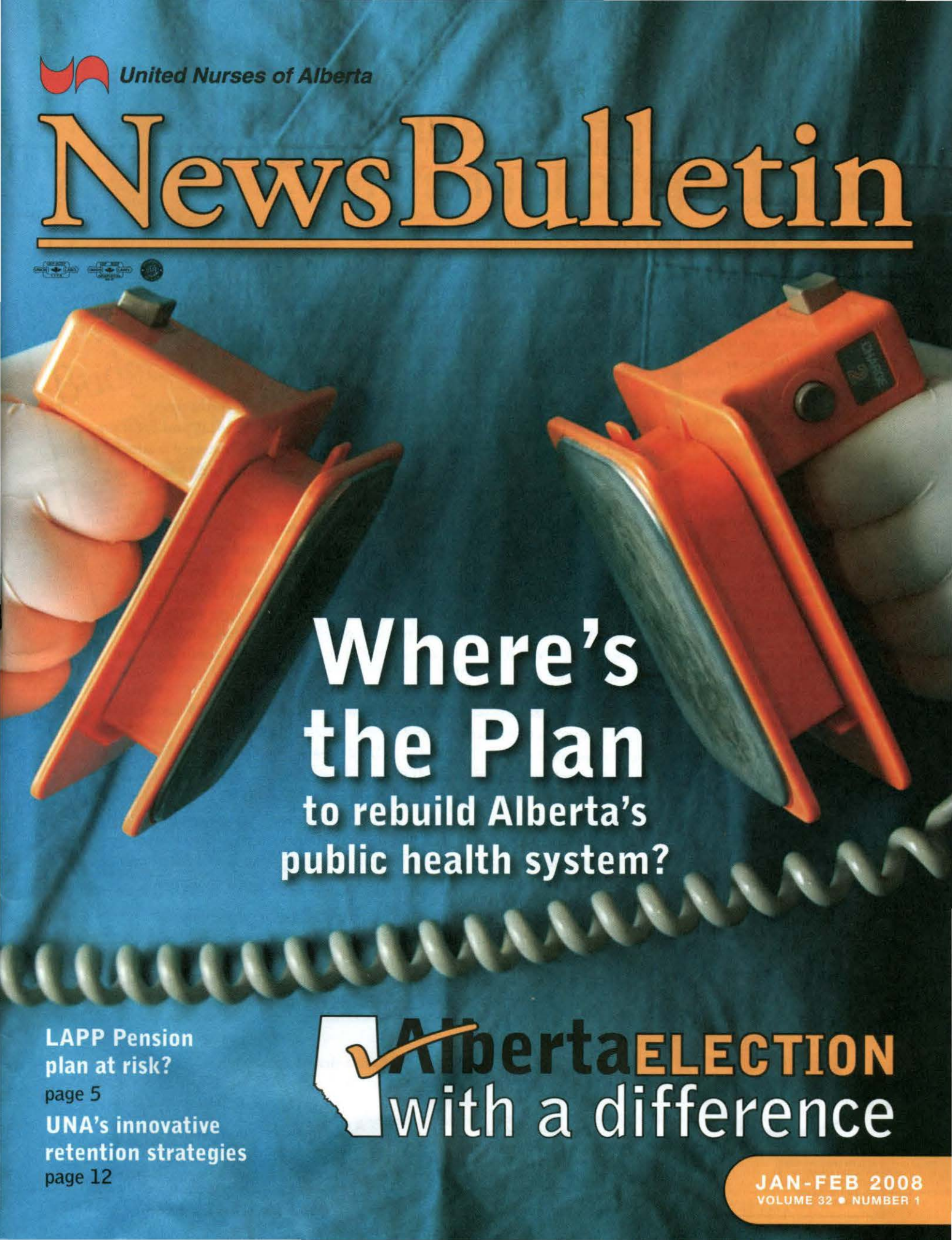




United Nurses of Alberta

NewsBulletin



**Where's
the Plan**
to rebuild Alberta's
public health system?

LAPP Pension
plan at risk?

page 5

UNA's innovative
retention strategies

page 12



AlbertaELECTION
with a difference

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Message from the President

Heather Smith



Alberta is going to the polls. Health regions struggle with deficit budgets. Edmonton invokes emergency staffing measures to deal with the shortage of nurses. Unions mount a campaign to overturn procedural decision-making imposed on the Local Authorities Pension Plan Board. 2008 is off to a really hot start, despite the frigid cold that swept the province the last week of January.

I encourage all members who participate in the Local Authorities Pension Plan (LAPP) to take a few minutes to call your MLA and Premier Ed Stelmach, information is included on page five. The message is simple "return to the old rules". Members who have called have been told, "don't worry, your pension benefits are not at risk".

Not at risk TODAY is the real truth. For fifteen years the LAPP operated under rules that protected the interests of employee representatives, which have minority representation on the Board. The changes in voting and quorum rules upset that balance. Government would have us dismissed as conspiracy theorists, but we are aware of benefit changes to at least one pension plan in Alberta and diminished benefits in Manitoba, which are proof that public sector benefit plans are vulnerable.

At LAPP Stakeholder meetings (Joint meetings of the LAPP Board, government, employer and employee representatives) that I have attended over the past two years, there have been repeated suggestions of changes to the retirement provisions. If you need workers, it seems an easy solution to discourage retirement (remember there are 5000 nurses eligible to retire right now). Raising the penalty for early retirement or increasing the magic number above 85 (in BC it is 90) are the primary targets. The changes to decision making have removed our longstanding protection against benefit erosion. The benefits won't change today, but what about tomorrow?

This NewsBulletin has election materials including questions for candidates. UNA is non-partisan, but we do encourage members to ask hard questions and to vote. Electing candidates who promise to address our issues and improve our quality of life is the first step, holding them accountable will be our collective job over the next four years.

Heather Smith

President, UNA

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EDITORIAL

Controlling the deficit monster

Solving the CHR's budget will take more than six

The Calgary Health Region's \$85-million deficit is a many-tentacled monster, for which there is no simple or single original cause.

A10

THURSDAY, JANUARY 10, 2008 / EDMONTON JOURNAL

EDITORIALS

Budget must face nursing shortage

In the mid-1990s, thousands of Alberta nurses were laid off when local health authorities closed beds and operating rooms. Many headed to U.S. jobs. A decade later, a severe shortage of those trained professionals is now delaying surgeries in Edmonton area hospitals. Industry Minister Iris Evans says a shortage of about 1,400 nurses is "no small" problem.

classrooms and Horner must be prepared to ante up. When he is in the minister's shoes, must be prepared to ante up.

Just in time for a provincial election

Editorial writers took some time to look behind the delays in surgery, the hallway nursing and the strain on our health care system recently. Not surprisingly they hit upon the serious shortage of Registered nurses. Early in January, lead editorials in both the Calgary Herald and the Edmonton Journal wrestled directly with the shortage: "It's going to take more money, more classrooms and [Advanced Education Minister] Horner must be prepared to ante up," wrote the Edmonton Journal.

The Calgary Herald came to a similar conclusion: "It is completely unacceptable that people who want careers in nursing are turned away from schools year after year because the number of spaces has not expanded, despite the fact their services and skills are urgently needed."

UNA provided information to the newspapers in a response to December's announcement by the province of funding for refresher courses for nurses who had left the workforce and "credentialing" internationally-prepared nurses who live in the province.

The Calgary Herald quoted directly from UNA: "Figures from the United Nurses of Alberta show the extent of the nursing crisis – while thousands of nurses retire every year, only 1,400 new nurses graduate and enter the workforce to replace them..."

Major newspaper editorials Alberta realizes the nursing shortage hurts

Government announcement falls short of needed nurses

United Nurses of Alberta says the announcement of additional nurse recruitment on December 20 falls short of what is needed to stem the growing shortage.

The investment in attracting back former nurses and in facilitating the entry of "internationally educated nurses" is a small step. However, UNA says the recent announcements are not enough.

"Paying the costs for former RNs who want to come back to the profession and credentialing internationally educated nurses is a good step," says UNA President Heather Smith. "But it is only a short-term baby step."

"It's not really accurate to say the province only needs 1,400 more nurses," says Heather Smith. "There are likely 1,400 job vacancies open in our health system right now, that's just the immediate crisis."

The union points out that over one-third of the province's nurses are 50 years of age and over. The average age for nurses to retire is 55.

"If we have 10,000 nurses retiring over the next five years, we need to recruit everyone of the 1,300 new graduates each year, and even that will clearly not be enough," Heather Smith says.

"Lack of government planning in the 1990s left us with a huge workforce deficit that is now having a severe impact on our health care system," says Heather Smith. "We need a crisis plan to educate far more nurses more quickly here in the province."

The government says we will graduate 2000 RNs by 2012 and is graduating about 1400 this year.

"They need to get 600 more students into nursing programs in 2008 if they are going to graduate 2000 nurses four years from now," Heather Smith points out.

In 1990, Alberta's nursing programs graduated 898 RNs but that number had dropped to 440 in 1999. All the in-hospital nursing programs were closed and the educational institution nursing programs were not expanded enough to make up the difference.

continued on page 4

Negotiations continue for several UNA Locals

UNA's Extendicare negotiating committee and the Extendicare representatives agreed to ask for mediation after talks failed to reach an agreement. Mediation dates have been set for March.

Canadian Blood Services also continues in negotiations for renewing their contract, however Edmonton Victorian Order of Nurses successfully signed off a new agreement.

Hardisty Long-Term Care Centre gets parity in mediator's recommendations

Nurses at Hardisty Long-Term Care will for the first time achieve parity with many terms in the provincial agreement if the mediator's recommendations are ratified by both the Local the Employer. The members of Local #234 will be voting on recommendations from mediator Deborah Howes that would give them provincial salary rates for the first time. They also have achieved greatly improved overtime, and benefits. There are also gains in shift and weekend premiums and they also will be getting a significant boost in vacation time. 🍷



The Extendicare committee is: Top (l to r) Brent Smith, LRO, Christine Matthews, Marilyn Vanderploeg, Dolly Deringer. Bottom (l to r) Tammy Cullum, Heather Smith, Renée Turcotte.

continued from page 3

Left with a Workforce Deficit

"The 1990s, with nursing layoffs and an exodus to the U.S. and other provinces, has left us with a whole generation missing from our nursing workforce. The government fought what it called a fiscal deficit but has left us with a workforce deficit," Heather Smith says.

UNA has been working hard on the retention side of the equation – encouraging senior nurses to delay retiring.

"We need to encourage our senior nurses to stay in the workforce longer, partly to keep doing the work, and partly to mentor new nurses," Heather Smith says.

UNA and the Health Regions have begun implementing several pilot projects that can encourage nurses to postpone retirement. These include allowing nurses to reduce their hours, but maintain full pension contributions, and a plan to allow nurses nearing retirement to spend less time at the "bedside" and more time in leadership and mentoring roles.

UNA is the union of 26,000 Registered Nurses and Registered Psychiatric Nurses in the province. The most recent Collective Agreement for most nurses, those working for the province's Health Regions, was ratified in July of this year. 🍷

UNA puts on pressure over pension plan changes

Union members urged to turn up heat on Stelmach

A coalition of Alberta unions including UNA is asking members and everyone involved with the Local Authorities Pension Plan (LAPP) to call their MLA and the Premier to reverse recent changes at the LAPP Board. Changes in the rules governing the LAPP Board put the pension rights of 125,000 Albertans – at risk, including rights to early retirement, cost of living allowances and workers' ability to retire when their age and years of service add up to 85.

"The change in Board rules could allow government and the employers to reduce the overall benefits, and their costs, for the pension plan," says UNA President Heather Smith. "UNA strongly supports the Labour Coalition on Pensions," she says. "This attempt to unbalance the longstanding stability of governance must be reversed."

The disputed new rules for the pension Board break a long-standing agreement which required union approval for all significant changes to the policies or governance of the Plan – opening the door for decisions which are against the interests of retirees and people in the plan.

In January the Coalition bought full-page ads in daily newspapers calling on members and pensioners to telephone their MLAs and Premier Ed Stelmach to overturn the changes. The coalition's website — www.savemypension.ca — has detailed information on the situation, and on how to contact politicians.

"During the election period each of us can raise the issue with candidates and put more pressure on," Heather Smith says. 🍷

**Call your MLA
Call the Premier
310-0000**

(Toll free from anywhere in the province).

Tell them to reverse the changes in governance at LAPP and restore fair balance.

IS YOUR PENSION AT RISK?

**AN IMPORTANT MESSAGE
to retirees and members
of Alberta's public pension plans**

Recent changes to the rules governing decisions of the board of Alberta's largest pension, the Local Authorities Pension Plan, put at **risk**:

- Early retirement provisions
- Pension Cost of Living Allowance
- The '85 Factor'

Alberta's unions are fighting hard to protect your pensions. But we need **your** help.

Call Premier Ed Stelmach and your MLA at 310-0000. Tell them to fix the Local Authorities Pension Plan by putting it back the way it was in November.

For more information about what has happened to the Local Authorities Pension Plan, and the implications for other Alberta pension plans, go to

www.SaveMyPension.ca



Alberta **ELECTION** with a difference

Why Albertans
should be asking
hard questions
about health care
this election!

Alberta's health care system is having serious problems. Surgeries are being cancelled. Patients are kept in hallways and in corridors. Nurses are working tremendous amounts of overtime, and too many people cannot get a family doctor.

Our public health care system reeled from severe budget cuts, closed hospitals, laid off nurses and staff in the 1990s. The damage was deep. Catch-up government reinvestment has been costly. But our system has not fully recovered. It has suffered badly from poor management by successive provincial governments.

Badly managed health system

The problems we are seeing today did not come about because we have a universal and publicly run system. Study after study shows public delivery of health services is far more cost effective than private delivery. Alberta's public health care system has been badly managed by a government that was eager to bring in what it calls "innovation", privatization and profit.

Costs have gone up, and so have expectations. Our health system did not provide artificial hips, MRIs or so many of the advanced medical interventions, not so long ago. Advances cost money, there is no doubt, but good health care is a priority for Albertans.

And it's a priority that ALL Albertans whether rich or poor, have access to full health care services.

Short of "capacity"

Inadequate planning and preparation have left Alberta's system dreadfully short of "capacity". With people streaming into the province, the system is seriously inadequate in many areas. The number of hospital beds alone is a raw indicator of the seriousness of the problem. Just 20 years ago, in 1988, there were over 14,000 acute care hospital beds in the province, today there are only about 8,000. It's true that hospital stays are much shorter and many procedures that formerly requires hospital stays, or long stays, do not today. But the province's population has gone up by 45 percent as well and it's little wonder that hospitals are overcrowded.

Hospital infrastructure

In the 1990s, the province blew up the Calgary General Hospital and sold off two others. Ten years later, the province began scrambling to add hospital beds, but too late. It takes years to build a new hospital and the bed crunch is already on. The province needs to rebuild the infrastructure on an urgent basis.



Overcrowded emergencies:

When people don't have family physicians, or don't have anywhere else to seek urgent care, they end up in hospital Emergency Rooms. Many do not require the services of a full emergency department. The province needs to take the huge load off the ERs by moving fast to open more 24-hour community emergency clinics with health care teams, including doctors, nurses and others to provide speedy care without pain-filled long waits.

Nursing shortage:

Poor planning by the province has also put our health system in a severe human resource bind. While many people have trouble finding a family physician, hospitals and nursing homes are running with far less qualified nursing staff than they need. That results in huge overtime cost, and a huge human cost in a tired and eroding nursing workforce.


The end of health care premiums? It's a tax change not a health care change

Health care premiums are an unfair tax, hitting poorer people much harder. But dumping the premiums, a very good tax idea, is NOT a health policy, it's a taxation policy. Ending premiums is not a health reform that will improve Alberta's health system in any way. It would make the tax system a bit more fair, however.

Government promises capital funding but turns back on Regions' deficits

Just days before the election call, the Alberta government announced millions of dollars for building more hospital beds. The announcement of the beds and increasing long-term care capacity particularly, is very welcome. But Health Regions need operating budgets and staff to open all those beds as well. Just a week before the pre-election bed news, Health and Wellness Minister Dave Hancock said the government has no responsibility for Health Region budget deficits, an amount which the Calgary Herald estimated would exceed \$100 million.

Meanwhile Capital Health announced more surgery cancellations and that it had "officially given up" trying to re-open 33 beds that had to be closed last summer.

Overtime costs, especially for nursing, are a big part of the budget overrun. But opposition critics pointed out the government had underfunded the Regions in the provincial budget in the first place. 



UNA Helps Launch the Alberta Federation of Labour's Campaign aimed at Union Voters

An election has been called in Alberta. It's shaping up to be an historic one – for our province, our union, and working families across Alberta.

This election is about the kind of Alberta we want for our future – an Alberta where we can all share in the benefits of the economic boom we are currently experiencing. But Ed Stelmach's government is out of energy and lacks a plan to ensure that Alberta realizes its potential well into the future.

We need a government with real, long-term plans – plans for our economy, our jobs, our environment, our health care, education and other important public services.

It's time for new ideas. It's time for plans that put people, families and communities at the centre of the equation. It's time for a change. Political change is necessary, it's healthy – and, for the first time in a very long time, it's now possible in Alberta.

The Alberta Federation of Labour and your union have developed the Show Us the Plan campaign so you can get answers to the questions that matter the most to working families.

Just visit www.showustheplan.ca. We've laid out our ideas for a better future for Alberta - along with summaries of the Conservative track record and explanations of the alternatives being offered by the Liberals and the NDP.

We're not telling people which party to vote for. But we do want to give working Albertans the tools and information they need to become well informed on the issues. Because after all, voters who think for themselves and who know their options make for a better, more accountable government. 🍷

Ask questions. Demand plans. Think and Vote!

SHOW US THE PLAN!

www.showustheplan.ca



Public Interest Alberta

Public Interest Alberta
Democracy is a Dialogue:
Your Voice - Our Future

Public Interest Alberta is working with numerous organizations to make sure this election is about issues that matter.

Democracy is a dialogue

Your voice.
Our future.

Hard-hitting TV ads raise questions in election

Albertans for Change rocked Alberta politics with a series of television ads running before an election call. The ads questioned Ed Stelmach's record and caused quite a stir. Albertans for Change is a coalition of the Alberta Building Trades Council and the Alberta Federation of Labour, which together represent nearly 200,000 working Albertans.

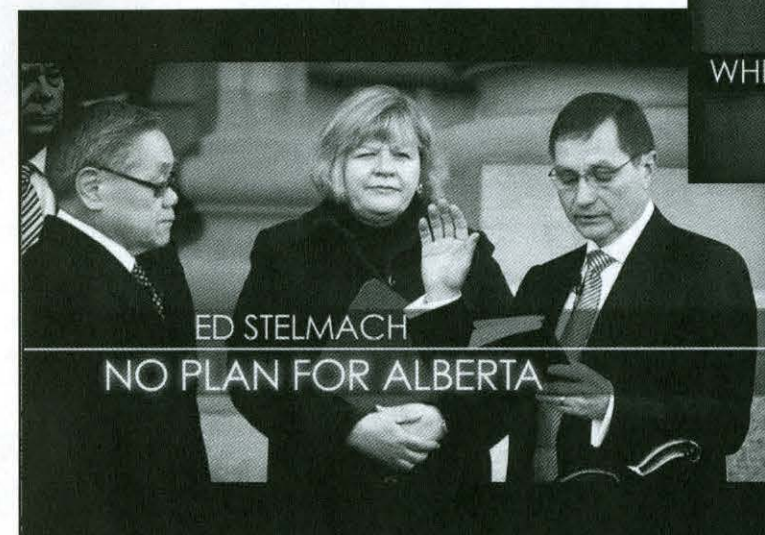
www.albertansforchange.ca

SPONSORED BY:
ALBERTANS FOR CHANGE

www.albertansforchange.ca



WHERE IS ED STELMACH'S HEALTHCARE PLAN?



ED STELMACH
NO PLAN FOR ALBERTA

The coalition believes strongly that democracy is best served when governments are held accountable for their decisions and when voters are encouraged to cast well-informed ballots.

The television ads can be viewed online at www.albertansforchange.ca or on youtube. 🍷

Democracy is a dialogue
Public Interest
ELECTION FORUMS

Democracy, Privatization & Environment Forums

- February 19 Calgary
The Central Library
(616 MacLeod Trail SE)
- February 20 Lethbridge
Lethbridge Library
(810 5 Avenue South)

Healthcare, Seniors & Social Services Forums

- February 21 Edmonton
Royal Alberta Museum
(12845 102 Avenue)
- February 25 Calgary
The Central Library
(616 MacLeod Trail SE)

Childcare, Education & Post-Secondary Education Forums

- February 26 Edmonton
Royal Alberta Museum
(12845 102 Avenue)
- February 28 Red Deer
Red Deer College
(56 Avenue & 32 Street) 🍷

Issues and Dialogue
WEBSITE

www.democracyisadialogue.ca

- On-line survey of political parties on core public interest issues.
- Open on-line forum for individuals to express views, promote events or just talk

- about the party's platforms or their favourite candidate.
- Links to other organizations' key information on the election.



The crisis in long-term care

Groups raising LTC issues in election

In the run-up to the election, the government announced \$300 million for 600 new beds, including a large number of additional long-term care beds, to “ease pressure” on acute care hospitals.

The election goody announcement however, does not deal with the serious concerns raised about long-term care in the province and the crisis in staffing.

In 2005 the provincial Auditor General reported on problems with meeting standards in LTC and the staffing difficulties. The provincial government responded with new vague standards and the crisis continues.

A group of Alberta activists are documenting the crisis on ContinuingCareWatch.com. Quotes from their work illustrate some of the issues:

“Staffing in this facility is not at a level to provide the direct supervision that this resident needed.”

“Registered nurses informed investigating members that they do not have time to check residents on a daily basis.”

“The team leaders at the facility are personal support aides who only have a day and half of training in the administration of medications.”

“Not making it to the bathroom in time and the humiliation and frustration that comes with that.”

Consumer advocate Wendy Armstrong in her report Eldercare, notes that: “Alberta now has a high-priced LTC market with few real choices. Families of people requiring long term care face enormous stress, suffering, and potentially ruinous expense in the absence of appropriate and affordable care options.”

NOT for Sale

Promoting Public Solutions
in Today's Alberta

April 4- 6, 2008

Coast Terrace Inn, Edmonton

Agenda

- Avi Lewis
- Allyson Pollock
Selling the P3 myth –
The British Experience
- Deb Brennan
The Corporatization
of Childcare - The
Australian Experience
Plenary
- Maude Barlow –
- Heather-Jane
Robertson

Workshops on:

- Childcare
- Democracy
- Education
- Post-Secondary
Education
- Healthcare
- Seniors
- Environment
- Living Wage
- Cities

Public Interest Alberta

780 420-0471 • www.pialberta.org

Taskforce calls for affordable, quality care

Public Interest Alberta's Seniors' Task Force is calling for the province to ensure “quality, affordable and accessible facilities.” Part of the problem, the Task Force points out is “the government is subsidizing private corporations to build more assisted living facilities, where residents are charged extra for nursing or personal care, over and above the accommodation and meal charges. The Task Force's leaflet is included with this NewsBulletin.

Questions for candidates

Health care is the biggest concern for Albertans going in to the provincial election. Pinning the parties, and candidates, down on what they will actually do, however, is always a challenge. The following are some questions designed to force clear and concrete answers. They can come in handy if you attend a candidate forum or a candidate comes to your door.

What is your plan for improving our health care system and reducing the current capacity problems?

What will you do about the critical shortage of health care workers, doctors, nurses, pharmacists and others?

There has been a great deal of discussion about "innovation" in Alberta's health system and using more private, for-profit services. What is your position on private health care in Alberta?

After all the reports on nursing homes and long-term care problems in Alberta, the provincial government introduced new standards for long-term care that failed to specify measurable levels of nursing and personal care. Will you support a staffing standard that ensures a minimum of 3.5 hours of nursing and personal care every day for every long-term care resident?

The Alberta government has also created lower standards and levels of care for some long-term care residents, with new categories like assisted living and now even supportive living. Will you stand up for full and adequate care for all Albertans who require it?

Recent changes have upset a long-standing balance on the Board of the Local Authorities Pension Plan and eliminated the power of Employees to protect benefits. Will you restore the fair balance in governance at the Local Authorities Pension Plan? 🍷

UNA's innovative retention strategies

Several innovative new options geared to promoting retention of nurses, and nurses nearing retirement, were negotiated by UNA in the new provincial Collective Agreement. Details on how these will be implemented were recently released by the Joint Committee of UNA and HBA Services. The new Weekend Worker, Retirement Preparation Program, and Pilot Projects in the provincial contract are now ready to roll.

The Pilot Projects include: Flexible Part-time Positions, Seasonal Part-time Positions, and Benefit-Eligible Casual Employees.

Weekend Worker

The Employer and the Union must mutually agree to implement the Weekend Worker provisions. If either party is interested in implementing a Weekend Worker schedule, they should approach the other party and discuss the issue. The Weekend Worker concept can only be full-time, either 15 regular shifts in four weeks, or 16 extended shifts over a six-week period. See the full document for more details.

Pilot Projects:

Flexible Part-time Positions

These allow Employees to increase their FTE while providing flexibility on the scheduling of the additional shifts. Utilization of this project will allow for the creation of higher FTEs. An FPP is a part-time position, with a specified FTE of no less than 0.4 FTE. However, rather than applying the normal scheduling provisions of Articles 7 or 37 to the whole FTE, at least 50% of the shifts need to be scheduled 12 weeks in advance. The remainder of the shifts are scheduled based on the Employee's availability and where possible, scheduled by the Employer at least 24 hours in advance. An Employee may request an FPP to increase their existing FTE as an alternative to Article 14.15.

Seasonal Part-time Positions

The purpose of this project is to allow Employees to compress a specified annual FTE into smaller portion of a year (for example, an Employee could work a 0.5 FTE compressed into full-time hours over a six month period). During the remaining months (in the above example, the remaining six months), the Employee is not on a leave of absence and cannot be required to work.

This type of scheduling may work well for "snowbirds". An Employee may request that their current position be converted into a SPTP, or that a posted vacancy be converted to a SPTP.

Benefit-Eligible Casual Employee (BECE)


Different levels of work scheduling flexibility may be desirable as Employees transition through life stages. Casual Employees have maximum flexibility regarding scheduling but have no guarantee of shifts, no requirement to work specific shifts and no entitlement to benefits. A BECE is guaranteed a specified FTE (of no less than a 0.4 FTE) but with no specific hours per shifts or shifts per shift cycle. The actual work schedule will be determined by the Employer based on the availability of the BECE. The BECE will be obligated to work the specified FTE, and in exchange, will be eligible for sick leave, benefits and pension plans. A Casual Employee may request to become a BECE at a mutually agreed FTE, or the Employer may post for a BECE.

Retirement Preparation Program

This Program enables eligible Employees to maintain their current full-time equivalency (FTE) overall, but restructure the work assignment so that a portion of their FTE is spent performing project work rather than the Employee's regular clinical work assignment. The clinical portion of the Employee's FTE must remain at .6 FTE or higher. The maximum duration of the Program is four years.

The project work portion of the Employee's FTE must be mutually agreed between the Employer and the Employee, and may include but is not limited to research, leadership assignments or other types of special projects.

If the Employee is proposing implementing the Program to the Employer, the Employee should include ideas or suggestions for project work that they would be interested in doing as part of the Program and as much information as possible. The more detailed the proposal and the more the proposal identifies the potential benefits for the Employer, the more likely it is that the Employer will positively consider the proposal.

The Joint Statements are available on UNA's website: www.una.ab.ca and on UNA-Net, the UNA email and conferencing system. These statements include detailed "Questions and Answers" that outline how each new program can work. 



yourmedicarerights.ca

You have rights under medicare. Defend them

Nurses help protect Medicare rights

Canada's nurses and hospital workers have teamed up to launch a Know your Medicare Rights campaign. "Anywhere in Canada, medically necessary services, whether at a doctor's office, a hospital, a surgical centre or a diagnostic clinic, is 100% paid for by government," explained Linda Silas, president of the Canadian Federation of Nurses Unions (CFNU). "This right is protected under the Canada Health Act and under provincial legislation," she added.

"Despite the protections provided for by the Canada Health Act – we know that patients sometimes get charged for medically necessary care. This practise is both morally wrong and illegal," said Paul Moist, national president of the Canadian Union of Public Employees (CUPE).

The groups have launched a website www.yourmedicarerights.ca, and produced a pamphlet as part of the campaign to inform the public of their medicare rights.

"The Canada Health Act sets out the framework for Canada's medicare system. To qualify for federal funding under the Act, each province and territory must meet the following criteria – public administration, universality, comprehensiveness, accessibility, and portability," Silas added.

Know someone who paid a tray fee? Or paid for a quick appointment? They could get their money back if they file a complaint. Let them know. Or just tell all your friends about this campaign.

More information is available on the campaign website: www.yourmedicarerights.ca 🍷

Revitalizing our Union

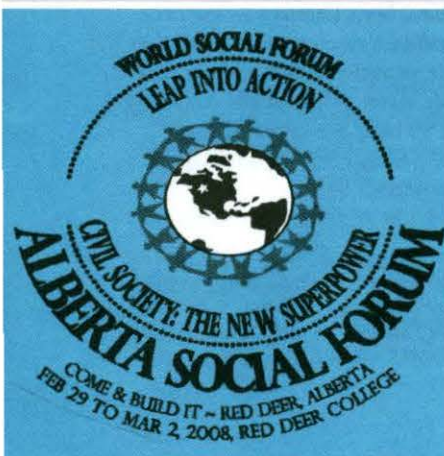


**June 11, 12, 13th 2008
Red Deer College**

This year UNA will be putting on a Labour School for active members coming up in June in Red Deer. See your Local about being a representative at the school.

Some of the topics to be covered will include:

- When Worlds Collide: Bringing All Generations together in the Workplace
- Connecting with the New Graduate in all of us
- Riding the Wave of Change
- Rekindle Your Care
- Diversity
- The Union when you are a new nurse
- Can you hear me now? Getting your message out
- Return to Work programs
- Addictions in the workplace
- The UNA*Net 🍷



Bestselling author, journalist and political commentator, Linda McQuaig, will be the keynote speaker at the 2008 Alberta Social Forum in Red Deer.

February 29 to March 2, 2008

Margaret Parsons Theatre
Red Deer College

Contact Ken Collier (403) 342-7989 for sponsorship funding, displays and registration.
www.albertasocialforum.ca

Other Speakers at the Forum include:

- Bill Phipps on: Cause for Hope
- Lindsay Telfer on: The Alberta Water and Energy Story
- Jim Harding on: Nuclear Energy, Canada/Alberta
- Jim Anglin on: Citizen Organization for Vital Citizen Interests
- Jan Slomp on: Democracy, Trade and the Food System 🍷

Nursing News



Nurse practitioners open community clinic in Sudbury

The first nurse practitioner-led clinic opened recently in Sudbury, Ont. Nurse practitioners have legislative authority write prescriptions, order lab tests, X-rays and other diagnostic tests and treat many conditions and minor injuries. They leave conditions requiring acute care to doctors. Funding for the Sudbury district nurse practitioner clinics was announced by the Ontario government last November. The clinic currently employs four nurse practitioners, support staff and physician partners. It's the first clinic in Canada, whose board consists mainly of nurse practitioners, giving them full decision-making power. ❧

BC gets violence prevention signs in health facilities

BC's senior health care officials have agreed to display signs in health care facilities across the province warning against acts of violence.

The standard language on the signs declares: "Violence, foul language and abusive behaviours are not acceptable. Verbal threats or acts of violence will not be tolerated and may result in removal from this facility and/or prosecution."

Health care unions, including the BC Nurses Union, were pushing for violence control measures and the signs.

The signs – with black lettering on red background – will be posted in all acute care facilities. The signs are a first step in a drive to create public awareness about the growing problem of violence against health care workers. ❧

Health care strike bans hurt, don't help

New studies released by the by the Canadian Centre for Policy Alternatives show that banning strikes in the health care sector may hurt more than it helps. The first report "A Tale of Two Provinces" compared Nova Scotia (where acute health care strikes are still legal) to Alberta (where they have been banned) over the past 24 years, and showed that Alberta had fifteen times as much strike activity. The reports' authors Judy and Larry Haiven, (associate professors at the Sobeys School of Business at Saint Mary's University) say, "Strikes in health care are not the unacceptable events that government and employers portray them to be. In their most recent report, the Haivens say strikes have a useful role. According to Larry Haiven, "This study shows that the proposal to ban strikes in health care and community services could make matters worse in an already stretched system. Front-line workers know best when the system is being

pushed beyond tolerable limits and they can signal this by threatening a legal strike. If they don't have the strike option the rest of us may not find out about the strained system until it is too late." The reports are available online at www.policyalternatives.ca. ❧

Capital Health putting educators at bedside in crunch

In January Capital Health announced it was asking nurse educators and clinical managers to volunteer for bedside roles because of a current bed crunch caused by the nursing shortage.

"Although they're not calling it a crisis, this is, in my view, the biggest staffing crisis the health regions have dealt with since regionalization was introduced in 1994," UNA President Heather Smith told the Edmonton Journal. "This is the most stretched the region has ever been."

Capital Health warned of surgery cancellations and continuing bed closures because of the nursing shortage.

Heather Smith said the province needs to educate more nurses as quickly as possible.

"The under-supply is certainly peaking in Alberta in a way that goes beyond what some of the other provinces are experiencing," she said. ❧

Nurse shortage closes most beds in Athabasca

The Athabasca Healthcare Centre has been reduced from 27 to 10 beds because of the nursing shortage, news reports indicated recently. Administrators said because two nurses are off on sick leave beds had to be closed. One Athabasca doctor was reported as saying the situation has left them in a vulnerable state. Seven of the currently available 10 beds are taken by long-term care patients leaving little space for urgent cases. ❧

A large number of nurses again attended this year's Alberta Federation of Labour/ Canadian Labour Congress Labour School held in January in Jasper.



Vegreville nurses decry staff cuts

St. Joseph's Hospital in Vegreville cut three positions in January: one daytime RN on the second floor, the four-hour RN in Outpatients' Department, and the four-hour Unit Clerk. The cuts were recommended in order to save money. Nurses from Local #22 have been raising concerns about the staff reductions with the Region.

"Reducing staff would undermine our successful efforts at infection prevention and control and thereby pose a risk to patient safety," the nurses explained in a letter to several Region officials. "The new Provincial Methicillin-Resistant *Staphylococcus aureus* (MRSA) Guidelines identify high patient – nurse ratios (i.e., low numbers of nurses) as a risk factor for MRSA transmission. We must not simply pay lip service to these guidelines; they must guide our practice in carrying out our responsibility to the patients we serve." The Region has refused to back down on the reduction. ❧

Nurses discriminated against, in line for huge back pay

The Canadian Human Rights Tribunal has ruled that it is discriminatory to pay nurses who are "medical adjudicators" less than half of what doctors who are called "medical advisers" get. The ruling could result in nearly \$200 million in back pay for 430 Registered nurses who screen people applying for disability benefits under the Canada Pension Plan. The doctors, who performed essentially the same duties, also received retention bonuses, more holidays and more. About 95 per cent of the nurses are women; about 80 per cent of the doctors are men. The ruling says the nurses' "inferior working conditions are a function of the gender predominance of their occupational group." ❧

The Great CEO Pay Race

If 2008 is like 2006, Canadians will work full-time all 2008 to earn an average wage of \$38,998. But by 10:33 a.m. January 2, the 100 best-paid CEOs of

public companies in Canada will have already pocketed that average Canadian wage. And they will continue to earn the average Canadian wage every nine hours and 33 minutes for the rest of the year. By the end of the day on January 2, the average of the top 100 CEOs will have made more than \$65,000. That's what happens when you make an average of \$8,528,304 — which is what Canada's 100 best paid CEOs made in 2006. The worst-paid CEO in that top 100 list received \$3,059,604. The best-paid CEO enjoyed \$54,709,465 in total compensation. On average, the best-paid 100 CEOs make more than 218 times as much as an average Canadian working full-time.

In 1998, the best-paid 100 CEOs earned 104 times more than the average Canadian earnings. In 2006, the best-paid 100 CEOs made 218 times as much.

This spectacular explosion in the size of CEO pay packages is not an aberration. It is a reflection of a dramatic trend in the gap between earnings at the top of the economic elite and those of the rest of us. In an important study released in September 2007, Statistics

Canada shows that most Canadians' real incomes did not increase from 1992 to 2004. That story changed in the highest-income 10% of Canadians. The bottom half of the top 10% maintained its share of total income: their income grew at the same pace as the average. But in the top 5%, the share of total income increased from 21% to 25%. More than 90% of that gain actually went to the top 1% — the richest of the rich. Read the full story at www.policyalternatives.ca. ❧

President Debbie Martin and Treasurer Karen McLeod at the Lethbridge and region Community Local AGM.



UNA draw for members to attend CLC Convention

UNA is funding 7 members at large to attend the Canadian Labour Congress Convention in Toronto May 25 - 30, 2008. Members will be chosen by random draw. Those drawn will have costs covered including: salary replacement for LOAs, travel, accommodation and UNA meal allowance. If you are interested in attending the Convention **please mail or fax the form below to the UNA Provincial office no later than 16:30 March 19, 2008.**

Yes, I would like to be a part of the delegation representing UNA at the Canadian Labour Congress Convention in Toronto, May 25-30.

Name: _____ Local: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

**PLEASE MAIL OR FAX TO THE UNA PROVINCIAL OFFICE
NO LATER THAN 16:30 MARCH 19, 2008.**

United Nurses of Alberta 900-10611 98 Avenue NW • Edmonton AB T5K 2P7
PH: (780) 425-1025 1-800-252-9394 • FX: (780) 426-2093

IS YOUR PENSION AT RISK?

AN IMPORTANT MESSAGE

to retirees and members of Alberta's public pension plans

Recent changes to the rules governing decisions of the board of Alberta's largest pension, the Local Authorities Pension Plan, put at **risk**:

- Early retirement provisions
- Pension Cost of Living Allowance
- The '85 Factor'

Alberta's unions are fighting hard to protect your pensions. But we need **your** help.

Call Premier Ed Stelmach and your MLA at 310-0000. Tell them to fix the Local Authorities Pension Plan by putting it back the way it was before the changes were made in November.

For more information about what has happened to the Local Authorities Pension Plan, and the implications for other Alberta pension plans, go to

www.SaveMyPension.ca



Seniors Care in Crisis

ALBERTA SENIORS

DESERVE BETTER

It's time to take action!



Seniors care in crisis

Since the mid-90's, seniors care in Alberta has been on a downward spiral. The report of the Auditor General in 2005 highlighted some of the growing problems in continuing care facilities and concluded that in many of the facilities even the outdated standards were not being followed. The crisis was further outlined in the follow-up report of the MLA Task Force that pointed out many of the inadequacies in the seniors care system.

In late 2005, Public Interest Alberta formed its Seniors Task Force made up of representatives of many key seniors organizations and health professionals who work with seniors. In May 2006, PIA launched the Alberta Seniors Deserve Better campaign; it proposed five specific steps to address the crisis.

When the Stelmach government took office, PIA's program was presented to the new Ministers of Health and Seniors along with thousands of postcards from concerned Albertans supporting the campaign. Subsequent presentations were made to the government's Seniors Advisory Committee.

To date, we have seen no government action to address these five specific problem areas. The government's new Health Service Standards and Accommodation Standards do nothing to address these issues, and are simply an inadequate response to the crisis. Conditions in Alberta's long-term care facilities have only gotten worse.

The 5 steps that would significantly improve conditions for Alberta seniors, both at home and in care facilities

1 PROVIDE QUALITY PUBLIC HOMECARE.

Seniors want to stay in their own homes as long as possible, and this eases the strain on the health care system. However, seniors are being driven from their homes by the lack of support services and the total inadequacy of the homecare system.

Frail seniors often have to rely on private homecare and other support services that are often unaffordable and unreliable.

Private rates of \$52/hour for medical homecare and \$25/hour or \$220/day for personal homecare are simply out of reach for many Alberta seniors. Forty-two percent of seniors had incomes low enough to qualify for Alberta Seniors' Benefits (ASB) in 2005.

The government must commit to making quality homecare available to all Alberta seniors.



2 ENSURE QUALITY, AFFORDABLE AND ACCESSIBLE CARE FACILITIES

While the Alberta government does help to fund publicly and privately operated seniors care facilities that provide a range of care levels, access to subsidized facilities is "means tested". In this way, the government has shifted responsibility for providing and paying for eldercare on to seniors and their families.

The care of frail and impaired seniors is a health care issue that should be fully covered under medicare.

Further, the government has decided that long term care (LTC) is too expensive, and has not been building new LTC beds to keep pace with the growing population. This has caused waiting periods of a year or longer and forced many seniors to move out of their towns and away from family and friends. Instead the government is subsidizing private corporations to build more assisted living facilities, where residents are charged extra for nursing or personal care, over and above the unregulated accommodation and meal charges.

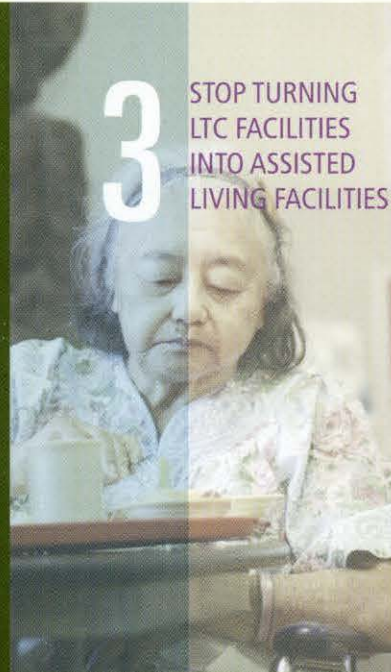


3 STOP TURNING LTC FACILITIES INTO ASSISTED LIVING FACILITIES

In recent years, the province has supported the downgrading of long-term care facilities to assisted living and has provided direct subsidies to facility operators to downgrade.

When these conversions occur, nursing and personal care are drastically reduced and the cost of whatever care remains is passed onto the residents or their families.

Downgrading has occurred in Hinton, Pincher Creek and Lethbridge and is scheduled in Jasper, Grande Prairie and Islay, leaving seniors with extensive medical needs with no option but to move out of their communities to find the care they require.

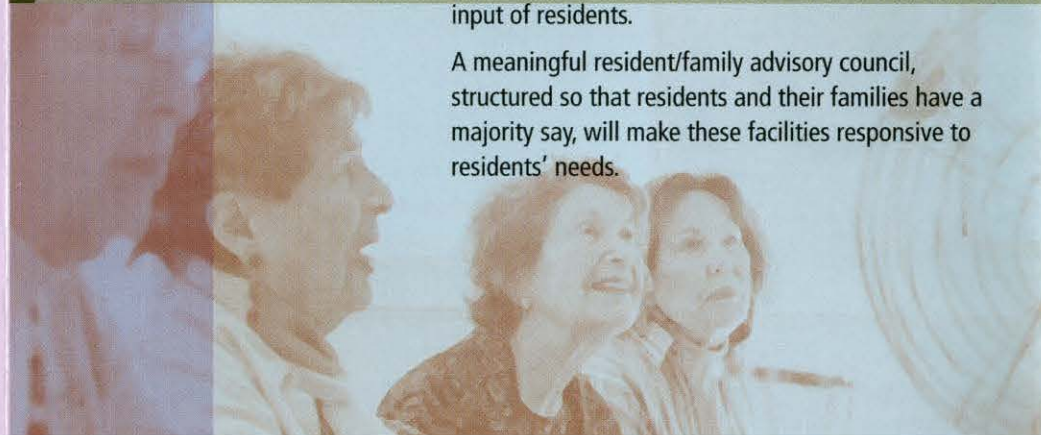


4 CREATE ADVISORY COUNCILS IN ALL SENIORS CARE FACILITIES

Care facilities are actually small communities, and the residents who live in those facilities are the citizens. As such, the seniors, along with their families, have a right to a say in how those communities are run.

The problems in Alberta's care facilities cannot all be solved by new top-down standards. Problems particular to a facility should be resolved with the input of residents.

A meaningful resident/family advisory council, structured so that residents and their families have a majority say, will make these facilities responsive to residents' needs.



5 ESTABLISH AN INDEPENDENT SENIORS ADVOCATE (ISA)

The current seniors care system is a fragmented patchwork, involving 19 government departments, nine RHAs, and countless municipalities, NGOs and volunteer agencies, all operating independently.

Creating an ISA, as an officer of the legislature (like the auditor general) could have three major impacts:

1. Develop a listing of all existing agencies and assess how effectively and cooperatively they are working.
2. Coordinate a corps of trained elders to help the many seniors outside of the care system who find themselves in crisis because of a physical, mental or economic breakdown, and who are without family support.
3. Identify gaps and duplications in existing services, and regularly report these to the legislature along with recommendations for changes to regulations or legislation.



What can you do to make a difference?

- Tell your MLA that you endorse these five steps for addressing the seniors care crisis and continue to have contact on this issue. (You can do this via the PIA website.)
- If you are a member of a political party, ask your party to endorse these five steps.
- Promote the five steps in groups that you are part of and ask them to endorse the Alberta Seniors Deserve Better campaign.
- Promote these five steps in local media (letters to the editor, open-line shows and on-line forums).
- In the next provincial election, insist that seniors issues are a top priority and that candidates and parties address the five steps.
- Look for other creative ways to promote these five steps in your community.

About PIA as an organization

Public Interest Alberta is a non-partisan, province-wide organization focused on education and advocacy on public interest issues. PIA fosters an understanding of the importance of public services, institutions and spaces in the lives of Albertans and builds a network of organizations and individuals committed to advancing the public interest.

Go to Public Interest Alberta's website for more background information and to learn about how you can help promote these five steps and further the public interest in other ways.



Public Interest Alberta

#35 9912 - 106 St.

Edmonton, Alberta

T5K 1C5

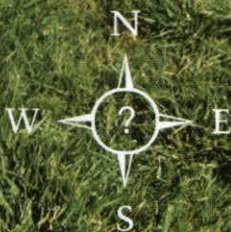
Phone: (780) 420-0471

E-mail: pialta@telus.net

www.pialberta.org



ALBERTANS ARE LOOKING FOR CHANGE



Change in Alberta?

It can happen here, too!



Here in Alberta, the sky should be the limit. Our province is a great place to live, work and raise a family. And thanks to our huge supply of petroleum resources, we have the potential to do even better.

But more and more Albertans are starting to realize that our province has not been living up to its potential. And a big reason for that failure has been the lack of leadership from a government that, frankly, has been in power too long.

Alberta Needs a Plan

A plan that puts people first

There was a time when the Conservatives under former Premier Peter Lougheed could justifiably be described as creative - but those days are long gone.

The Alberta Conservatives of today have done little to make sure the majority of Albertans are sharing in the so-called Alberta Advantage.

They've sat on the sidelines and watched silently as the cost of living in the province has soared; as home ownership has become increasingly unaffordable; as our schools and hospitals have fallen into disrepair and become overcrowded.

The Alberta Conservatives have also done nothing as more and more energy companies make plans to ship our valuable oil sands resources "down the pipeline" without upgrading or refining it here. And they continue to sit on the sidelines as energy companies fail to pay billions in royalties

and as unrestrained growth continues to overburden our communities and our environment.

Time for a Change

Time for a REAL Plan

Former Premier Ralph Klein admitted that he and his government had no plan to handle Alberta's energy boom. Current Premier Ed Stelmach obviously had a big job ahead of him when he inherited Klein's mess. But, after more than a year in power, Stelmach has failed to provide much more leadership than his old boss.

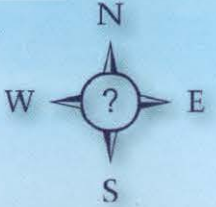
After 37 years in power, it's clear the Conservatives don't have the kind of plans that Albertans need. It's time for new plans - plans that put people, families and communities at the centre of the equation.

Show Us the Plan!

Why we launched this campaign

The Alberta Federation of Labour is an organization of 29 public and private sector unions representing nearly 140,000 working Albertans. We don't pretend to have all the answers. But we have a lot of ideas - ideas which we think could help build a better Alberta.

That's why we decided to launch the "Show Us the Plan" campaign. We think Albertans have a right to expect more from their politicians. We think they have a right to demand real plans, not just vague promises and platitudes.



Ask Questions About Our Future

Demand real answers

We're not trying to tell people which party to vote for. We're just saying the Conservatives are running on empty.

So before casting your ballot, ask tough questions like these:

- What's the plan to deal with the sky-rocketing cost of living?
- What's the plan to make sure our oil wealth and jobs are not "shipped down the pipeline" to refineries and upgraders in the States?
- What's the plan to resuscitate our long-neglected public services and public infrastructure?
- What's the plan to help our overcrowded hospitals and classrooms?

These are the kind of questions all parties should be able to answer before earning your vote.



Albertans Can Do Better!

So, become an informed voter ... and demand change!

Politicians talk a good game, but they rarely act by themselves. They need to be pushed along by well-informed voters who demand change ... and who won't take "no" for an answer.

That's what our "Show Us the Plan" campaign is all about. We want to give working Albertans the tools and information they need to become the kind of voters who can't be ignored.

So, visit our campaign website, **www.ShowUsThePlan.ca**, and learn about the issues. Learn about the government's record. Learn about possible alternatives for a better future. And learn about the positions being staked out by the major opposition parties.

Together, we can turn the heat up on our politicians ... and get better government and a better future in return!

**Ask questions.
Demand plans.
Think and vote!**

ShowUsThePlan.ca



2008

Constitution/Bylaws & Long and Short Term Goals

(With Amendments as of October 2007)

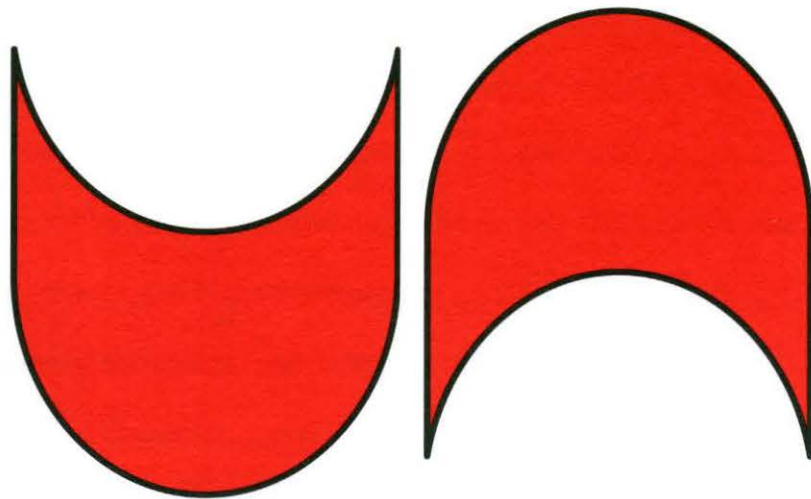


Table of Contents

Article 1:	Name	2
Article 2:	Objectives	2
Article 3:	Membership	2
Article 4:	Executive Board.....	3
Article 5:	Powers Of The Executive Board.....	4
Article 6:	Discipline Of Members.....	6
Article 7:	Reinstatement Of Membership	10
Article 8:	Meetings Of Executive Board.....	10
Article 9:	Meetings Of The UNA.....	11
Article 10:	Voting At Meetings Of The UNA	11
Article 11:	Strike Votes And Ratification Votes	12
Article 12:	Elections.....	12
Article 13:	Revenue.....	13
Article 14:	Audit	14
Article 15:	Chartered Locals	14
Article 16:	Merger And Transfer	16
Article 17:	Transfer of Collective Bargaining Jurisdiction to UNA	17
Article 18:	Constitutional Amendments And Policy Resolutions	17
Article 19:	Rules Of Procedure And Order Of Business At Meetings Of The UNA.....	18
Article 20:	Dissolution Of A Chartered Local.....	18
Appendix “A”	Chartered Standard Local Bylaws	19
Appendix “B”	Chartered Composite Local Bylaws	23
Appendix “C”	Bylaws Governing Districts of the UNA	30
	Long & Short-Term Goals Of UNA.....	32

Article 1: Name

- 1.01 This organization shall be known as the United Nurses of Alberta (hereinafter referred to as "UNA").

Article 2: Objectives

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

Article 3: Membership

- 3.01 All registered, 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 (a) 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
- 3.04
- 3.05

be entitled to attend meetings, hold office and receive all other benefits of UNA membership. A member who is:

- (i) 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
- (ii) 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
- (iii) 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.
- (b) A person ceases to be a member upon:
- (i) suspension or termination of membership pursuant to this Constitution; or
- (ii) 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 fourteen (14) months.

Notwithstanding the foregoing, any person who has resigned their membership in the UNA due to their 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.

No person shall be refused membership because of nationality, race, colour, origin, sex or sexual orientation, age, physical disability or religious or political belief.

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 the member's skill and ability discharge the duties of the office or position 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 the member's knowledge or possession by reason of the office or position held.
- 3.07 Membership in a Standard/Composite 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 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.
- 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 except where it becomes necessary to elect an Executive Board member for a one (1) year term in order to achieve or maintain the staggering of terms of office as required by Article 12.04.
- 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

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;
 - 2) 1st Vice-President;
 - 3) 2nd Vice-President;
 - 4) Secretary/Treasurer;
 - 5) District Representatives.
- Any member elected to a position on the Executive Board shall not hold the position of President of a UNA Standard/Composite Local. The newly elected Board Member shall have three (3) months to vacate the position of Standard/Composite Local President.
- 4.02 The number of District Representatives shall be determined on the basis of one (1) District Representative for each one thousand five hundred (1,500) duespayers or part thereof in the Health Region as of sixty (60) days prior to the Annual General Meeting. There shall be a minimum of two (2) District Representatives for each District.

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

4.08 Any member of the Executive Board may resign from the Executive Board 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 the member's possession.

4.10 The District Representative shall designate an alternate member to attend Executive Board meetings in the District Representative's 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 the UNA or on behalf of any Chartered Local or Chartered Locals without the necessity of the written authorization of such Chartered Local or Chartered 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.
- 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.
- 5.10
1. If the conduct of an Officer of a Chartered Local or Chapter thereof is subject to consideration under this Constitution, the Executive Officers of UNA, with or without prior notice or hearing and with or without funding, may order the temporary suspension of the Officer from the duties and responsibilities of office if the Executive Officers consider the suspension warranted in the circumstances having regard to the nature of the conduct and the urgency of the matter in question.
 2. Where the Executive Officers of United Nurses of Alberta have or receive information which leads them to believe that an Officer of a Chartered Local of United Nurses of Alberta or a Chapter thereof
 - (a) is incompetent, or
 - (b) is mentally incapacitated, or
 - (c) is engaging in corrupt practices, or
 - (d) is engaging in financial malpractice; or
 - (e) has undertaken activities contrary to the principles and policies of UNA, which activities are disruptive of and interfere with the performance of the duties and responsibilities of other Officers of the Chartered Local, the Executive Officers, by majority vote, may suspend such Officer from office pending an investigation.
3. Where the Executive Officers suspend an Officer from office, they shall forthwith appoint an individual or individuals possessing whatever expertise may be required in the circumstances, irrespective of whether such persons are members of the Union, to investigate the circumstances and report back to the Executive Officers within 30 days unless the period of investigation is extended by majority vote of the Executive Officers.
 4. Where the Executive Officers determine that it is necessary to consider whether or not an Officer of a Chartered Local or of a Chapter thereof should be suspended from office, the said Officer, where reasonably possible, shall be provided notice that the matter is under consideration and be permitted to make oral or written submissions to the Executive Officers prior to a vote being taken.
 5. Where suspension pending investigation is ordered by the Executive Officers, the Officer of a Chartered Local or Chapter thereof is relieved of duties and responsibilities of office during an investigation and the said Officer shall have a duty to fully cooperate with the investigator(s) appointed to conduct the investigation and such investigator(s) may direct the said Officer or any other member of United Nurses of Alberta:
 - (a) to answer any inquiries the investigator(s) may have relating to the investigation;
 - (b) to produce to the investigator(s) any records or other property in the Officer's possession or under the Officer's control that are or may be related in any way to the investigation;
 - (c) to give up possession of any record referred to for the purpose of allowing the investigator(s) to make a copy of and return it within a reasonable time of receiving it;
 - (d) to attend before the investigator(s) for the purpose of complying with (a), (b) or (c) above.

6. In the event that such Officer should neglect, fail, refuse or decline to cooperate with the investigator(s) in respect of the above, the failure to do so shall be noted by the investigator(s) in its report to the Executive Officers.
7. The investigator(s) shall submit a report to the Executive Officers within 30 days of appointment or within such longer time as approved by the Executive Officers.
8. The Executive Officers, on receiving the report of the investigator(s) shall provide a copy of same to the Officer who has been relieved of duties and shall provide such Officer a reasonable opportunity to make oral or written submission thereon to the Executive Officers.
9. The Executive Officers, with respect to any of the conduct of the member that is mentioned in the report, may:
 - (a) where appropriate, initiate the disciplinary procedures pursuant to Article 6 of the United Nurses of Alberta Constitution, in which case, the suspension of the Officer from duties and responsibilities of office shall continue until such time as the disciplinary procedures are concluded; or alternatively
 - (b) provide a report to the Executive Board of the United Nurses of Alberta summarizing the results of the investigation and recommending whether, in the circumstances, the said Officer should be reinstated to office; or alternatively
 - (c) provide a report to the Executive Board of the UNA summarizing the results of the investigation and recommending whether, in the circumstances, the said Officer should be removed from office on the basis of non-culpable conduct.
10. The Executive Officers shall forthwith provide to the Officer concerned copies of their decision to initiate disciplinary procedures or, as the case may be, their report and recommendations to the Executive Board.
11. An Officer under investigation may, at any time during the course of the investigation, submit to the Executive Officers of UNA for their approval, a resignation in lieu of having the investigation continue. The Executive Officer's may reject the application to resign, or if they accept it, may make their acceptance of the application to resign subject to any reasonable conditions considered appropriate in the circumstances and the Executive Officers shall concurrently therewith give directions as to the information to be entered in the records of the United Nurses of Alberta and as to the handling of same in terms matters of confidentiality and privacy.
12. Where an Officer resigns from their position in accordance with the above, the conduct that was the subject of the investigation and proceedings and to which the resignation relates, shall be discontinued.
13. A resignation from office, in accordance with the above, does not terminate liability for discipline for acts occurring during the period the office was held.
14. An order of suspension from office may be terminated by the Executive Officers at any time, on application or on their own motion, where it appears to the Executive Officers that the suspension from office and the investigation is no longer warranted.
15. The Officer whose conduct is in question may appeal a suspension from office to the Executive Board of United Nurses of Alberta by filing a Notice of Appeal with the Executive Board within 10 days after the date of the Order of the Executive Officers suspending such officer pending investigation.
16. If an appeal is taken to the Executive Board, the Executive Board shall, as soon as practicable, hear the representations of the Executive Officers and of the Officer suspended, and the Executive Board shall determine whether the suspension should be continued pending conclusion of the investigatory process or should be set aside.
17. No proceeding shall be brought before the Labour Relations Board nor any action commenced in any Court of law against any actions taken or orders given under or pursuant to this Article of the Constitution without taking reasonable efforts to exhaust all remedies available to the Officer pursuant to the Constitution of 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;

- (b) Obtaining membership through fraudulent means or misrepresentation;
- (c) Instituting, urging or advocating that a member of any of the Chartered Locals of this union should institute action;
 - i) in a court of law against the UNA; or
 - ii) against the Executive Board or any of its officers; or
 - iii) 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 Locals 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;
- (i) Wrongfully interfering with any officer or accredited representative of the UNA or any of its Chartered Locals in the discharge of the duties of the Officer or Representative;
- (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 Locals. Failing to do any act required by the said Constitution or Bylaws, where such conduct has the effect:
 - i) of injuring the UNA, the Executive Board of the UNA or any of its Chartered Locals;

- ii) or impeding the implementation of any policy constitutionally formed by either the UNA or any of its Chartered Locals.

- (l) 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

Review of Charges

- (a) Any member in good standing who considers that another member, officer or representative of UNA or of a Chartered Standard Local of UNA or of a Chartered Composite Local of UNA has committed an offence enumerated under Article 6.01, may file charges against such person or persons.
- (b) The Executive Board of UNA or the Executive of a Chartered Standard Local or the Executive of a Composite Local or Chapter Officers, if such body considers that any member, officer or union representative, has committed an offence enumerated under Article 6 of this Constitution, may file charges against such person or persons.
- (c) When a charge is filed by the Executive Board of UNA by the Executive of a Chartered Standard Local of UNA or by the Executive of a Chartered Composite Local of UNA or Chapter Officers, the charge shall be accompanied by a resolution of such body authorizing the filing of the charge.
- (d) Charges shall be in writing, shall contain a statement of the facts relied upon in support of the charges and shall identify the specific provisions of this Constitution which it is alleged have been contravened. The charges shall include details as to the dates, places and persons involved. Charges shall be signed by the party filing the charge and shall include a mailing address for service upon the party filing the charge.
- (e) Charges shall be filed with the Executive Secretary of UNA or designate who shall record the date of receipt of the charges and shall forthwith deliver copies of the charges to the accused and to the 1st Vice-President of UNA, or where circumstances so require, to a designate selected in accordance with Executive Board Policy.
- (f) The 1st Vice-President or designate shall review the charges to ensure that the charges comply with the following requirements:
 - (i) charges must contain a statement of the facts relied upon in support of the charges,
 - (ii) charges must set out the provisions of the Constitution which it is alleged have been contravened,

- (iii) charges must include details as to the date or dates of the alleged contraventions, the places where the contraventions are alleged to have taken place and the identity of the persons involved in the alleged contraventions,
 - (iv) if a charge is laid by the Executive Board of UNA or by the Executive of a Chartered Standard Local or by the Executive Officers of a Chartered Composite Local, such charge must be accompanied by a resolution of such body authorizing the filing of the charges,
 - (v) charges must be in writing, must be signed by the party filing the charges and must include a mailing address for service on the party filing the charges,
 - (vi) charges must be filed with the Executive Secretary of UNA or designate not later than sixty (60) days after the date upon which a person filing the charge should reasonably have become aware of the alleged violation of the Constitution.
- (g) Where the 1st Vice-President or designate determines that the charges filed fail to meet each of the above requirements, the 1st Vice-President or designate shall forthwith reject the charges and shall notify the member laying the charges and the person or persons charged that the charges have been rejected summarily.
 - (h) Where the 1st Vice-President or designate is of the opinion that the charges as presented are without merit or are frivolous, trivial or vexatious, the 1st Vice-President or designate may reject the charges summarily and shall notify the person laying the charges and the person charged accordingly.
 - (i) If the 1st Vice-President or designate is of the opinion that it is not in the best interests of UNA to proceed with the charges, the 1st Vice-President or designate may reject the charges summarily and shall forthwith notify the person laying the charges and the persons charged accordingly.
 - (j) Notification of summary rejection of charges and the reasons therefore shall be in writing, shall be sent by mail to the mailing address provided in the charges and shall include instructions as to how the person laying the charges may appeal the summary rejection of the charges.
 - (k) If the 1st Vice-President or designate summarily rejects the charges, the person laying the charges

may appeal the summary rejection by notifying the Executive Secretary of UNA within thirty (30) days after the person laying charges has received notification from the 1st Vice-President or designate of the summary rejection of the charges.

- (l) The person laying the charges shall be deemed to have received notification of summary rejection of the charges upon the expiry of seven (7) days after such notification is sent by mail to the mailing address provided by that person.

6.03

Appeal of Summary Rejection of Charges

- (a) If the 1st Vice-President or designate summarily rejects the charges, the person filing the charges may appeal the dismissal by notifying the Executive Secretary of UNA or designate of the wish to appeal.
- (b) The notification of the wish to appeal must be received by the Executive Secretary of UNA or designate within thirty (30) days after the person who laid the charges has received or is deemed to have received notification from the 1st Vice-President or designate of the summary rejection of the charges.
- (c) Upon receipt of notice of wish to appeal, the Executive Secretary of UNA or designate shall forthwith, in accordance with Executive Board Policy, select from the members of the Trial Committee three (3) members who shall constitute an Appeal Panel and who shall hear and decide the appeal against summary rejection of the charges.
- (d) The Appeal Panel shall notify the person laying the charges and the person charged that either of them may submit written representations to the Appeal Panel which must be received by the Appeal Panel within a time frame set by the Appeal Panel.
- (e) When the Appeal Panel has decided an appeal, the Appeal Panel shall notify the person filing the charges and the person charged of the Panel's decision.
- (f) A decision of a majority of the members of the Appeal Panel is the decision of the Appeal Panel, but if there is no majority, the decision of the Chair of the Appeal Panel governs and shall be deemed to be the decision of the Appeal Panel.

6.04

Disciplinary Hearing Board

- (a) Where the 1st Vice-President or designate determines that the charges filed should not be

rejected summarily or where an Appeal Panel allows an appeal against summary rejection of charges, a disciplinary hearing of the charges will be conducted by a three (3) member board of the Trial Committee.

- (b) The Executive Secretary of UNA or designate shall, in accordance with Executive Board Policy, select the members of the Disciplinary Hearing Board from the remaining members of the Trial Committee, not including any members of the Trial Committee who served on the Appeal Panel hearing an appeal from a summary rejection of the charges.
- (c) The Disciplinary Hearing Board will notify the person laying the charges and the member(s) charged of the time and place of the disciplinary hearing.
- (d) The Disciplinary Hearing Board may, at any time, adjourn the hearing date to another time or place on any conditions they may impose.
- (e) The disciplinary hearing shall be convened and conducted expeditiously taking into account that the person charged is entitled to a reasonable time to prepare a defense and taking account that the person filing the charges and the person charged are to be afforded a full and fair hearing including the right to be represented by counsel.
- (f) The disciplinary hearing shall be conducted in accordance with the requirements of UNA Executive Board Policy.
- (g) The decision of the Disciplinary Hearing Board shall be rendered as soon as possible and, in any event, within thirty (30) days of the conclusion of the disciplinary hearing. The decision and the reasons therefore shall be in writing and shall forthwith be delivered to the person laying the charges and the person charged.
- (h) If the person charged is found guilty, the decision shall specify the penalty imposed by the Disciplinary Hearing Board.
- (i) A decision of the majority of the members of the Disciplinary Hearing Board is the decision of the Board, but if there is no majority, the decision of the Chair of the Disciplinary Hearing Board governs and shall be deemed to be the decision of the Disciplinary Hearing Board.
- (j) The procedures to be followed at a disciplinary hearing are in the sole discretion of the Disciplinary Hearing Board. The rules of evidence need not be strictly adhered to. The onus of proving guilt is on the complainant. If the accused does not

attend the disciplinary hearing, the hearing may continue in the absence of the accused, but the person filing the charges continues to bear the onus of proof. The person charged cannot be compelled to testify.

- (k) On a finding of guilt, the Disciplinary Hearing Board may expel, suspend or reprimand the person charged and may impose conditions for reinstatement.

6.05

Appeal from the decision of a Disciplinary Hearing Board

Either the member/members charging and/or the member/members charged may appeal the decision of a Disciplinary Hearing Board.

The member or members appealing shall file written notice of the appeal, setting out the grounds relied upon in support of the appeal, with the Executive Secretary of UNA or designate no later than fourteen (14) days after the date that the decision of the Discipline Hearing Board is issued and received.

The Executive Secretary of UNA or designate shall immediately provide a copy of the Notice of Appeal to each of the other parties participating in the proceedings before the Disciplinary Hearing Board, and shall also provide a copy of the appeal to the Chair of the Disciplinary Hearing Board.

The Executive Secretary of UNA or designate shall forthwith appoint three members of the Trial Committee who shall serve as an Appeal Tribunal. No member of the Trial Committee who served on a Disciplinary Hearing Board or who served on an Appeal Panel hearing an appeal from summary rejection of the charges concerned shall be appointed to the Appeal tribunal. Where possible, the members appointed to the Appeal Tribunal should represent Districts other than the Districts of the charging party and/or of the accused.

The three members of the Appeal Tribunal shall select from amongst themselves a member who shall serve as Chair of the Appeal Tribunal.

The Chair of the Disciplinary Hearing Board shall direct the person who served as the Administrative Assistant for the Disciplinary Hearing Board proceeding to prepare and forward to the Appeal Tribunal the record of the proceedings before the Disciplinary Hearing Board. Copies of the record shall also be provided to each appellant and each respondent of the appeal.

The Appeal Tribunal shall, within thirty (30) days, convene a hearing to consider the appeal and shall provide all parties to the original proceedings,

including the Disciplinary Hearing Board whose decision is under appeal, with at least two (2) weeks advance notice of the hearing of the appeal.

The Appeal tribunal shall, where it so requires, have the assistance of legal counsel.

At the hearing of the appeal, the Appeal Tribunal shall permit the Disciplinary Hearing Board whose decision is under appeal, each appellant and each respondent to present arguments as to why the decision of the Disciplinary Hearing Board should be upheld or set aside in whole or in part.

The procedures to be followed at an Appeal Tribunal hearing are in the sole discretion of the Appeal Tribunal.

A decision of the majority of the members of the Appeal Tribunal is the decision of the Appeal Tribunal, but if there is no majority, the decision of the Chair of the Appeal Tribunal governs and shall be deemed to be the decision of the Appeal Tribunal. The decision shall be rendered as soon as possible and, in any event, within thirty (30) days of the conclusion of the Appeal.

In the event the Appeal Tribunal allows an appeal against either conviction or acquittal, it shall remit the matter to the Executive Secretary of UNA or designate with directions to appoint a newly constituted Disciplinary Hearing Board to re-hear the charges.

In the event the Appeal Tribunal allows an appeal against a penalty imposed, the Appeal Tribunal shall rescind the penalty imposed and shall impose such penalty as may be permissible under the Constitution and as seems just and reasonable to the Appeal Tribunal in all the circumstances.

The decision of the Appeal Tribunal is final and binding.

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, the person shall not be eligible to reapply for a period of one (1) year.

- (b) The membership card of a person who has been suspended from membership shall be 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, the member shall return to the unexpired term of the member's 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 Standard/Composite 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 one hundred and eighty (180) 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 Standard 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.
- (b) At any Annual or Special Meeting of the UNA every Standard Local/Chapter is entitled to be represented by one voting delegate for every seventy-five (75) members of the Standard Local/Chapter or part thereof;
- (c) The Standard Local President/Chapter Chair shall ensure that each voting delegate/alternate elected to represent the Standard Local/Chapter Chair is a member in good standing of the UNA. The number of voting delegates to which each Standard Local/Chapter is entitled shall be based on the number of members in the said Standard Local/Chapter, forty-five (45) days prior to the Annual General Meeting.
- 10.02 The Standard Local President/Chapter Chair shall ensure that each voting delegate/alternate elected to represent the Standard Local/Chapter is a member in good standing of the UNA. The number of voting delegates/alternates to which each Standard Local/Chapter is entitled shall be based on the number of members in the Local/Chapter forty-five (45) days prior to the Reporting Meeting.
- (a) At Negotiation Demand Setting Meetings, each Chapter of the Composite Local shall be entitled to be represented by one (1) voting delegate/alternate for every seventy-five (75) members or part thereof. The voting delegate(s)/alternate(s) must be a member(s) in good standing of the UNA and shall be elected at a meeting of the Chapter.
- (b) At Negotiation Demand Setting Meetings, every Chartered Standard Local of the UNA shall be entitled to be represented by one (1) voting delegate/alternate for every seventy-five (75) members or part thereof. The voting delegate(s)/alternate(s) must be a member in good standing of the UNA and shall be elected at a meeting of the Chartered Local.
- (c) At Negotiation Demand Setting meeting the President or designate of the President of a Composite Local shall be a funded observer.
- (d) At Negotiations Reporting Meetings each Standard Local/Chapter shall be entitled to be represented by one (1) voting delegate/alternate for every seventy-five (75) members or part thereof. The

- voting delegate(s)/alternate(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 the member 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.
- 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 one hundred and eighty (180) 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 three (3) members to the Trial Committee.
- 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.

Article 11: Strike Votes And 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. Locals may conduct an advanced poll.
- 12.06 A member shall submit their nomination for one (1) position only of the positions elected at the Annual General Meeting.
- 12.07 Each District Representative and each Member of the Trial Committee must be a member of a Chartered Standard Local/Chapter in the District the member represents. Only members from the District may nominate a member for a position and only voting delegates from said Districts are entitled to vote in the election.
- 12.08 Upon receipt of nomination forms, the Standard Local President/Chapter Chair shall make every reasonable effort to inform the Standard Local/Chapter that the Legislative Committee will receive nominations pursuant to this Article.

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.
- 12.09 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.
- 12.10 Nominations shall be accepted until sixty (60) 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.

- 12.11 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 Chartered Local President/Chapter Chair and delegates no later than forty-five (45) 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 Chartered Local/Chapter.
- 12.12 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.
- 12.13 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 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:

- (a) Each Chartered Standard Local/Chapter 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 Standard Locals/Chapters voting.

- (b) The charter fee to establish a new Chartered Standard Local/Chapter 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 transferor 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/Chapter pursuant to the provisions of this Constitution shall constitute a preferred claim and must be paid promptly by the Chartered Local/Chapter each month prior to the payment of any other obligations of the Chartered Local/Chapter.

- 13.04 (a) UNA dues shall be one point three percent (1.3%) 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 Standard Local a dues rebate. In the case where a Chartered Standard Local is a part of a Multi-Local Bargaining Unit, the rebate shall be remitted to the Local of the duespayer's home site. Rebates will be issued to the Chartered Standard Local on a regular basis and not less frequently than monthly and shall be calculated on a prorated basis, subject to the number of pay-periods in their payroll system and based on the actual number of duespayers per pay period, as follows:

- (A) For Standard Locals with fifty (50) duespayers or less the rebate shall be ninety-six dollars (\$96.00) per duespayer per annum for the first thirty (30) duespayers. For the next ten (10) duespayers, or part thereof, the rebate shall be seventy-two dollars (\$72.00) per duespayer per annum. For all remaining duespayers the rebates

shall be sixty dollars (\$60.00) per duespayer per annum.

- (B) For Standard Locals with more than fifty (50) duespayers, the rebate shall be eighty-four dollars (\$84.00) per duespayer per annum for the first thirty (30) duespayers. For the next one hundred (100) duespayers, or part thereof, the rebate shall be seventy-two dollars (\$72.00) per annum. For the next one hundred (100) duespayers, or part thereof, the rebate shall be sixty dollars (\$60.00) per duespayer per annum. For all remaining duespayers, the rebate shall be forty-eight dollars (\$48.00) per duespayer per annum, except Standard Locals with 51 to 56 duespayers shall receive no less than \$4,200 per annum.
- (c) The UNA shall issue to each component Chapter of a Composite Local a dues rebate. In the case where a Chapter is a part of a Multi-Local Bargaining Unit, the rebate shall be remitted to the Chapter of the duespayer's home site. Rebates will be issued to the Chapter on a regular basis and not less frequently than monthly and shall be calculated on a prorated basis, subject to the number of pay-periods in their payroll system and based on the actual number of duespayers per pay period, as follows:
- (A) For Chapters with fifty (50) duespayers or less the rebate shall be ninety-six dollars (\$96.00) per duespayer per annum for the first thirty (30) duespayers. For the next ten (10) duespayers, or part thereof, the rebate shall be seventy-two dollars (\$72.00) per duespayer per annum. For all remaining duespayers the rebates shall be sixty dollars (\$60.00) per duespayer per annum.
- (B) For Chapters with more than fifty (50) duespayers, the rebate shall be eighty-four dollars (\$84.00) per duespayer per annum for the first thirty (30) duespayers. For the next one hundred (100) duespayers, or part thereof, the rebate shall be seventy-two dollars (\$72.00) per annum. For the next one hundred (100) duespayers, or part thereof, the rebate shall be sixty dollars (\$60.00) per duespayer per annum. For all remaining duespayers, the rebate shall be forty-eight dollars (\$48.00) per duespayer per annum, except Standard Locals with 51 to 56 duespayers shall receive no less than \$4,200 per annum.
- (d) Chartered Locals/Chapter(s) 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 a Collective Bargaining Fund. Contributions to the Collective Bargaining 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, may be drawn from the Collective Bargaining 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 Chartered Local/Chapter in the Annual General Meeting package.

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. The group shall thereafter be referred to as a "Chartered Local". In exceptional circumstances, UNA may maintain and continue a Charter to a group consisting of less than five (5) but not less than two (2) members. The group shall thereafter be referred to as a Chartered Local. Alternatively, UNA may direct and require that a group of less than five (5) members to whom a Charter has been issued, transfer their jurisdiction, membership, rights, privileges, duties and assets to a designated Local of UNA and the said Charter shall thereby be automatically revoked.
- (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 Standard

Local Charters. The number, jurisdiction and type of Standard Locals shall be as determined by the United Nurses of Alberta. In the case of a Composite Local, the Executive Board of UNA, after consultation with existing Locals that may be affected, shall determine the component Chapters of the Composite Local.

(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) but not less than two (2) Employees of an Employer employed at a single institution or geographic location. Alternatively, the UNA may direct and require that a group of less than five (5) members to whom a Charter has been issued, transfer their jurisdiction, membership, rights, privileges, duties and assets to a designated Chapter/ Local of UNA and the said Charter shall thereby be automatically revoked.

(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 Standard 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 Standard 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 Standard 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 Standard 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/Chapter of United Nurses of Alberta are dishonest or incompetent, or that such Chartered Local/Chapter 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/Chapters under collective bargaining agreements, or otherwise carrying out legitimate objectives of the United Nurses of Alberta, the Executive Officers may place the Chartered Local/Chapter 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/Chapter has adopted or undertaken policies or activities contrary to the principles and policies of the UNA, and where a Chartered Local/Chapter has been placed in interim Trusteeship, the Executive Board shall have the power upon a two-thirds (2/3) vote of the Executive Board to conduct an investigation into the affairs of the Chartered Local/Chapter and to require the Chartered Local/Chapter 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/Chapter, 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/Chapter shall be held in trust for the purpose of effecting a reorganization of the said Chartered Local/Chapter. If such a re-organization is effected, such funds and properties of the Chartered Local/Chapter shall be reinvested with the Chartered Local/Chapter for its use and benefit. If the Chartered Local/Chapter 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/Chapter shall be held in trust of the UNA, it shall be the

duty of the Officers of the Chartered Local/Chapter to deliver forthwith all funds and properties of any nature held by the Chartered Local/Chapter 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/Chapter 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 Chartered 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 Chartered Local concerned by secret ballot. The voting shall be conducted in accordance with Article 11: Strike Votes and Ratification Votes.
- (e) A Chartered Local may also merge with another bargaining agent for the purpose of acquiring its jurisdiction, rights, privileges, duties and assets.

16.03 Local Configuration

- (a) The Executive Board shall have authority to configure/reconfigure Locals in a fair and reasonable manner and in the best interests of UNA and its membership.
- (b) Where the Executive Board determines to undertake consideration of whether to configure/reconfigure Locals, the Executive Board shall provide reasonable notice of its intention to the affected Local or Locals, shall consult with the affected Local or Locals and shall

provide the affected Local or Locals with a reasonable opportunity to make representations and submissions to the Executive Board.

- (c) The Executive Board may on its own motion by a 2/3 vote:
- (i) determine the configuration of Locals;
 - (ii) determine whether existing Locals should be merged;
 - (iii) determine whether an existing Local should be divided so as to create two or more new Locals;
 - (iv) determine the allocation and assignment of dues payers and memberships to existing or new Locals.

The Executive Board shall not exercise the authority pursuant to Article 16.03 c) (ii) until objective criteria is developed by the Executive Board and approved at the 2008 Annual General Meeting.

Article 17: Transfer of Collective Bargaining Jurisdiction to UNA

- 17.01 At the request of a Chartered Local or Locals or on its own motion, the Executive Board may undertake consideration of whether transfer of collective bargaining jurisdiction to the UNA is in the best interests of the UNA and its membership.
- 17.02 (a) Where the Executive Board on its own motion determines to undertake consideration of transfer of collective bargaining jurisdiction to the UNA, the Executive Board shall provide reasonable notice of its intention to the affected Local or Locals, shall consult with the affected Local or Locals and shall provide the affected Local or Locals with a reasonable opportunity to make representations and submission to the Executive Board.
- (b) Where the Executive Board by a two-thirds (2/3) vote makes a determination in accordance with 17.02(a) that a transfer of collective bargaining jurisdiction of any UNA Chartered Local or Locals is in the best interests of UNA and its membership, the Executive Board is empowered to transfer and assign collective bargaining jurisdiction to the UNA.
- 17.03 (a) A group of Chartered Locals which jointly constitute a bargaining agent for a unit of

Employees employed by a common Employer may transfer and assign collective bargaining jurisdiction to the UNA.

- (b) The transfer and assignment to the UNA of collective bargaining jurisdiction by a group of Chartered Locals which jointly constitutes a bargaining agent for a unit of Employees employed by a common Employer shall require approval by majority vote of the Executive Officers of each of the affected Chartered Locals and of the Executive Board.

17.04 (a) A single Chartered Local which is a collective bargaining agent may transfer and assign collective bargaining jurisdiction.

- (b) The transfer and assignment to the UNA of collective bargaining jurisdiction by a single Chartered Local shall require approval by majority vote by the Executive Officers of the Chartered Local and of the UNA Executive Board.

Article 18: Constitutional Amendments And Policy Resolutions

- 18.01 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.
- 18.02 Except where otherwise required in this Constitution a resolution shall require a simple majority to pass.
- 18.03 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.
- 18.04 (a) Throughout the year and up to one hundred and sixty (160) 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 the appeal placed before the General Assembly of the meeting.
- 18.05 (a) The Constitution and Resolutions Review Committee shall:
- (i) receive and prepare constitutional amendments and resolutions for presentation to the Annual General Meeting;
 - (ii) have power to eliminate duplications in constitutional amendments and resolutions 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;
 - (iv) have power to edit constitutional amendments and resolutions provided that the purpose of any such amendment or resolution is not changed and only after consultation with and agreement of the proposer;
 - (v) have the power to propose constitutional amendments up to sixty (60) days prior to the Annual General Meeting.
- (b) The proposer shall have the right to appeal the Committee's decision by having the appeal placed before the General Assembly.
- 18.06 A majority of the members of the Constitution and Resolutions Review Committee shall constitute a quorum.
- 18.07 The Constitution and Resolutions Review Committee shall prepare a report which shall be sent to the President and Secretary of each Chartered Local and Chapter Chair and Chapter Recorder of each Chapter at least forty-five (45) days prior to the Annual General Meeting. This report shall contain all constitutional amendments and resolutions and their rationale.
- 18.08 All constitutional amendments and resolutions must:
- (a) deal with only one (1) subject;
 - (b) be submitted on the appropriate forms before respective deadlines.

Article 19: Rules Of Procedure And Order Of Business At Meetings Of The UNA

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

Article 20: Dissolution Of A Chartered Local

- 20.01 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.

Chartered Standard Local Bylaws

Bylaw I: Name

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

Bylaw II: Objectives

The objectives of this Chartered Standard Local shall be:

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

Bylaw III: Membership

Any person who is employed within the jurisdiction of this Chartered Standard Local and who is a member in good standing of the United Nurses of Alberta shall be a member of this Chartered Standard Local.

Bylaw IV: Executive

1. The affairs of the Chartered Standard 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 Chartered Standard Local may determine additional positions to those listed under Bylaw IV 1.

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

Bylaw V: Representatives

An appropriate number of representatives may be elected by and from the members of the Chartered Standard 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 Standard Local at a meeting authorizes the Executive to appoint such representatives as it sees fit.

Bylaw VI: Committees

There shall be a Grievance Committee. The Chartered Standard 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 Standard Local.

All standing committees of the Chartered Standard Local shall be elected by the membership. The Executive may set up special committees of the Chartered Standard Local and may appoint the members of each such committee from the members of the Chartered Standard 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 VII: Elections

1. 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 Standard Local so determines, some of the Executive Officers may be elected in years ending with even numbers and the remaining may be elected in years ending in odd numbers.
2. Nominations for the Executive and for any other position for which elections are held shall be accepted until 7 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.

3. Nominations shall be in written form and bear the name of the Nominee, the position the nominee is seeking, and the signature of two (2) members in good standing of the UNA.
4. Nominations shall be submitted to the Secretary of the Chartered Standard Local or designate and shall be accepted until seven (7) days prior to the Annual General Meeting.
5. All elections shall be by secret ballot or show of hands.

Bylaw VIII: Vacancies

1. A leave of absence may be taken by Chartered Standard Local Executive members. A written request for such leave of absence shall be made to the Chartered Standard Local Executive and the Chartered Standard 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 Standard Local should resign, die or otherwise cease to act, the Executive shall appoint from the members of the Chartered Standard 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 VII. 2. and 3.

Bylaw IX: Election Of Voting Delegate

1. Any two (2) members of the Chartered Standard 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 Standard Local present at a meeting of the Chartered Standard 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 Chartered Standard Local.
3. Both the voting delegate and the alternate voting delegate shall be members of the Chartered Standard Local.

Bylaw X: Meetings

1. Once in every calendar year, there shall be an Annual General Meeting of the Chartered Standard Local. At least two (2) weeks' notice shall be given. During the Annual General Meeting, the Chartered Standard Local budget shall be presented and approved, reports shall be presented by each member of the Executive, the affairs of the Chartered Standard Local shall be reviewed and planned, and elections shall be held. The Chartered Standard Local's Annual General Meeting shall be held by December 31st of each year.
2. A Chartered Standard Local shall hold general meetings at least quarterly at the call of the President or designate.
3.
 - (a) A Special Meeting may be called at any time and place by the President of the Chartered Standard Local. Members shall be given reasonable notice of any such meeting.
 - (b) A Special Meeting of the Chartered Standard Local may be called at the request of at least ten percent (10%) of the members of the Chartered Standard Local made in writing to the President. Any request for a Special Meeting of the Chartered Standard Local shall specify the subjects to be considered at such a Special Meeting. As much notice as possible will be given and the meeting will be held within seven (7) days of the request with the exception of a Special Meeting held in reference to Appendix "A" Bylaw X. 3. (a).
 - (c) The assigned District Representative shall be invited by the Chartered Standard Local President to attend at least one (1) Chartered Standard Local General Meeting.
4. The rules of procedure and order of business governing meetings of the Chartered Standard Local shall be as outlined in accordance with Article 19.01 of the United Nurses of Alberta Constitution.

Bylaw XI: Quorum

The quorum for Chartered Standard Local meetings shall be established as follows:

1. The majority of members present at a meeting of the Chartered Standard Local shall constitute a quorum of the Chartered Standard Local for the transaction of business. This is the minimum requirement for quorum.
2. A Chartered Standard Local may establish a number of members for quorum suitable for that Chartered Standard Local, greater than the minimum.

3. The majority of the members of the Executive of the Chartered Standard Local shall constitute a quorum for the transaction of Executive business.

- (d) shall make a financial report at regular meetings, the Annual General Meeting of the Chartered Standard Local and at meetings of the Executive;
- (e) in conjunction with the Secretary, shall keep a record of the membership of the Chartered Standard Local.
- (f) shall carry out duties as assigned by the Executive.

Bylaw XII: Duties Of Officers

President

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

In the case of a tie in a vote of the Executive or the Chartered Standard Local or any other committee of which the President is chair, The President shall cast the deciding vote.

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

Vice-President

The Vice-President shall carry out duties as assigned by the Executive and act in lieu of the President when the President is absent.

Secretary

The Secretary:

- (a) shall keep a record of all meetings of the Chartered Standard Local and of all meetings of the Executive;
- (b) shall be responsible for the correspondence of the Chartered Standard Local;
- (c) in conjunction with the Treasurer, shall keep a record of the membership of the Chartered Standard Local.
- (d) shall carry out duties as assigned by the Executive.

Treasurer

The Treasurer:

- (a) in collaboration with the Chartered Standard Local Executive, shall be responsible for the development and presentation of an annual budget for adoption at the Chartered Standard Local Annual General Meeting.
- (b) shall be responsible for the safekeeping of any monies of the Chartered Standard Local that are not maintained in the Centralized Local Account and shall maintain records of all financial transactions.
- (c) or designate, who is authorized by the Chartered Standard Local Executive, to initiate transactions through the Chartered Standard Local's Centralized Account.

Bylaw XIII: Standard Local Documents

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

Bylaw XIV: Finances

1. (a) All Chartered Standard Local revenues as determined by the UNA Constitution and Policies shall be processed through a UNA Provincial Centralized Local Account.
- (b) A Chartered Standard Local may elect to hold a petty cash fund at the Local. These monies shall be held in the manner directed by the membership at the Chartered Standard Local Annual General Meeting. All transactions shall be reported to Centralized Accounting within thirty (30) days.
- (c) Investment monies of the Chartered Standard Local shall be kept in a chartered bank or credit union, or trust company, or investment firm as authorized yearly by the membership at the Chartered Standard Local's Annual General Meeting.
2. Any two (2) designated Executive Officers of the Chartered Standard Local may, on behalf of the Chartered Standard Local, approve expenditures processed through the Chartered Standard Local's accounts, including but not limited to the Chartered Standard Local's Centralized Account.
3. If a transaction is not authorized within the Chartered Standard Local's approved Annual Operating Budget, a motion must be passed at a membership meeting of the Chartered Standard Local to obtain the required authorization.
4. Each Standard Local shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year. The fiscal year shall be January 1 – December 31.
5. The Annual Audit shall be presented to the membership at the next Annual General Meeting of the Chartered Standard Local.

Bylaw XV: Dues, Levies And Assessments

1. The Chartered Standard Local may establish initiation fees and monthly dues higher than those set by the United Nurses of Alberta. Any change to the dues, levies and assessments structure must be ratified by a two-thirds (2/3) vote of the members at an Annual or Special Meeting of the Chartered Standard Local and shall be subject to a positive Chartered Standard Local ratification vote.

Bylaw XVI: Merger

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

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

The Chartered Standard Local may, by a two-thirds (2/3) vote of those present at a meeting of the Chartered Standard 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 Standard Locals.

- (a) One (1) or more Chartered Standard Local(s) must be willing to transfer.
- (b) Another Chartered Standard Local must be willing to receive the Chartered Standard Local.
- (c) The Chartered Standard 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 Chartered Local(s) 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 Standard Local which has resulted from the merger will be held.
- (g) The Chartered Standard Local may amend the Bylaws governing the Chartered Standard 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.
- (i) Once the Secretary/Treasurer of the UNA receives notice and documents pertaining to the merger, a new or amended Charter shall be issued.

2. Where a Chartered Standard Local merges with another bargaining agent, which is not a Chartered Standard 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 Chartered Standard Local(s) 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 XVII: Trusteeship

Whenever a Trustee for a Chartered Standard 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 Standard Local.

Bylaw XVIII: 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 Standard Local.

Bylaw XIX: Amendments

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

Chartered Composite Local Bylaws

Bylaw I: Name & 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: (indicate said Chapters)

Bylaw II: Objectives

The objectives of this Chartered Composite Local shall be:

- (a) to support the objectives and activities of the United Nurses of Alberta;
- (b) to promote effective communication between and amongst the UNA, the Chartered Composite Local, its component Chapters its members and the employer;
- (c) to advance within its jurisdiction the social, economic and general welfare of nurses and other allied personnel;
- (d) 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 Chartered Composite Local and who becomes a member of one or more of this Chartered Composite Locals component Chapters and a member of United Nurses of Alberta shall be a member of this Chartered Composite Local.

Bylaw IV: Executive Officers Of The Chartered Composite Local

1. The affairs of this Chartered Composite Local shall be administered by an Executive which shall be composed of its President of the Chartered Composite Local and the Chapter Chairs of each of its component Chapters.
2. (a) Nominations for the position of President of the Chartered Composite Local, shall be solicited at

the regular meeting of each component Chapter in May of election years.

- (b) The members of any Chapter of a Chartered Composite Local may nominate members of that Chapter or of any other Chapter of the Chartered Composite Local for election to the office of President of the Chartered Composite Local.
- (c) No member shall be nominated for office of the President of the Chartered Composite Local 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 Chartered Composite Local the names of all nominees where upon the President of the Chartered 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. In collaboration with the Chartered Composite Local Executive, the Chartered Composite Local Treasurer shall be responsible for the development of an annual budget. The Chartered Composite Local budget shall be presented at the respective Chapter Annual General Meetings. A majority of members voting and a majority of Chapters is required for adoption of the Chartered Composite Local budget.

The Chartered Composite Local Treasurer is responsible for the safekeeping of any monies of the Composite Local that are not maintained in a Centralized Account, and shall maintain 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 Chartered 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 of the Chartered Composite Local 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 Chartered Composite Local Officers on the first day of July in the year of the election.

3. The Executive Officers of the Chartered 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. At the first meeting following the election of the President of the Chartered Composite Local, the Chapter Chairs shall elect from amongst their number, a Secretary, and a Treasurer of the Chartered Composite Local. The Executive Officers of the Chartered Composite Local shall be responsible for the co-ordination of the activities of the Chapters and for the implementation of policies of the Chartered Composite Local. Meetings may be conducted by telephone, teleconference, computer or in person.
4. The Executive Officers of the Chartered Composite Local shall be its signing officers for the purposes of signing collective agreements.

Bylaw V: Duties Of Executive Officers Of A Chartered Composite Local

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

Bylaw VI: Chapter Officers

1. The affairs of each Chapter of a Chartered 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 Chartered Composite Local President but shall in no way conflict with those of the President of the Chartered Composite Local. Each Chapter Chair shall also serve as a member of the Executive of the Chartered Composite Local and shall carry out such duties as are assigned by the President of the Chartered 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) **In Collaboration with the Chapter Executive the Chapter Treasurer:** shall be responsible for the development and presentation of an annual budget for adoption at the Chapter Annual General Meeting. The Treasurer is responsible for the safekeeping of any monies of the Chapter that are not maintained in a Centralized Chapter Account; and shall maintain 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 Treasurer, or their designate whom is authorized by the Chapter Executive, to initiate

transactions through the Chapter Centralized Account.

The Chapter Treasurer shall carry out duties as assigned by the Chapter Executive.

The Chapter Recorder shall keep a record of the membership of the Chapter.

3. (a) The Chapter Officers 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 Chapter of the Chartered Composite Local 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.
- (b) Nominations for the Chapter Officers and for any other position for which elections are held shall be accepted until 7 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.
- (c) Nominations shall be in written form and bear the name of the Nominee, the position the nominee is seeking, and the signature of two (2) members in good standing of the UNA.
- (d) Nominations shall be submitted to the Chapter Recorder or designate and shall be accepted until seven (7) days prior to the Annual General Meeting.
- (e) All elections shall be by secret ballot or show of hands.

Bylaw VII: Meetings Of Chapter Officers

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

Bylaw VIII: Chapter Meetings

1. No Chapter shall hold any meeting contemporaneously with any Special Meeting of the Chartered Composite Local.
2. Each Chapter of a Chartered Composite Local shall hold General Meetings at least quarterly.

3. Special meetings of the Chapter may be called by the Chair of the Chapter.
4. There shall be an Annual General Meeting of each Chapter of Chartered Composite Local of which two (2) weeks notice shall be given.
5. The President of the Chartered Composite Local shall submit a written report with respect to the affairs of the Chartered Composite Local, to the membership of each Chapter at its respective Annual General Meeting.

Bylaw IX: Conduct Of Business Of The Chartered Composite Local

1. Meetings of the Chapters of a Chartered Composite Local shall constitute and be considered the regular meetings of the Chartered Composite Local.
2. Special meetings of Chartered Composite Local may be called at the discretion of the President of the Chartered Composite Local or on petition of ten percent (10%) of the membership of the Chartered Composite Local. As much notice as possible will be given of any such meeting.
3. The Chapters shall be the basic participatory components of the Chartered Composite Local and shall have power to elect Chapter Officers and to vote on all matters presented by the Chartered Composite Local. They shall also have authority to decide all Chapter related matters.
4. The Chapters have all necessary and ancillary powers to carry out the function of administration of the Collective Agreement subject to the guidance of the Chartered Composite Local Executive. Within its jurisdiction each Chapter of a Chartered Composite Local shall have the duty and the right as its sole responsibility to administer the Collective Agreement including the right to process grievances and provide representation to members within its jurisdiction with respect to grievances and with respect to any other matter pertaining to the rights or obligations of members of the Chapter pursuant to the terms of the Collective Agreement.
5. Chapter Officers will keep the President of the Chartered Composite Local informed of issues of concern to the Chapter. It shall be the duty and responsibility of the Chapter Chair to keep the Executive of the Chartered Composite Local fully apprised as to the Chapters activities with respect to the administration of the Collective Agreement and otherwise.
6. Whenever any item of business arises within the Chartered Composite Local or within any Chapter

of a Chartered Composite Local which business is common to the respective Chapters of the Chartered Composite Local and which business requires the combined consideration by the respective Chapters of the Chartered Composite Local the following procedure shall apply:

- (a) The President of the Chartered Composite Local shall direct the Chairs of the respective Chapters of the Chartered Composite Local to schedule and convene such meetings of each of the Chapters of the Chartered Composite Local as may be required.
- (b) When any vote on Chartered Composite Local affairs is required to be taken by the Chapters of the Chartered Composite Local then each of the respective Chapters shall, at the conclusion of balloting, transmit the results of the balloting to the Chartered Composite Local President who shall announce the results.
- (c) Any motions presented at the first of the Chapter meetings convened to deal with the business specified in the notice shall be dealt with in accordance with the usual parliamentary procedures including consideration of amendments. At each of the remaining Chapter meetings the motion or motions as voted upon at the first of the Chapter meetings shall be voted on at the subsequent Chapter meetings without amendment. The combined results of the votes shall apply to each and every motion and shall be binding upon each and every Chapter of the Chartered Composite Local and upon the Chartered Composite Local itself.

Bylaw X: Committees

All committees of a Chapter of a Chartered Composite Local shall be elected by the membership of the respective Chapter, shall deal only with Chapter related matters and shall report to the Chapter.

The Executive Officers of the Chartered Composite Local may establish special committees and may appoint members of such special committees. All such special committees shall consist of a representative of each of the component Chapters and one Executive Officer of the Chartered Composite Local who shall be appointed by the President of the Chartered Composite Local. Such committees shall be chaired by such Executive Officer of the Chartered Composite Local who shall be entitled to cast a deciding vote in case of a tie.

The reports of all special committees shall be provided to each of the component Chapters of the Chartered Composite Local and to the Executive of the Chartered Composite Local.

Bylaw XI: Vacancies

1. In the event that the President of a Chartered Composite Local should resign, die or otherwise cease to act the remaining Executive Officers of Chartered Composite Local shall appoint from the members of the Chartered Composite Local a replacement until an election can be held.
2. A leave of absence may be taken by Chapter Executive members. A written request for such leave of absence shall be made to the Chapter Executive and the Chapter 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.
3. In the event that a Chapter Officer or Officers should resign, die or otherwise cease to act then at the next meeting of the Chapter nominations shall be solicited and an election shall be held. As much notice as possible will be given of this meeting by posting.

Bylaw XII: Voting Delegates To Meetings Of The United Nurses Of Alberta

1. Voting representation to meetings of the UNA shall be in accordance with Article 10 of the UNA Constitution.
2. Any two (2) members of a respective Chapter of a Chartered 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.
3. 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 Chartered Composite Local which elects them as delegates.

Bylaw XIII: Rules Of Procedure

The rules of procedure and order of business at meetings of the Chartered Composite Local or its Chapters shall be governed by Roberts' Rules of Order."

Bylaw XIV: Quorum

The quorum for Chapter meetings shall be established as follows:

1. 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.
2. A Chapter may establish a number of members for quorum suitable for that Chapter, greater than the minimum.
3. 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 Chartered Composite Local or member(s) of any committee of the Chartered Composite Local who ceases to hold office for any reason shall within one (1) month turn over to a current member of the Chartered Composite Local Executive all documents, assets and property of the Chartered Composite Local in that person's possession. Any Chapter Officer or member of any Chapter committee of a Chapter of a Chartered 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 Chartered Composite Local

1. The Executive Officers of each Chartered Composite Local shall prepare and submit an annual budget to the Finance Committee of the UNA.
2. The revenue of a Chartered Composite Local shall consist of the allocation of an annual budget amount from the United Nurses of Alberta.
3. Any funds owed by a Chapter of a Chartered Composite Local to the Chartered Composite Local shall constitute a preferred claim and must be paid promptly by the Chapter of the Chartered Composite Local.
4. (a) All Chartered Composite Local revenues, as determined by the UNA Constitution and Policies, shall be processed through a UNA Provincial Centralized Local Account.
- (b) A Chartered Composite Local may elect to hold a petty cash fund at the Local. These monies shall be held in the manner directed by the membership at the Chartered Composite Local Annual General Meeting. All transactions shall be reported to Centralized Accounting within thirty (30) days.

- (c) Any two (2) designated Executive Officers of the Chartered Composite Local may, on behalf of the Chartered Composite Local, approve expenditures processed through the Chartered Composite Local's accounts, including but not limited to the Chartered Composite Local's Centralized Account.

5. If a transaction is not authorized within the Chartered Composite Local's approved Annual Operating Budget, a motion must be passed by the majority of the members voting at a general meeting of the respective Chapters of the Chartered Composite Local and the majority of the Chapters to obtain the required authorization. In the case of a tie, the Composite President shall cast the deciding vote.
6. Each Chartered Composite Local shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year. The fiscal year shall be January 1 – December 31.
7. The Annual Audit shall be presented to the membership of the Chartered Composite Local at the next Annual General Meeting of each of the respective Chapters of the Chartered Composite Local.
8. All members of a Chartered Composite Local shall be required to pay the Chartered Composite Local all initiation fees, dues and assessments applicable to them.
9. The operating expenses of the Chartered Composite Local shall be the responsibility of the Chartered Composite Local and shall be paid from the revenue of the Chartered Composite Local.

🐾 Bylaw XVII: Finances Of Component Chapters Of A Chartered Composite Local

1. The revenue of each of the respective Chapters of a Chartered Composite Local shall be derived as follows:
 - (a) The UNA shall issue to each Chapter of a Chartered Composite Local a monthly rebate. The monthly rebate shall be calculated and paid in accordance with Article 13.04 of the UNA Constitution.
2. (a) All Component Chapter revenues as determined by the UNA Constitution and Policies shall be processed through a UNA Provincial Centralized Local Account.
- (b) A Chapter may elect to hold a petty cash fund at the Chapter. These monies shall be held in the manner directed by the membership at the Chapter Annual General Meeting. All transactions shall be

reported to Centralized Accounting within thirty (30) days.

- (c) Investment monies of the Chapter shall be kept in a chartered bank or credit union, or trust company, or investment firm as authorized yearly by the membership at the Chapter's Annual General Meeting.
- 3. Any two (2) designated Executive Officers of the Chapter may, on behalf of the Chapter, approve expenditures processed through the Chapter's accounts, including but not limited to the Chapter's Centralized Account.
- 4. If a transaction is not authorized within the Chapter's approved Annual Operating Budget, a motion must be passed at a membership meeting of the Chapter to obtain the required authorization.
- 5. Each Chapter shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year. The fiscal year shall be January 1 – December 31.
- 6. The Annual Audit shall be presented to the membership of the Chapter at the next Annual General Meeting of the Chapter.
- 7.
 - (a) The Chapter may establish initiation fees and monthly dues higher than those set by the UNA. Any change in the dues structure must be ratified by a two-thirds (2/3) vote of the members at an Annual or Special Meeting of the Chapter and shall be subject to a positive Chapter ratification vote.
 - (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 Chartered Composite Local shall be required to pay to their respective Chapter all initiation fees, dues and assessments applicable to them.
- 8. The operating expenses of a Chapter of a Chartered Composite Local shall be the responsibility of the Chapter and shall be paid from the revenue of the Chapter.

Bylaw XVIII: Merger

- 1. A Chartered Composite Local with the approval of the UNA may merge with another Chartered Composite Local for the purpose of acquiring its jurisdiction, rights, privileges duties and assets.
- 2. A Chartered Composite Local may by a combined two-thirds (2/3) vote of the Chapters of the Chartered 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 Composite Locals must be willing to transfer.
- (b) Another Chartered Local(s) must be willing to receive the Chartered Composite Local.
- (c) The Chartered Composite 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 Chartered Local(s) 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" or "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.
- (i) 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 Chartered 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 Chartered Composite Local.

Whenever a Trustee for a Chapter of a Chartered 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 Chartered 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 Chartered Composite Local.

Bylaw XXI: Amendments

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

Terms Of Reference For District Representatives And District Committees (Bylaws Governing Districts of the UNA)

Bylaw I: Organization Of Districts Of The UNA

1. The number of Districts and the area covered by each District shall be determined at the Annual General Meeting of the UNA.
2. There shall be a committee to administer the affairs of the District. The committee shall be composed of:
 - (a) District Representatives;
 - (b) the President or designate from each Chartered Standard Local in that District;
 - (c) the President and each Chapter Chair or designate for each Chartered 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.
4. The District Committee has the power to appoint or elect other members of the District to committees for the purpose of recommending action to the District Committee.
5. Nominations for the positions of Chair; Vice-Chair; Secretary and Treasurer, or Secretary/Treasurer; shall be accepted until seven (7) days prior to the District Meeting or from the floor at the District 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 District Committee shall occur for all filled positions at the time of nomination deadline.

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 applicable UNA District.

Nominations shall be submitted to Provincial Office.

Provincial Office shall notify the District Chair of the nominations received. The nomination forms shall be forwarded to the District Chair.

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

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

In the event that a District Representative's place of employment changes from one (1) District to another or for any reason ceases to qualify for membership in the UNA, during the District Representative's term of office, the District Representative 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.

2. **Vice-Chair**

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

3. **Secretary**

- (a) The Secretary shall have the following duties:
 - (i) Shall keep a record of all meetings of the District and of all meetings of the Executive;
 - (ii) Shall be responsible for the correspondence of the District;
 - (iii) Shall maintain current phone fan-out lists for the entire District Committee. Such lists shall be forwarded to the members of the District Committee, the Representative for that District on the Provincial Negotiating Committees and the President of the 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:
 - (i) in collaboration with the District Executive shall be responsible for the development and presentation of an annual budget for adoption at the first District Meeting following the Provincial Annual General Meeting.
 - (ii) shall be responsible for the safekeeping of any monies of the District that are not maintained in the Centralized District account and shall maintain records of all financial transactions.
 - (iii) or designate, is authorized by the District Executive to initiate transactions through the District's Centralized Account.
 - (iv) shall carry out duties as assigned by the Executive.

Bylaw IV: Meetings Of The Districts Of The UNA

- 1. District Committee Meetings shall be held at least three (3) times a year.
- 2. The objectives of such meetings shall be:

- (a) to increase communications between the Chartered Locals;
- (b) to co-ordinate efforts for a common purpose;
- (c) to act as a liaison between the Chartered Locals and the provincial body.

3. Only District Committee members shall be entitled to vote at the District Meetings.

- 4. (a) A Special Meeting may be called at any time and place by the Chair. The District Committee members shall be given reasonable notice of any such meeting. The purpose of such meeting shall be provided with this notice.
- (b) A Special Meeting of the District may be called at any time and place at the request in writing of at least one-third (1/3) of the members of the District Committee evidenced by notice in writing by such members and shall be held within forty-five (45) days of the receipt by the Chair of any such request. Any such request shall specify the subjects to be considered at such special meeting.
- (c) 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 19.01 of the UNA Constitution.

Bylaw V: Finances of the District

- 1. All District revenues, as determined by the UNA Constitution and Policies, shall be processed through a UNA provincial Centralized District Account.
- 2. Investment monies of the District shall be kept in a chartered bank or credit union, or trust company, or investment firm as authorized at a District Meeting.
- 3. Any two (2) Designated Executive Officers of the District may, on behalf of the District, approve expenditures processed through the District's accounts, including but not limited to the District's Centralized Account.
- 4. If a transaction is not authorized within the District's approved Annual Operating Budget, a motion must be passed at a District Meeting to obtain the required authorization.
- 5. Each District shall have an annual audit by the United Nurses of Alberta at the end of each fiscal year. The fiscal year shall be January 1 – December 31.
- 6. The Annual Audit shall be presented at the District Meeting immediately following the completion of the audit.

Long & Short-Term Goals Of UNA

Long-Term Goals

A. General

1. All UNA activity shall reflect the universal principles of trade unionism, including cooperation with other Unions.
2. 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;
 - (b) a commitment to openness, cooperation and participation of the membership at every level of the Union structure; and
 - (c) maintenance of open and democratic negotiations and ratification procedures.
3. The UNA shall continue to organize all unorganized working nurses in Alberta.
4. 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.
5. There shall be an efficient, effective and well-maintained communication network between all levels of the Union structure, including maintenance of a complete and correct phone fan-out system in every District and Chartered Local.
6. The UNA shall ensure the maintenance of a Collective Bargaining Fund.
7. The UNA shall have a financial administrative structure capable of ensuring full value and full accounting for each dollar spent.
8. 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.
9. 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

1. 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

1. The UNA shall continue to be committed to the principle of member helping member through the development of the Chartered Local leadership in:
 - (a) processing grievances at the Chartered Local level;
 - (b) identifying and resolving Professional Responsibility issues at the Chartered Local level;
 - (c) 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

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

Short-Term Goals

1. Free collective bargaining for all UNA members.
2. Ensure that all Facility/Community Chartered Locals will have a functional Professional Responsibility Committee and Occupational Health and Safety Committee as per the Facility/Community Contract. Monthly minutes shall be sent to Provincial Office.
3. Ensure that Chartered Local leadership is processing grievances at the Standard Local or Chapter level up to Step 3 of the grievance procedure.
4. Ensure participation by rank and file members during negotiations by reinforcement of the process set up for collective bargaining.
5. All Chartered Local Executives including Chapter Executive, Committee Members and Ward Representatives shall have the opportunity to attend workshops, as appropriate.
6.
 - (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.



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