favour, the union's case is that much stronger. Besides the arbitration that now has to go back to a new hearing, UNA has one other arbitration on the issue also pending.

"Our Collective Agreement is clear, it's the employee's choice to use sick time or to access EI Sub Plan benefits predelivery, but Employers have been fighting this every step of the way," he said.

If an employee is forced to start their maternity leave Sub-Plan benefits well before the birth, it takes that much time off their EI maternity benefits at the other end. There have been many maternity leave grievances on this issue over the past years. "Finally with this court ruling we may settle the next arbitration in our favour and in the future employees should get their choice of when to commence their maternity leave," Cowan said.

## Nurses over 65 and benefits

A number of Employers have benefit plans that cut off Employees when they reach the age of 65. "We believe that this may be prohibited and discriminatory," says UNA Director of Labour Relations David Harrigan.

There aren't many nurses working out there at 65, however. Harrigan launched a survey of Locals on UNA\*Net to find out just how many there are. Few turned up but UNA may be pursuing a case for those that are over the age of 65 or approaching it.

## Southern Alberta: more bed closures and layoffs of nurses

The Chinook Health Region has informed employees of plans to shut down Coaldale's acute unit and emergency room within the next year. Sharon Gurr from Local #131 reports: "The Board said they regret letting us hold onto our acute care, but will not give in this time. Their goal is, if they can shut us down (and not even convert the acute beds to LTC), to save \$600,000. Then they will also be looking at shutting down Picture Butte, Raymond, Magrath and even Taber acute care services."

Sharon Gurr adds that she will, "call the mayor to hold a community meeting as we need to let our community know what this Regional board is up to!!"

Meanwhile in Lethbridge, Local 72 will be moving to a new facility with 210 beds for St. Michael's Hospital. But management is proposing to have Nursing Assistants give medications in bubble packs and operate the facility with 6 less FTE Registered Nursing positions. Final plans are still evolving and hospital managers could be planning for even more position eliminations. The Local is negotiating on the staffing levels.

## California nurses win new patient ratio law

The state of California has enacted a new law setting minimum nurse-to-patient ratios and nurses in the state are delighted. Under the new law the state department of health services will set standards for nurse-to-patient ratios. The law will not take effect until 2002, although further nurse-sponsored legislation next year may move the date ahead.

The declaration of the new law made this "one of the most significant days in the history of nursing," said Kay McVey, president of the California Nurses' Association which sponsored the bill. "This bill



Laureen McPeak and Bonnie Wademan relax during a break at the Misericordia Hospital in Edmonton. PHOTO: FLORENCE ROSS

will save the lives of countless numbers of patients needlessly endangered by unsafe hospital conditions. It will rebuild the safety net in California hospitals. This is a dramatic victory for the thousands of nurses and patients and the CNA who worked tirelessly to achieve this powerful reform."

The hospital industry made defeat of AB 394 "its top legislative priority this year," noted CNA Executive Director Rose Ann DeMoro. "The reason is that this is the only genuine reform that actually affects the delivery of patient care at the hospital bedside. At a time when the industry has placed cost cutting ahead of safe care, this law allows the health care professional to

regain control over the health care system from the bottom up."

DeMoro paid tribute to the "thousands of nurses who mobilized for the law with calls, letters, postcards, and by attending three large rallies.

# Former health minister on Medicare today

Monique Begin was the federal Health Minister in the Trudeau government that brought in the Canada Health Act. During a recent CBC Radio interview Begin had some interesting things to say about health care today, nearly twenty years later.

"Nurses are totally under-utilized in our Canadian system and are badly organized in terms of the time, the schedules they have to follow.... it's to the point of danger to the quality of care, and to their own health."

"Nursing is very important, it's not a tap you can open and close at liberty. Young girls in high school read newspapers, and listen to the news. No doctors lost their jobs with the downsizing. We have to learn for the future, but there's not much more we can do today, except enticing them with higher pay..."

"Privatization is a major, major problem. At the same time, in the hospital world, (they must) put their house in order, organizing their services in a much better, more efficient way..."

"Allan Rock should

announce that he will fully enforce the Canada Health Act. The Canada Health Act is only based on hospitals and doctor visits, the intent of the Act is clearly that these drugs should be covered by Medicare. You don't need a change to the act to do that.

"He should also initiate discussion on what it would take for the provinces to start a universal, free-of-charge, pre-paid in other words by taxes, home care program. Home care is the poor relative of the system right now. So it's parents, families, friends or relatives who at the cost of their work or their health give the care to patients who are discharged rather rapidly from hospital."

## Capital Health withdraws "attendance awareness" plan

Strong pressure from UNA persuaded the Capital Health Region to re-think its "attendance awareness" plan that was zeroing in on nurses who use their sick leave. Capital Health has withdrawn parts of the plan and made adjustments to meet UNA's concerns.

"We couldn't let Capital Health begin harassing members about their basic rights, the right to sick leave," says UNA Labour Relations Officer Janice Peterson who is the union's representative on the Capital Health's Disability Management group. "If they hadn't backed off on their plan, we were ready to pull out completely," she says.

UNA
published a
poster "Being Sick is not a
crime!" and had alerted all
Edmonton area members
about the Capital Health
plan.

## Who are you going to call?

For many smaller health facilities the nurse-incharge often ends up in charge of the entire hospital. A benefit in the new contract (16.03) stipulates in charge of facility pay of \$1.50 an hour when no management is available. Some rural facilities leave long lists of managers for nurses to phone if there is a major problem at a hospital. A long list of phone



numbers hardly constitutes being "available".

UNA staff are closely checking what different

regions are providing in the way of "available" managers and will be ensuring that a manager really is "available" to deal with problems, or a nurse gets the extra pay. A Registered Nurse has quite enough to do without having to cope with a broken heating system or similar facility problems.

## Royal Alex drops plan to eliminate nursing positions

Management at the Royal Alexandra Hospital in Edmonton appears to have cancelled its plans to reduce staffing on some of its 30-bed medical units, after strong Local protests and coverage of the staff reduction in the Edmonton Journal.

The Royal Alex was proposing to eliminate over 8 full-time equivalents by reducing staffing on the units, including an Acute Care for the Elderly (ACE) unit. The plan was to drop staffing from four Registered Nurses and three Licensed Practical Nurses, to three RNs and three LPNs.

The hospital proudly announced opening some new beds and creating over 11 new FTEs, but had quietly been planning the staff reduction on other units at the same time.

Wealthy people shouldn't have to wait when they can afford private

medical care! We'll have long-stay, non-hospital, surgical

facilities.

When is a hospital not a hospital? When it's a long-stay non-hospital, surgical facility!

> We will protect Medicare. We are saying NO to for-profit hospitals.



How long will it take to have American for-profit hospitals across Canada? Public health care dollars should not be paying profits for private hospitals. Save Medicare with better funding and planning. Don't start parallel, for-profit health care in Canada. 2011.016 90





2000

# CONSTITUTION/BYLAWS

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# LONG AND SHORT TERM GOALS

(With amendments as of October, 1999)

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## ARTICLE 1: NAME

- 1.01 This organization shall be known as the United Nurses of Alberta (hereinafter referred to as "UNA").
- 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.
- 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, graduate or student nurses and other allied personnel who are eligible to engage in collective bargaining are eligible for membership in the UNA 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 Individuals seeking membership in the United Nurses of Alberta shall be required to sign an application for membership which shall include an undertaking to abide by provisions of this Constitution and Bylaws and an undertaking to pay all dues, levies and assessments as required. Any person meeting these requirements for membership and who is accepted by UNA will be entitled to attend meetings, hold office and receive all other benefits of UNA membership. A member who is:
  - (a) on STD, LTD, WCB, or who obtains an unpaid leave of absence from employment pursuant to the provisions of a Collective Agreement shall remain a member of the UNA and shall pay no dues, levies or assessments during the period of any such absence; or
  - (b) laid off pursuant to the provisions of a Collective Agreement shall remain a member of the Union and shall pay no dues, levies or assessments for the period of the layoff for the duration of the right to recall unless in receipt of wages as a member of a UNA bargaining unit; or
  - (c) suspended or terminated and who is pursuing recourse under the grievance or arbitration procedures of a Collective Agreement, shall remain a member of the Union and shall pay no dues, levies or assessments until the grievance is resolved, withdrawn or otherwise concluded.

A person ceases to be a member upon:

- (a) suspension or termination of membership pursuant to this Constitution; or
- (b) failure to pay all required dues, levies and assessments to the UNA or to a Chartered Local of the UNA or to a Chapter thereof for a period of six (6) months.

Notwithstanding the foregoing, any person who has resigned her membership in the UNA 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 UNA 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 orientation, age, physical disability or religious or political belief.
- 3.05 It is the obligation and responsibility of every member of UNA to refrain from revealing or otherwise disclosing, except to those who have the right to such information or unless required by law, any information acquired by virtue of membership in UNA which could disadvantage or compromise UNA or its members.
- 3.06 It is the obligation and responsibility of every member of UNA who is appointed or elected to an office or other position in the UNA to duly and faithfully and to the best of her skill and ability discharge the duties of her office and to refrain from disclosing or revealing to any person, except to those who have a right to such information or unless required by law, any information which could disadvantage or compromise UNA or its members that comes to her knowledge or possession by reason of the office or position held.
- 3.07 Membership in a Local Union, chartered by the UNA, shall also constitute membership in the UNA; however, no person shall act as or be deemed to be an agent of the UNA or any chartered or subordinate body of the UNA because of her membership unless specifically authorized in writing signed by an appropriate official to so act.
- 3.08 (a) Members who retire or resign and are therefore no longer paying dues to UNA 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 UNA or vote at meetings of UNA.
  - (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 UNA shall be managed by an Executive Board which shall be composed of the following:
  - 1) President;
  - 1st Vice-President;
  - 3) 2nd Vice-President;
  - 4) Secretary/Treasurer;
  - District Representatives.

Any member elected to a position on the Executive Board shall not hold the position of President of a UNA 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 each one thousand two hundred and fifty (1,250) 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 General Meeting except when a vacancy occurs between Annual General Meetings. A vacancy shall be deemed to exist in any office or position if the holder of the office during the term of office dies, resigns or is unable or unwilling in the opinion of the Executive Board of the UNA to attend meetings or perform the duties of the position.

Any such vacancy shall be filled by the Executive of the body entitled to elect a member to occupy the position. The said Executive of the body entitled to elect a member to occupy the position shall report at the next meeting of the body each appointment made by it. At such meeting nominations may be made and an election shall be held if necessary to fill the said office.

- 4.04 Each term of office shall begin upon the adjournment of the Annual General Meeting at which the election to the office takes place and shall continue for a period of two (2) years, more or less, until the conclusion of the second Annual General Meeting thereafter.
- 4.05 The duties of the Executive Board shall be as follows:

#### (a) PRESIDENT

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

#### (b) 1st Vice-President

The 1st 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 UNA and its members, and between the UNA and other organizations.

#### (c) 2ND VICE-PRESIDENT

The 2nd Vice-President shall preside at all meetings where the President and 1st Vice-President are absent and shall be charged with the particular responsibility of establishing and maintaining the flow of communication between the UNA and its members, and between the UNA and other organizations.

#### (d) SECRETARY/TREASURER

The Secretary/Treasurer shall cause to be kept such regular books and records of the UNA'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 UNA and shall cause to be maintained all records, documents and correspondence of the UNA.

### (e) THE DUTIES OF THE DISTRICT REPRESENTATIVES

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

- 4.06 Only members in good standing of the UNA 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 two-thirds (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 "C" 1.3 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 UNA in her possession.
- 4.10 The District Representative shall designate an alternate member to attend Executive Board meetings in her absence.
- 4.11 In the event that a District Representative is elected to serve on the Provincial Negotiating Committee, the District shall elect an interim replacement for the duration of Negotiations. The interim replacement will receive the budgeted funding for that position.

## ARTICLE 5: POWERS OF THE EXECUTIVE BOARD

- 5.01 (a) The Executive Board shall be responsible for constitutional interpretation.
  - (b) In the event of a conflict between any provision of this Constitution and any provision of the standard Bylaws as set out in Appendices "A", "B" and "C" or in the event of a conflict

between any provisions of this Constitution and the approved Bylaws of any Chartered Local of the United Nurses of Alberta or in the event of conflict between this Constitution and the policies adopted by the United Nurses of Alberta then this Constitution shall be paramount and the provisions of this Constitution shall apply.

- (c) The Executive Board shall be responsible for and accountable to the membership for the administration of affairs and activities of the UNA when the UNA 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 UNA 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 UNA, 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 UNA shall be expended without the authorization of the Executive Board or such person or persons as the Executive Board or a meeting of the UNA may from time to time authorize for this purpose. The manner in which monies may be withdrawn or cheques issued by the UNA 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 UNA 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 UNA 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 UNA; and
  - (c) to borrow money for the purpose of the UNA and to give security for any money so borrowed on any of the real, personal or mixed property of the UNA 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 UNA shall be managed by the Executive Board who shall exercise all such powers of the UNA and do on behalf of the UNA all such acts as may be exercised by the UNA and as are not by law or by this Constitution required to be done by the UNA in an Annual or Special meeting of the UNA.
- 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 UNA.

## 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;
  - 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 UNA 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 UNA 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 UNA in respect to any matter connected with the affairs of the UNA or its Chartered Locals;
  - (e) Working in the interest of any organization competing with the UNA in a manner which

- is detrimental to the UNA or any of its Chartered Locals;
- (f) Fraudulently receiving or misappropriating any property of the UNA or any of its Chartered Locals;
- (g) Using without proper authority the name of the UNA 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 UNA or of any Chartered Local to any person or persons other than those whose official position entitles them to have such a list;
- Wrongfully interfering with any officer or accredited representative of the UNA 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 UNA 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 UNA, the Executive Board of the UNA or any of its Chartered Locals, or impeding the implementation of any policy constitutionally formed by either the UNA or any of its Chartered Locals;
- During the course of a strike by the UNA or any of its Chartered Locals failing to give all necessary support to the said strike.

#### 6.02 CHARGES

- (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 Chartered 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 UNA 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 one hundred and thirty (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 thirty (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 UNA. The complainant and the accused must each select a member in good standing as their nominee on the Trial Committee. The two (2) nominees will choose a Chair of the Trial Committee from a list of Trial Chairs. The list is to be composed of five (5) members, one (1) chair being nominated from each of the five (5) 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 UNA.
- 2. If the two (2) nominees cannot determine which of the five (5) Trial Chairs to appoint, each nominee can remove one (1) name from the list of Trial Chairs and a random draw of the three (3) 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 UNA.
- 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.
- 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 Chartered Local of the UNA.

Where a person wishing to become eligible for membership in the UNA 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 three (3) times a year.
- 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. A written request for such Leave of Absence shall be made to the Executive Officers of the UNA for approval. The request shall include reasons for such application, the length of leave requested and the expected return date. This Leave of Absence shall not exceed six (6) months. This Leave of Absence will not be funded by the UNA. 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 UNA of the expected date of return to the position. Interim replacements shall be made in accordance with Appendix "C" Bylaws I.3. 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 UNA

- 9.01 (a) The UNA 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.
  - (b) All other meetings of the UNA shall be determined at the call of the President.
- 9.02 A Special Meeting of the UNA 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 UNA 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 UNA

- 10.01 (a) The President or the designate of the President of a Composite Local shall be a delegate to any Annual, Special, Negotiations Reporting Meetings of the UNA. In addition, each of the component Chapters of the Composite Local shall have entitlement to representation by one (1) voting delegate for every seventy-five (75) members of the Chapter or part thereof;
  - (b) At any Annual or Special Meeting of the UNA every Local other than a Composite Local is entitled to be represented by one voting delegate for every seventy-five (75) members of the Local or part thereof;
  - (c) The Local President shall ensure that each voting delegate elected to represent the Local is a member in good standing of the UNA. 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 The Local President shall ensure that each voting delegate elected to represent the Local is a member in good standing of the UNA. The number of voting delegates to which each Local is entitled shall be based on the number of members in the Local thirty (30) days prior to the Reporting Meeting.
  - (a) At Negotiations Demand Setting Meetings, each Composite Local shall be entitled to be represented by one (1) voting delegate for every seventy-five (75) members or part thereof for each of its component Chapters. The voting delegate must be a member in good standing of the UNA and shall be elected at a meeting of the component Chapter. In regards to the Demand Setting Meeting, there will be a maximum of ten (10) voting delegates per Chapter.
  - (b) At Negotiations Demand Setting Meetings every Local other than a Composite Local of the UNA shall be entitled to be represented by one (1) voting delegate for every seventyfive (75) members of the Local or part thereof.

The voting delegate must be a member in good standing of the UNA and shall be elected at a meeting of the Chartered Local. In regards to the Demand Setting Meeting, there will be a maximum of ten (10) voting delegates per Local.

- (c) At Negotiations Reporting Meetings each Composite Local shall be entitled to be represented by one (1) voting delegate for every seventy-five (75) members or part thereof. The voting delegate(s) must be a member in good standing of the UNA and shall be elected at a meeting of the component Chapter.
- (d) At Negotiations Reporting Meetings each Chartered Local shall be entitled to be represented by one (1) voting delegate for every seventy-five (75) members or part thereof. The voting delegate(s) must be a member in good standing of the UNA 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 UNA 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 At any Annual General Meeting or Special Meeting of UNA and Negotiations Demand Setting or Negotiations Reporting Meeting, 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.

## ARTICLE 11: STRIKE VOTES & RATIFICATION VOTES

- 11.01 Strike votes and ratification votes shall be conducted by secret ballot.
- 11.02 Only UNA 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 Chartered Local and to the Chapter Chair and Chapter Recorder of each Chapter 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 1st and 2nd Vice-Presidents and one-half (1/2) 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 A District Representative who accepts a nomination for an Executive Officer position to be elected at an Annual General Meeting other than the Annual General Meeting at which that person's term of office ends:
  - (a) shall be deemed to have resigned the District Representative position upon the conclusion of the Annual General Meeting at which the election takes place regardless of the outcome of the election;
  - (b) shall not be eligible to seek election as a District Representative in the election to fill the vacancy created.
- 12.06 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.
- 12.07 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.
- 12.08 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 UNA.
- 12.09 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.
- 12.10 The Chair and two (2) members of the Legislative Committee shall send a notice regarding elections to the President of the UNA 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.
- 12.11 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.
- 12.12 In the event that any Chartered Local or a Chapter of a Composite Local fails to elect Executive Officers as provided in this Constitution and the respective Bylaws, the President, or her designate, of the United Nurses of Alberta shall call a meeting of the members of the Chartered Local or a Chapter thereof for the purpose of electing the officers of the Chartered Local or a Chapter thereof.

## ARTICLE 13: REVENUE

- 13.01 The revenue of the UNA shall be derived as follows:
  - Each Chartered Local shall remit to the UNA each month such sum as may be determined from time to time, subject to the restrictions in this Article, by the UNA 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 UNA 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 UNA 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 transferrer to devote the funds or proper properties so transferred to any specific purpose consistent with the objectives of the UNA without any political bias or favours.

- 13.02 (a) The UNA shall have the right to levy assessments in an urgent/crisis situation 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 UNA. Prior notice will be given.
  - (b) The UNA shall have the right to levy assessments for special purposes upon its duespayers, provided that any such assessment is subject to the provisions in Article 13.01(a).
- 13.03 Any funds owed to the UNA 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) UNA 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 UNA shall issue to each Chartered Local other than a Composite Local, a monthly rebate. Monthly rebate of dues to Chartered Locals other than Composite 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.
    - For Locals with more than fifty (50) duespayers, the rebate shall be four dollars (\$4.00) per duespayer per month for the first thirty (30) duespayers. For the next one hundred (100) duespayers or part thereof, the rebate shall be three dollars (\$3.00) per duespayer per month. 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 except Locals with 51-56 duespayers per month shall receive a flat rate of two hundred dollars (\$200.00) per month.
  - (c) The UNA shall issue to each component Chapter of a Composite Local a monthly rebate. The monthly rebate of dues to each component Chapter of a Composite Local shall be as follows:

- (A) For Chapters 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 Chapters 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.
- (d) Locals that have not had their books audited as per Appendix "A", Bylaw XII Finances for a period in excess of fourteen (14) months, shall have their dues rebates held in trust until such time as their books have been audited by UNA Provincial Office.
- (e) There shall be an Emergency Fund. A minimum of three million dollars (cash value) shall be in the Emergency Fund at the commencement of provincial group bargaining. Contributions to the Emergency Fund shall be allocated from dues revenue and determined on an annual basis by the Executive Board.
- 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.

## ARTICLE 14: AUDIT

14.01 The fiscal year of UNA shall be January 1 to December 31 unless otherwise designated by the Executive Board. There shall be an auditor of the UNA who shall not be a member, employee, or relative of an employee, of the UNA; 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 (a) The UNA may issue a Charter to any group of five (5) members or more, eligible for membership under Article 3, and the group

- shall thereafter be referred to as a "Chartered Local".
- (b) The UNA shall determine the type of charter to be issued to any group eligible for membership under Article 3. There shall be two (2) types of charters, Composite Local charters and Local charters. The number, jurisdiction and type of Local shall be as determined by the United Nurses of Alberta.
- (c) A Composite Local is a Local which represents a group of employees appropriate for the purpose of bargaining collectively, which group of employees encompasses the employees of a single employer who are employed at more than one (1) institution or geographic location. A Composite Local is comprised of two (2) or more component Chapters. A component Chapter of a Composite Local is a group of at least five (5) employees of an employer employed at a single institution or geographic location.
- (d) The UNA may determine that a Chapter of a Composite Local shall consist of all members who are employed by the same employer at a single institution or location or may determine that a Chapter shall consist of all employees employed by an employer within a designated department or division of operations of the employer at one (1) or more institutions or locations.
- (e) The UNA may determine that the employees of an employer at an institution or location should be part of a Composite Local but that there are too few employees to warrant having their own Chapter and Chapter Officers in which case the UNA may require the said employees to affiliate with and be part of another group of employees for the purpose of comprising part of a component Chapter of a Composite Local.
- (f) Subject to the provisions of Article 15.03 the Bylaws contained in Appendix "B" shall be the Bylaws of every Chartered Composite 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 other than a Composite Local.
  - (b) In the event of conflict between any clause of this Constitution and any clause of the Bylaws of a Chartered Composite Local or 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" or Appendix "B" at a meeting of the UNA, the Bylaws of Chartered Locals may be amended only with the approval of a two-thirds (2/3) vote of those members present and voting at duly constituted meetings of the Chartered Local, or in the case of a

Composite Local, at duly constituted meetings of the Chapters of the Composite Local, and with the approval of the Executive Board of the UNA.

- (b) Bylaws of a Chartered Local which were amended or altered prior to November 8, 1984 in accordance with the Constitution of the UNA 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 UNA, and where a Chartered Local has been placed in interim Trusteeship, the Executive Board shall have the power upon a twothirds (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 UNA, 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 UNA. 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 reorganization 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 UNA.
  - (b) Where the Executive Board orders that all funds and properties held by a Chartered Local shall be held in trust of the UNA, 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.

## ARTICLE 16: MERGER AND TRANSFER

16.01 The United Nurses of Alberta may merge or amalgamate with another Union, may accept a transfer of jurisdiction from another Union and may transfer jurisdiction to another Union at a meeting of the UNA by adoption of a motion passed by a two-thirds (2/3) vote of those delegates present and voting.

### 16.02 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.

## ARTICLE 17: CONSTITUTIONAL AMENDMENTS AND POLICY RESOLUTIONS

- 17.01 This Constitution may be amended or altered only at a meeting of the UNA 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 UNA'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:
  - receive and prepare constitutional amendments and resolutions for pre-

- sentation to the Annual General Meeting;
- (ii) have power to eliminate duplications in constitutional amendments and resolutions submitted, 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;
- 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.

## ORDER OF BUSINESS AT MEETINGS OF THE UNA

- 18.01 The rules of procedure and order of business at Meetings of the UNA 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 and 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 Other Than Composite 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

- 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. The Local may determine additional positions to those listed under Bylaw II 1.

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

The Executive shall be elected at Annual General Meetings. Each term of office shall begin upon the adjournment of the Annual General Meeting at which the election to the office takes place and shall continue for a period of two (2) years, more or less, until the conclusion of the second Annual General Meeting thereafter. Where the Chartered Local so determines, some of the Executive Offic-

ers may be elected in years ending with even numbers and the remaining may be elected in years ending in odd numbers.

- 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.

## BYLAW VI: VACANCIES

- 1. A leave of absence may be taken by Local Executive members. A written request for such leave of absence shall be made to the Local Executive and the Local for approval. The request shall include reasons for such application, the length of leave requested and the expected return date. This leave of absence shall not exceed six (6) months. This leave of absence shall not be funded by UNA.
- 2. 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 of 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

- 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 UNA) 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.
- Both the voting delegate and the alternate voting delegate shall be members of the Chartered Local.

## BYLAW VIII: MEETINGS

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, the local budget shall be presented and approved, 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 December 31st of each year.

 The Financial Return and Annual audit shall be presented to the membership at the next Annual General Meeting of the Chartered Local.

## BYLAW XIII: DUES AND ASSESSMENTS

- The Chartered Local may establish initiation fees and monthly dues higher than those set by the United Nurses of Alberta.
- 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.

 Where two (2) or more Chartered Locals merge, the following shall apply:

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.

- (a) One (1) or more Chartered Locals must be willing to transfer.
- (b) Another Chartered Local or Locals must be willing to receive the Local.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) Election for Officers of the Chartered Local which has resulted from the merger will be held.

- (g) 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.
- (h) The merger must be approved by the Executive Board of the UNA.
- Once the Secretary/Treasurer of the UNA receives notice and documents pertaining to the merger, a new or amended Charter shall be issued.
- Where a Chartered Local or Locals merges with another bargaining agent, which is not a Chartered Local of UNA, for the purposes of acquiring its jurisdiction, rights, privileges, duties and assets, the following shall apply:
  - (a) 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 Article 11 of the Constitution.
  - (b) The merger must be approved by the Executive Board of the UNA.

## BYLAW XV: TRUSTEESHIP

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

## BYLAW XVI: COLLECTIVE BARGAINING

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 UNA.

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## APPENDIX "B" CHARTERED COMPOSITE LOCAL BYLAWS

## BYLAW I: NAME AND JURISDICTION

This organization shall be known as Composite Local #\_\_\_ of the United Nurses of Alberta and shall have jurisdiction over UNA members who are employed at (Institutions and/ or geographic locations). The component Chapters of this Composite Local shall be as follows: (NOTE: The Executive Board in consultation with and upon the advice of the Local will decide the component Chapters)

## BYLAW II: OBJECTIVES

The objectives of this Composite Local shall be:

- to support the objectives and activities of the United Nurses of Alberta;
- (b) to promote effective communication between and amongst the UNA, the Composite Local, its component Chapters its members and the employer;
- to advance within its jurisdiction the social, economic and general welfare of nurses and other allied personnel;
- to regulate within its jurisdiction, relations between nurses and other allied personnel and their employer;
- (e) to co-ordinate the activities of its Chapters; and
- (f) to participate within its jurisdiction in collective bargaining.

## BYLAW III: MEMBERSHIP

Any person who is employed within the jurisdiction of this Composite Local and who is a member in good standing of the United Nurses of Alberta shall be a member of this Composite Local and shall be a member of one of its component Chapters.

## BYLAW IV: EXECUTIVE OFFICERS OF THE COMPOSITE LOCAL

- The affairs of this Composite Local shall be administered by an Executive which shall be composed of its President and the Chapter Chairs of each of its component Chapters.
- (a) Nominations for the position of President shall be solicited at the regular meeting of each component Chapter in May of election years.
  - (b) The members of any Chapter of a Composite Local may nominate members of that Chapter or of any other Chapter of the Composite Local for election to the office of President of the Composite Local.
  - (c) No member shall be nominated for office of the President unless they are present or have

- signified in writing their willingness to be a candidate for this office.
- (d) The Chapter Recorder of each Chapter shall forthwith report to the President of the Composite Local the names of all nominees where upon the President of the Composite Local will compile a list of all nominated candidates and shall transmit same to each of the respective Chapter Chairs for the conduct of elections. A Chapter Treasurer may be assigned to be responsible for the safekeeping of the monies of the Composite Local and shall keep a record of all financial transactions.
- (e) Voting for the position of President shall take place at the June meeting at each of the respective Chapters and shall be conducted on the basis of all candidates nominated by the respective Chapters.
- (f) The President of the Composite Local shall be elected by the combined vote of the members of each of its component Chapters.
- (g) Each term of office shall begin upon the adjournment of the Annual General Meeting at which the election to the office takes place and shall continue for a period of two (2) years, more or less, until the conclusion of the second Annual General Meeting thereafter.
- (h) The results of the balloting of each of the respective Chapters for the position of President shall be tallied and the combined votes of the Chapters shall determine the results of the election. The President and Chapter Chairs shall take office as Composite Local Officers on the first day of July in the year of the election.
- 3. The Executive Officers of the Composite Local shall meet from time to time and at least once every three (3) months at the call of the President of the Composite Local and shall be responsible for the co-ordination of the activities of the Chapters and for the implementation of policies of the Composite Local. Meetings may be conducted by telephone, teleconference, computer or in person.
- The Executive Officers of the Composite Local shall be its signing officers for the purposes of signing collective agreements.

## BYLAW V: DUTIES OF EXECUTIVE OFFICERS OF A COMPOSITE LOCAL

 President: The President shall be the senior Executive Officer of the Composite Local and shall

- act as Chair at all meetings of the Executive of the Composite Local and at all meetings of the Composite Local.
- Chapter Chairs: The duly elected Chapter Chair of each of the Chapters of a Composite Local shall also serve as an Executive Officer of the Composite Local.
- In the case of a tie vote, the President shall cast the deciding vote at a Composite Local meeting or of the Executive Officers of the Composite Local.
- 4. The President of the Composite Local shall be an ex-officio member of all committees of the Composite Local. The Composite Local President and each of the Chapter Chairs or their designates shall represent the Composite Local on the District Committee of the United Nurses of Alberta.

## BYLAW VI: CHAPTER OFFICERS

- The affairs of each Chapter of a Composite Local shall be administered by an Executive of Chapter Officers which shall be made up of the following:
  - (a) Chapter Chair
  - (b) Chapter Vice-Chair
  - (c) Chapter Recorder
  - (d) Chapter Treasurer

The Chapter may determine additional positions to those listed under Bylaw VI 1.

- 2. The duties of Chapter officers shall be as follows:
  - (a) Chapter Chair: the duties shall be similar to those of a Local President but shall in no way conflict with those of the President of the Composite Local. Each Chapter Chair shall also serve as a member of the Executive of the Composite Local and shall carry out such duties as are assigned by the President of the Composite Local. In the case of a tie vote, the Chapter Chairs shall cast the deciding vote at each of their Chapter meetings.
  - (b) The Chapter Vice-Chair: shall carry out such duties as are assigned by the Chapter Executive and shall act in lieu of the Chapter Chair in the absence of the Chapter Chair.
  - (c) The Chapter Recorder: shall keep a record of all meetings of the Chapter and of all meetings of the Chapter Officers. The Chapter Recorder shall be responsible for the correspondence of the Chapter and in conjunction with the Chapter Treasurer shall keep a record of the membership of the Chapter.
    - The Chapter Recorder shall carry out duties as assigned by the Chapter Executive.
  - (d) The Chapter Treasurer: shall be responsible for the safekeeping of the monies of the Chapter and shall keep a record of all financial transactions. The Chapter Treasurer shall make a financial report at Chapter meetings and at Executive Meetings of the Chapter. The Chapter Recorder shall keep a

- record of the membership of the Chapter.
- The Chapter Treasurer shall carry out duties as assigned by the Chapter Executive.
- (a) Chapter Officers shall be nominated and elected at an Annual General Meeting of each Chapter.
  - (b) Only members in good standing of the respective Chapter are eligible to nominate candidates for office or vote in elections for its Chapter Officers.
  - (c) No member shall be nominated for Chapter office unless they are present or have signified in writing their willingness to be a candidate for a Chapter office.
  - (d) Each term of office shall begin upon the adjournment of the Annual General Meeting at which the election to the office takes place and shall continue for a period of two (2) years, more or less, until the conclusion of the second Annual General Meeting thereafter. Where the Chapter so determines, some of the Chapter officers may be elected in years ending with even numbers and the remaining may be elected in years ending in odd numbers.
  - (e) Voting shall be by secret ballot and the candidate receiving the highest number of votes for each Chapter office shall be declared elected.

## BYLAW VII: MEETINGS OF CHAPTER OFFICERS

Chapter Officers shall meet at least once every four (4) months.

#### BYLAW VIII: CHAPTER MEETINGS

- No Chapter shall hold any meeting contemporaneously with any Special Meeting of the Composite Local.
- Each Chapter of a Composite Local shall hold General Meetings at least quarterly.
- Special meetings of the Chapter may be called by the Chair of the Chapter.
- There shall be an Annual General Meeting of each Chapter of a Composite Local of which two (2) weeks notice shall be given.
- 5. The Executive Officers of the Composite Local namely, the President of the Composite Local and each of its Chapter Chairs shall attend and report to the membership of the respective Chapters at their respective Annual General Meetings with respect to the affairs of the Composite Local.

## BYLAW IX: CONDUCT OF BUSINESS OF THE COMPOSITE LOCAL

 Meetings of the Chapters of a Composite Local shall constitute and be considered the regular meetings of the Composite Local.

## SHORT-TERM GOALS

- Free collective bargaining for all UNA members.
- Ensure that all Hospital Chartered 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.
- Ensure that Chartered Local leadership is processing grievances at the Local or Chapter level up to Step 3 of the grievance procedure.
- Ensure participation by rank and file members during negotiations by reinforcement of the process set up for collective bargaining.
- All Chartered Local Executives including Chapter Executive, Committee Members and Ward Representatives shall have the opportunity to attend workshops, as appropriate.
- (a) Ensure that financial expenditures of the UNA reflect the budgetary allotments.
  - (b) Proper documentation of expenditures.
  - (c) Ensure the implementation of a documentation system for expenditures.

- 3. The Chapter Chair shall ensure that each voting delegate elected to represent a Chapter of the Composite Local is a member in good standing of the UNA. The number of voting delegates to which each Chapter of the Composite Local is entitled shall be based on the number of members in the said Chapter thirty (30) days prior to the Annual General Meeting.
- Both the voting delegate and the alternate voting delegate shall be members of the Chapter of the Composite Local which elects them as delegates.
- 5. Any two (2) members of a respective Chapter of a Composite Local may nominate as a delegate to a United Nurses of Alberta meeting another member of the respective Chapter provided that the nominator produces satisfactory proof that the consent of the nominee to stand for election has been obtained.
- Each voting delegate and alternate voting delegate attending any meeting of the United Nurses of Alberta shall be elected by majority vote of those members of the respective Chapter of the Composite Local present at a meeting of that Chapter.
- The alternate voting delegate shall act whenever the voting delegate is unable to do so. The number of alternates shall be determined by the Chapter of the Composite Local which elects them as delegates.

## BYLAW XIII: RULES OF PROCEDURE

The rules of procedure and order of business governing meetings of a Composite Local and/or its Chapters shall be as outlined in Article 18.01 of the Constitution of the United Nurses of Alberta.

## BYLAW XIV: QUORUM

The quorum for Chapter meetings shall be established as follows:

- The majority of members present at a meeting of the Chapter shall constitute a quorum of the Chapter for the transaction of business. This is the minimum requirement for quorum.
- A Chapter may establish a number of members for quorum suitable for that Chapter, greater than the minimum.
- The majority of the members of the Executive of the Chapter shall constitute a quorum for the transaction of Executive business.

## BYLAW XV: DOCUMENTS, RECORDS, ASSETS AND PROPERTY

Any member(s) of the Executive of the Composite Local or member(s) of any committee of the Composite Local who ceases to hold office for any reason shall within one (1) month turn over to a current member of the Composite Local Executive all documents, assets and property of the Composite Local in that person's possession.

Any Chapter Officer or member of any Chapter committee of a Chapter of a Composite Local who ceases to hold

office for any reason shall within one (1) month turn over to a current Officer of the respective Chapter all documents, assets and property of the Chapter in that person's possession.

## BYLAW XVI: FINANCES OF THE COMPOSITE LOCAL

- The Executive Officers of each Composite Local shall prepare and submit an annual budget to the Finance Committee of the UNA.
- The revenue of a Composite Local shall be derived as follows:
  - (a) by start up grant of up to two hundred and fifty dollars (\$250.00), and
  - (b) by allocation of an annual budget amount from the United Nurses of Alberta

In addition, the Composite Local shall have the right to levy assessments for special purposes provided that any such levy is first approved by a combined simple majority vote of each of the respective Chapters taken at meetings of which notice has been given.

- Any funds owed by a Chapter of a Composite Local to the Composite Local shall constitute a preferred claim and must be paid promptly by the Chapter of the Composite Local.
- (a) All monies of a Composite Local shall be kept in a chartered bank or credit or trust company.
  - (b) All transactions shall be by cheque.
  - (c) The President and one other Executive Officer of the Composite Local shall co-sign all cheques.
- The President of each Composite Local shall submit to the United Nurses of Alberta a completed financial return for each fiscal year.
- Each Composite Local shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year.
- The financial return and annual audit shall be presented to the membership of the Composite Local at the Annual General Meeting of each of the respective Chapters of the Composite Local.
- All members of a Composite Local shall be required to pay the Composite Local all initiation fees, dues and assessments applicable to them.
- The operating expenses of the Composite Local shall be the responsibility of the Composite Local and shall be paid from the revenue of the Composite Local.

## BYLAW XVII: FINANCES OF COMPONENT CHAPTERS OF A COMPOSITE LOCAL

 The revenue of each of the respective Chapters of a Composite Local shall be derived as follows:

- (a) The UNA shall issue to each Chapter of a Composite Local a monthly rebate. The monthly rebate shall be calculated and paid in accordance with Article 13.04 of the UNA Constitution.
- (b) All monies of a Chapter of a Composite Local shall be kept in a chartered bank or credit or trust company. All transactions shall be by cheque.
- (c) The Chapter Treasurer and the Chapter Chair or designated signing office shall co-sign all cheques.
- (a) The Chapter Treasurer shall submit to the UNA a completed financial return for each fiscal year.
  - (b) Each Chapter shall have an annual audit by the UNA at the end of each fiscal year.
  - (c) The financial return and annual audit shall be presented to the membership of the Chapter at the Annual General Meeting of the Chapter.
- (a) The Chapter may establish initiation fees and monthly dues higher than those set by the UNA.
  - (b) The Chapter may levy assessments for a special purposes upon its members provided that any assessment must first be approved at a meeting of the Chapter of which notice has been given.
  - (c) All members of a Chapter of a Composite Local shall be required to pay to their respective Chapter all initiation fees, dues and assessments applicable to them.
- The operating expenses of a Chapter of a Composite Local shall be the responsibility of the Chapter and shall be paid from the revenue of the Chapter.

## BYLAW XVIII: MERGER

- A Composite Local with the approval of the UNA may merge with another Chartered Local for the purpose of acquiring its jurisdiction, rights, privileges duties and assets.
- A Composite Local may by a combined two-thirds (2/3) vote of the Chapters of the Composite Local at Chapter meetings 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.
  - (a) One or more Chartered Locals must be willing to transfer.
  - (b) Another Chartered Local or Locals must be willing to receive the Local.
  - (c) The Local wishing to merge must call a meeting for the purpose of the 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 be transferred". The motion must be passed by a combined two-thirds (2/3) vote of those present at the Chapter meetings. The vote on this motion shall be in accordance with Articles 11 and 16 of the Constitution.

- (d) 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.
- (e) 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.
- (f) Election for Officers of the Chartered Local which has resulted from the merger will be held.
- (g) The Chartered Local may amend the Bylaws governing the Chartered Local as set out in Appendix "B". The amendments must be approved by the Executive Board of the United Nurses of Alberta.
- (h) The merger must be approved by the Executive Board of the UNA.
- Once the Secretary/Treasurer of the UNA receives notice and documents pertaining to the merger, a new or amended Charter shall be issued.

## BYLAW XIX: TRUSTEESHIP

Whenever a Trustee for a Composite Local has been appointed pursuant to Article 15.05 of the Constitution of the UNA such Trustee shall possess all the rights, privileges and duties previously exercised by the Executive Officers of the Composite Local.

Whenever a Trustee for a Chapter of a Composite Local has been appointed pursuant to Article 15.05 of the Constitution of the UNA such Trustee shall be empowered to exercise all the rights, privileges and duties of the Chapter Officers of the respective Chapter of the Composite Local.

#### BYLAW XX: COLLECTIVE BARGAINING

The UNA shall be empowered to negotiate and enter into Regional, Local or area wide collective bargaining agreements on behalf of the Composite Local.

## BYLAW XXI: AMENDMENTS

The Bylaws of a Composite Local may be amended only in accordance with Article 15 of the Constitution of the UNA.

## APPENDIX "C"

# Terms of Reference for District Representatives and District Committees

(Bylaws Governing Districts of the UNA)

## BYLAW I: ORGANIZATION OF DISTRICTS OF THE UNA

- The number of Districts and the area covered by each District shall be determined at the Annual General Meeting of the UNA.
- 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;
  - (c) the President and each Chapter Chair or designate for each Composite Local in the District.
- 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.
- 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.

## BYLAW II: DISTRICT REPRESENTATIVES

 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 UNA, during her term of office, she shall resign forthwith.

## BYLAW 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 Chartered 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.

#### Vice-Chair

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

#### 3. SECRETARY

- (a) The Secretary shall have the following duties:
  - 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 UNA:
- (iv) A copy of the minutes shall be forwarded to the Provincial Office and Chartered Locals in that District.
- (v) Shall carry out duties as assigned by the Executive.

#### 4. TREASURER

- (a) The Treasurer shall have the following duties:
  - Shall hold the monies of the District in safekeeping and shall keep a record of all financial transactions;
  - 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 UNA for an Annual Audit at the end of the fiscal year;
  - 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.
  - (vii) Shall carry out duties as assigned by the Executive.

## BYLAW IV: MEETINGS OF THE DISTRICTS OF THE UNA

- District Committee Meetings shall be held at least three (3) times a year.
- 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.
- 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) The business of the District shall be in accordance with the UNA Constitution and its Bylaws and with the UNA Policies.
  - (d) 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 UNA Constitution.

## 1999/2000 Long & Short-Term Goals of UNA

## LONG-TERM GOALS

#### A. GENERAL

- All UNA activity shall reflect the universal principles of trade unionism, including cooperation with other Unions.
- The UNA 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;
  - 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.
- The UNA shall continue to organize all unorganized working nurses in Alberta.
- Every UNA 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.
- 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 Chartered Local.
- The UNA shall ensure the maintenance of an Emergency Fund.
- 7. The UNA shall have a financial administrative structure capable of ensuring full value and full accounting for each dollar spent.
- The UNA shall have a capital budget, and shall continue to have an operating budget, both of which shall be consistent with the goals of the UNA.
- The UNA shall continue to promote publicly legislation and political positions favourable to UNA members and consistent with the goals of the UNA 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

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

#### C. CHARTERED LOCALS

- The UNA 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;
  - identifying and resolving professional responsibility issues at the local level;
  - identifying and resolving Occupational Health and Safety issues and promoting the health and safety of the Chartered Local's membership;
  - (d) promoting the principles of trade unionism and the UNA among the Chartered Local's membership.

#### D. MEMBERSHIP

- All members shall have knowledge and commitment to the principles of trade unionism with special reference to the UNA.
- The UNA shall encourage participation by the rank and file membership in the UNA affairs.

## SHORT-TERM GOALS

- Free collective bargaining for all UNA members.
- Ensure that all Hospital Chartered 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.
- Ensure that Chartered Local leadership is processing grievances at the Local or Chapter level up to Step 3 of the grievance procedure.
- Ensure participation by rank and file members during negotiations by reinforcement of the process set up for collective bargaining.
- All Chartered Local Executives including Chapter Executive, Committee Members and Ward Representatives shall have the opportunity to attend workshops, as appropriate.
- (a) Ensure that financial expenditures of the UNA reflect the budgetary allotments.
  - (b) Proper documentation of expenditures.
  - (c) Ensure the implementation of a documentation system for expenditures.