

News Bulletin



Heather Smith re-elected at AGM



New provincial Executive Board
members elected at AGM.



Season's Greetings

All the best to you and your
family at this festive time of year!

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Message from the President

Heather Smith



Seasons Greetings

I was extremely grateful and honoured to be re-elected your president at our recent Annual General Meeting. My congratulations to Chandra Clarke who also ran – and a very good campaign. Having the election was a healthy example of democracy in our union.

As pleased as I am to have the vote of your confidence, I know this is a time when there will be a great deal of hard work facing us.

The fall of 2006 has been particularly busy with the Annual General Meeting in October followed one month later by the Provincial Negotiations Demand Setting Meeting.

Now we are in the “home stretch” of preparations for bargaining. The province-wide ratification vote on the ingoing proposals will be held on January 11, 2007. The primary group of employers represented by the Health Boards of Alberta Services has already committed to an intensive set of bargaining dates commencing the last week of January and continuing until the April 1st expiry date.

“Retain and Recruit” initiatives will be central to contract enhancements. What will encourage experienced nurses to continue their professional practice? What will entice young men and women to join (or stay in) the Alberta health care workforce? Local meetings will be held prior to the January 11th ratification vote. Each Local needs to submit membership priorities to the Negotiating Committee. Your Local Executive will want to know your opinion; we all need your advice.

I was pleased to attend the Ontario Nurses Association (ONA) Biennium meeting in November. Since August of this year ONA's 48,000 members have been waiting for the arbitration award that will determine wages and other provisions in a contract destined to run until April 2008. Although separated by thousands of kilometers, we share many issues. Not enough nurses, protection of public health care, long term care standards, sharps injuries and workplace violence were just some of the concerns discussed in the three-day event. In front of a screen with a picture of Lori Dupont, an ONA member who was brutally murdered in her workplace in Windsor, President Linda Haslam-Stroud called on members to join the “Step It Up!” campaign to end abuse, violence and harassment – in workplaces and society.

Here in Alberta, a new Premier will have been selected by the time you read this. We trust that this will stop the constant push to turn health care into a profit-making business in our province. We will however, remain vigilant. After all, the new Premier could govern for up to two years before facing the voters in a provincial election.

As a new year approaches many members make plans to share festive moments with friends and family. We are all appreciative when other colleagues are willing to provide the necessary staffing coverage.

I hope you and those you love have a safe and enjoyable festive season. Try to get some rest – get ready for 2007.

Heather Smith, President, UNA

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Candidates for President, Heather Smith and Chandra Clarke were presented with large bouquets.

Heather Smith re-elected at AGM

UNA's AGM wound up with the election for the position of President. Heather Smith was re-elected. Heather and the other nominee Chandra Clarke are both members from Local #79, the Grey Nuns in Edmonton. Peggy Tolhurst, the past President of Local #79 went to the microphone just before the election results were announced. Behind her was a contingent of nurses from the Local bearing giant bouquets for both candidates. Peggy thanked the candidates for running and said it was important for the union to go through the democratic process.

"I'm honoured to continue representing nurses," Heather Smith said when the results were announced. "Nurses are showing strong confidence in our union as we face a trying time for our profession," she said.

Both candidates addressed the need for nurses to be involved in broader organizations, like UNA's affiliations with the Canadian Federation of Nurses' Unions and the Alberta Federation of Labour.

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Also elected at the AGM

Several new members were also elected to the provincial Executive Board and delegates also passed the organization's budget for the coming year.

Delegates elected Christina Doktor (North Central District Representative), Sandra Zak and Wanda Zimmerman (Central District Representatives) to the provincial Executive Board. Other incoming Board members that had earlier been acclaimed were: Alan Besecker and Keith Lang (North Central District), Jacki Capper, Holly Heffernan and Lois Taylor (South Central District) John Terry, (South District) and Susan Gallivan (North District).

Elected to the UNA Trial Committee:

Malcolm Weisgerber, Kim Berube, James Zachary (from South Central District), Robyn Abernathy (Central District), Linda Brockmann and Debra Taylor (North Central District).

Acclaimed to the Trial Committee; BettyAnn Emery (North Central), Vicki Lang and Velma McCallum (Central), Lisa Hein, Sasha Pike and Naomi Perry (North) and Sharon Gurr, Melinda Skanderup and Belinda Williams (South).

The Trial Committee has not convened very frequently over the years and usually only serves when internal UNA disciplinary matters for members arise. ♥



Candidates for President, Heather Smith and Chandra Clarke.



Nurses at the microphones



AGM
UNA 2006

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"It is imperative that UNA maintain and strengthen relations with our affiliations and coalitions," Chandra said.

Heather was of the same view and added that working with our affiliated organizations is an important way to "create a better world for all citizens." This is how we turned back the "Third Way" she pointed out.

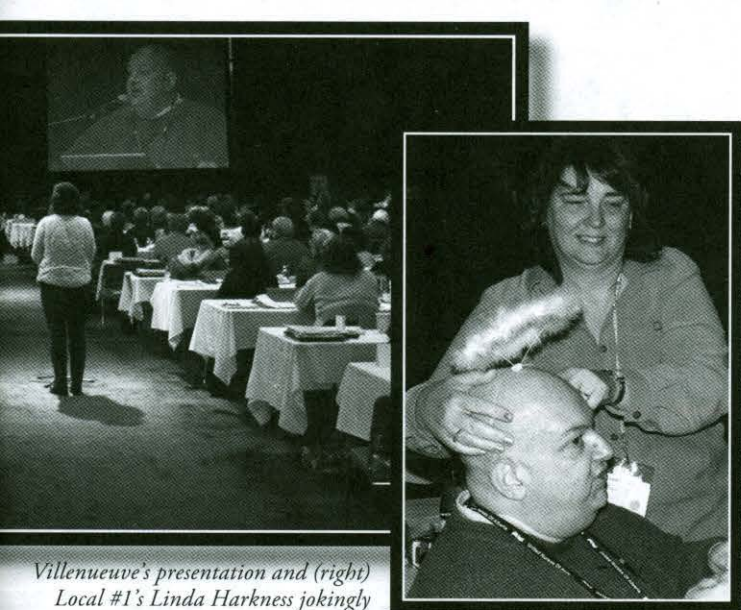
"Elections are an important part of a democratic organization," Heather also said in her election speech at the meeting. She pointed out that others consider UNA to be the most democratic union in the province.

In her talk Chandra Clarke called for strong self-directing Locals that "are the strength of the union."

"We must be prepared to fight for what we believe in, our patients, our work and ourselves," she said.

Heather Smith discussed the functioning of the union and said it was important that UNA "ensure members receive the highest possible quality of representation at all times."

She also talked about the leadership role. "Leaders must create vehicles and opportunities for members to provide input and feedback and that input must be respected and used to shape our priorities in decision making."



Villeneuve's presentation and (right) Local #1's Linda Harkness jokingly puts an "angel's halo" on Michael.

Villeneuve talk gets standing ovation

Michael Villeneuve's provocative talk got a standing ovation from an appreciative audience at the AGM. Many nurses were pleased to be exposed to such different perspectives and radically different views of the future of nursing. Questions and much discussion followed Villeneuve's presentation. The nurses certainly did not all accept all of the ideas. Edmonton nurse Theresa Barr told Canadian Press that technological changes have not given nurses more time for patient care. "I guarantee those nurses aren't having any more time to go in and touch [a patient's] hand and say 'how are you?'" she said. 🍷

PUT AWAY THAT MED CART!

Michael Villeneuve: The nurses' challenge is to define their role in a changing health system.... before it is defined for them.

Registered Nurses need to pay attention to how fast change is coming in our health system, if they still want to be a part of it, guest speaker Michael Villeneuve told delegates at the UNA annual general meeting on the closing day.

The shortage of Registered nurses is just one factor, Villeneuve said, although he did point out that Canada will be short 18,000 nurses in just three years.

The crisis is here now, he reported. "We've covered it very well, lots of overtime, lots of sore backs, some demoralized attitudes. But the shortage is starting to build even further."

"If we maintain the current delivery model than the shortage is unsolvable... money and good will can't make the difference," Villeneuve said.

Michael Villeneuve is a former neurosurgery nurse who is now scholar-in-residence at the Canadian Nurses Association. He co-authored the Towards 2020 report on the future of nursing in Canada.

Big changes will necessarily be coming, he told the AGM delegates.

"Students who began in nursing last month will have the life span of their career from 2010 to 2050 when the world's population will expand from 6 billion to 10 billion people."

And Canadians' have soaring expectations of Registered nurses.

"People expect that by 2020 the bulk of their care, what is now the role of GPs, will come from nurses."

Preparing their study of the future, Villeneuve said they did in-depth interviews about nursing with a whole range of Canadian opinion makers. They have a very different view of what nursing will be than nurses do, he noted.

The crisis is here now.

"Put away that med cart and spend more time with patients they are saying."

"Use bubble packs to give meds out. Give that task to somebody else to do. What will count now is who is going to check how the medications are working?"

He said there will be more LPNs in both acute care and long-term care. RNs and Nurse Practitioners will have a bigger role in primary care and "doctors may no longer be the exclusive gatekeepers to health care."

Villeneuve used a polished PowerPoint presentation to illustrate many of the points he made. It included a video of "Penelope" a robot surgical nurse that could pass instruments, and count them. Created by a surgeon who was concerned by the shortage of scrub nurses, Penelope is an example of how, if they have to, other people will take over in the absence of nurses. The increasing role of technology was a major theme in the presentation and Villeneuve suggested nurses will need to adapt to it.

"How do you make the work that is nursing interesting for the techno-minded youth?" he asked.

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"Put away that med cart and spend more time with patients they are saying."

He said nurses must deal with "the generation gap and the techno gap. Young nurses will think quite differently from the way we do."

"We're probably going to need to take a 90 degree turn here soon."

Meanwhile he also urged the nurses to deal with the reality of the growing shortage. He pointed out that the amount of overtime for nurses surpassed 10,000 FTE, that's 10,000 full-time jobs in 2005. The highest ever.

That was because more nurses are working overtime more often, he said.

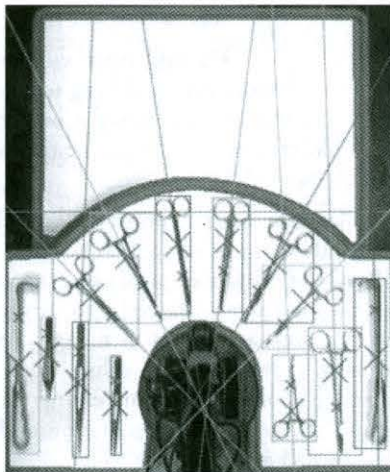
"That's the paid overtime and we know people do lots of other overtime, too."

And the shortage will worsen with predictions that Canada will have a 24% shortage of RNs by 2016.

"That's an eight floor hospital and two floors with no nurses."

Villeneuve also asked the delegates, "How could we act as if there is NO nursing shortage?" He gave an example of one nurse who had complained that he was tired of filling out a staffing report every weekend because the unit was always one short of the baseline staffing level of six nurses. Villeneuve said it is clear that the actual staffing level is five nurses. The "book" or baseline staffing level may not match reality. "How do we behave differently, in a way that corresponds with reality?" he asked.

"Some of it is us, how we are going to take control of the system and take it a different way."



Villeneuve illustrated coming technology with "Penelope", the robot scrub nurse that counts every instrument.



Kim Ostermann, a nurse at Peter Lougheed Hospital, says front-line workers feel they have been used as scapegoats for complaints about ER care. She says nurses "would like to see more accountability from those on top." See story.

UNA member Kim Ostermann was on the front page of the Calgary Herald talking about challenges in the Emergency Room.

Another complaint from a miscarrying mother in September fired up a media storm around care in Calgary Emergency Rooms in October. But nurses said the media coverage didn't tell the whole story of the thousands of emergencies they deal with every day.

The Calgary Herald ran several stories on the complaint and even published a cartoon that labeled the Emergency as having "No Compassion."

Patients coming in to Calgary emergency rooms had seen the news coverage and were often combative and hostile when they came in, nurses reported.

The nurses felt as though they had been caught between an inadequate health system that did not have the capacity to handle the need, and the hurting and frustrated patients and families.

In a letter to the editor at the Calgary Herald, UNA Treasurer Karen Craik noted: "There is a problem with news coverage that focuses on these painful 'symptoms' – like not enough time to provide the extra bit of human care than can be so important. You risk missing the underlying 'disease', the lack of beds, staff and resources, that is the real cause."

The Calgary Health Region acknowledged the capacity problem and has made moves to improve the situation, including steps to accommodate miscarrying women in more private circumstances.



The Herald also ran this "no compassion" cartoon that angered many nurses.

Nurses concerned about patients in crowded emergency rooms

Nurses comment on ER stress

"It's disheartening for nurses not to be able to let someone lie down, or to take care of their pain when there is no bed to put them in," said Louise O'Shaughnessy, a clinical instructor RN at the Rockyview General Hospital. "It's hard to have to look out into a waiting room and not be able to do anything to help. There is NO place for them to lie down. There is no private room to put them in."

She says that triage nurses have one of the most challenging jobs in nursing.

"They have less than five minutes to talk to someone, even with confusion or language barriers, in order to make a safe decision on that patient's care. Often symptoms can be very subtle and difficult to assess in a fully-clothed patient standing in front of you."

And emergency nurses are increasingly dealing with very sick patients.

"Someone may be having a heart attack, a child may be critically ill, someone may be having a stroke, or in severe pain from an injury. A nurse has to handle this even when there is no bed available. The behind the scenes shuffling, just to clear a bed for one patient can take up the entire department," she says.

"It's very frustrating when it is suggested that improving communications skills will solve the problems when the fundamental problem is there is no place to put those patients."

"Emergency nurses take the Region's system problems on our shoulders," Louise O'Shaughnessy said. "We take the brunt of frustration from the public."

Jane Sustrik, RN United Nurses of Alberta Vice President said problems face Emergency room nurses all over the province.

The pressure cooker situation exacerbates short-staffing problems, she says.

"The Emergency rooms are where we are seeing some of the worst of the critical shortage of Registered Nurses. It's also where we have the worst cases of downward staffing spirals," she says. "Nurses tend to leave jobs where they are constantly forced to work understaffed and under pressure. That makes the situation even worse. It's happening in Emergency departments in hospitals right around the province"

Calgary ER nurses meet to deal with ER crisis

UNA held a special meeting for ER nurses in Calgary on October 12 to discuss how to handle the publicity and the tremendous pressure being put on triage and ER nurses.

"There is a genuine fear someone is going to die in our waiting room," one nurse reported at the meeting.

"Patients are now using cell phone cameras to take the picture of triage nurses to try to intimidate them," another one noted. Nurses were angry the Region has taken down the Zero Tolerance of abuse posters and not replaced them. The level of hostility and lack of confidence has gone up tremendously with the news coverage, they said. The meeting also discussed steps the Region is taking to deal with the long waits in ERs, and what nurses would like to see done. Using the Professional Responsibility Complaint process to document the problems and pressure the Region to increase capacity as soon as possible was a key approach.

"We need a system-wide approach that doesn't pit nursing units against each other," suggested UNA President Heather Smith.

Calgary ER triages get video cameras

Nurses at the Rockyview Emergency Department were startled recently when crews arrived to install audiovisual camera monitoring equipment at the desk. The nurses were concerned the Employer would use the camera to oversee their work and that it would increase stress levels for triage nurses.

It turns out that the Calgary Region had contacted UNA at a couple of levels to discuss the video monitoring, but it had failed to actually consult Emergency nurses and explain how the equipment would be used.

Many emergency nurses have been asking for video monitoring for years to protect staff and discourage abusive behaviour by patients and families at triage. Nurses from the Peter Lougheed Centre were welcoming the installation of cameras.

UNA continues to discuss implementation of the video system with the Calgary Health Region. ❧

Billboards: Alberta seniors deserve better



UNA members joined in with Public Interest Alberta's campaign for seniors today when it launched billboards in cities across the province. Noel Somerville, from the Public Interest Alberta Seniors' Taskforce said the billboards were part of the advocacy campaign to get the government "to address the serious shortcomings in homecare and long-term care in Alberta."

In Edmonton, the launch was accompanied by seniors in beds in a parking lot in front of the billboard.

"The beds and the Raging Grannies are here to dramatize the fact that, unless steps are taken to rectify the deficiencies in care for seniors, we might as well be plunking them in parking lots," Noel Somerville said.

In Edmonton, UNA Vice President Bev Dick was one of the speakers at the launch.

"In some cases RNs are responsible for over 100 residents in long-term care facilities. Many nurses don't have enough time to do all the things, they feel need to be done," Bev Dick said.

"This level of commitment to our seniors in our province is disgraceful."

Nurses joined in the billboard launches in Red Deer, Medicine Hat and Grande Prairie as well and billboard events were also held in Lethbridge and Calgary. ♥



Postcards to government on LTC

Part of the Public Interest Alberta Seniors Deserve Better campaign is a postcard to the provincial government. The cards were filled in by hundreds of nurses at the AGM, and are available through UNA provincial office or through the Public Interest Alberta website: www.pialberta.org ♥

Nurse numbers rise slightly in Alberta

But fewer working full-time and province still below 1991 nursing level

New national statistics show the number of nurses in Alberta had actually gone up slightly as of 2005. The average age has dropped just a bit as well, but the report also shows that over one third – 9,824 of the province's 26,355 RNs – are 50 years of age or older.

"The report is a bit of good news," says UNA Vice President Bev Dick. "We have a few more nurses. But it's not all good news. The big retirement crunch that has been predicted for years will really be starting now."

Most Registered nurses retire about age 55, which is lower than the average in the general workforce.

Bev Dick noted that the nursing shortage would be dramatically worsened if so many experienced nurses retire soon. "We all have an interest in encouraging these nurses to keep working," she said.

The College and Association of Registered Nurses of Alberta (CARNA) also pointed out that with the rapidly growing population in the province, the number of nurses is falling short. The report showed the province had 820 RNs per 100,000 citizens in 2005, which was an increase from 731 in 2000. But it was still well below the pre-cuts level of 900 per 100,000 in 1991.

The report also shows that the actual number of RNs working full-time in Alberta dropped and the percentage of RNs working full-time dropped dramatically since 2001. Alberta has a far lower level of full-time employment – 38.8% – than any other province. Manitoba is next lowest at 46% and Ontario is 60% full-time.

*"Retaining nurses is
not 'rocket science'..."*

*Canadian Federation of Nurses Unions (CFNU)
President, Linda Silas*

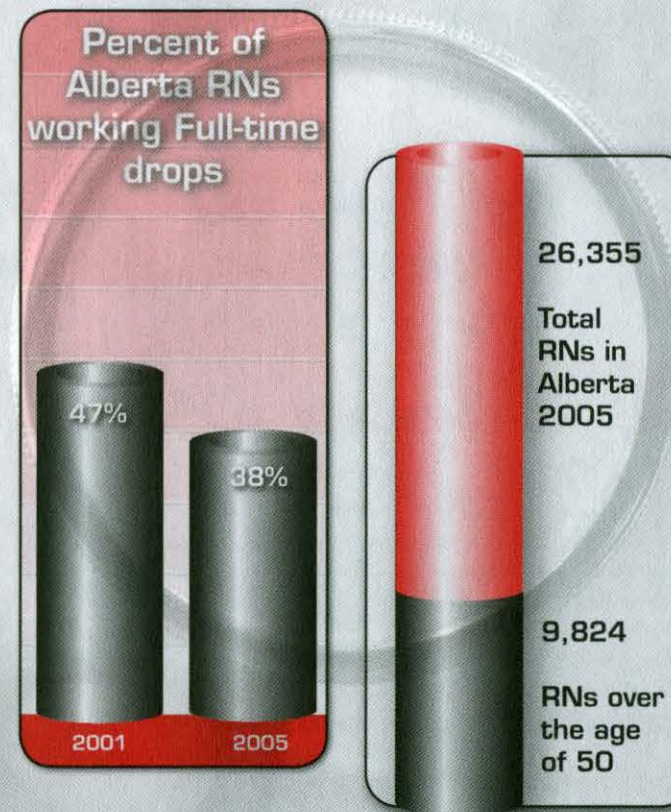
"The number of nurses working full-time actually dropped in Alberta over the last year," Bev Dick notes. "We're far below what is optimal for continuity of care and quality outcomes."

"Retaining nurses is not 'rocket science'," said Canadian Federation of Nurses Unions (CFNU) President, Linda Silas in response to the numbers. "We need commitment from governments and employers to work with the unions to sustain meaningful changes in workplaces, to improve retention, recruitment and ultimately, patient care."

The Canadian Institute for Health Information annually releases this update on its national nurse database that tracks nursing demographics.

The numbers for Alberta's Registered Psychiatric Nurses are a bit different. The total number of RPNs was just about the same in 2005 as in 2001. In 2005 there were 1,125 RPNs employed in psychiatric nursing in Alberta and nearly half of them (491) were 50 years old or older, even more than RNs. But many more of them work full-time, 670 of the RPNs worked full-time, 365 worked part-time and only 77 worked casual.

The report notes that of the regulated nurses (that includes RNs, RPNs and LPNs) employed in Alberta the percentage of foreign-trained regulated nurses increased from 4.3% in 2004 to 4.4% in 2005. Of the Canadian-trained regulated nurses, 73.7% were educated in Alberta, 7.2% in Saskatchewan and 6.8% in Ontario. ♥



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know more about **PENSIONS**

Government allows one-time withdrawal of money from Locked-In Retirement Accounts

Nurses who are leaving a Registered Pension Plan like LAPP or PSPP will now have access to some of their retirement savings as the result of changes to the Employment Pensions Plan Act. Effective November 1, people who leave their job and move their pension funds into a LIRA (Locked-in Retirement Account) have a one-time option to unlock up to 50 per cent of their pension contributions.

The unlocking begins when you transfer funds from your LIRA into a LIF (Life Income Fund) or life annuity. Half of the LIRA must remain locked to ensure a stable source of retirement income, while the other half can be unlocked to allow increased individual control over retirement income. The unlocked assets can be transferred into another tax-sheltered vehicle like a Registered Retirement Savings Plan or taken as a taxable cash payout.

There is a downside to all this. To have funds in a LIRA means that you must end your employment and cancel out of your pension plan. This is a risky decision, as you are giving up a lifetime of secure pension income. As holders of income trusts recently discovered, unsecured and privately held investments can be wiped out in a day. Seek independent financial advice before making a decision of this magnitude.

The Alberta Finance web site (www.finance.gov.ab.ca) has more details. On the home page, select "Our Business", then "Pensions".

New regulation allows pension transfers between PSPP and LAPP

In October, the Alberta government formalized a new reciprocal agreement which allows employees to transfer pension service between the two major public pension plans. This affects employees who are active members in either the Local Authorities Pension Plan (LAPP) or the Public Service Pension Plan (PSPP) and who have entitlements in both plans.

After January 1, 2007, Alberta Pensions Administration (APA) Corporation will provide eligible members with transfer choice packages based on the new reciprocal transfer agreement. If you are eligible, you will receive one of these packages in the mail, and it will help you decide if you would like to transfer your entitlements from PSPP to LAPP or vice versa.

UNA members who formerly worked under the Alberta Mental Health Board, in the Public Service Pension Plan will be the main group affected by this change.

The transfer agreement provides a formula for calculating how much pension benefit will be credited in your new plan. People transferring may also have the opportunity to "top up" the entitlement from their previous plan that they are bringing in to the new plan.

More information, including a detailed Question and Answer section, is available on the LAPP website at <http://www.lapp.ab.ca> ♥

plan for your future

United Nurses of Alberta 1977-2007

UNA's 30th Anniversary Theme Contest

Next year UNA turns 30 and one part of the preparations for the celebration is choosing a theme for the anniversary. To give everyone a chance for input to the theme the provincial Executive Board has announced a special contest. Entries with a slogan, a short phrase, a concept or an image will all be accepted. The winner will receive a \$100 gift certificate with the UNA Boutique. Send your entry to provincial office by 4:30 pm Friday, February 2, 2007. ♥

Workshops with health employers aim to improve grievance system

"A respectful process that is really aimed at solving problems."



Members of the Joint Committee of UNA and Health Region representatives at the Edmonton grievance improvement workshop.

In November, UNA participated in a province-wide round of workshops aimed at improving the effectiveness of the grievance process. The workshops brought together UNA elected representatives and staff along with employer representatives from Health Regions and other major health employers.

"it's not about who wins and who loses... but about dealing with the issues."

UNA Director of Labour Relations David Harrigan

"Grievances are about resolving issues in the workplace," UNA President Heather Smith told the large workshop of nearly 200 people that was held in the Capital Health Region. Too often she said grievances have been looked upon as "a personal challenge or an offensive act".

UNA Director of Labour Relations David Harrigan added that "it's not about who wins and who loses... but about dealing with the issues." It is important to nurses' work, he said, noting that "a positive work environment raises job satisfaction, which raises the quality of patient care."

Both UNA and health employers acknowledged that the grievance system had not been working especially well. It was taking too long to settle outstanding issues and too many were sent to arbitration. The process was also seen as too confrontational and adversarial.

Heather Smith said that these problems were causing huge costs and taking up a great deal of time to meet. The delays

also resulted in a great deal of stress for nurses and damaged workplace satisfaction.

The meetings focused on several key ways to better resolve disagreements:

- Attempt to resolve issues quickly – "close to the source" – with the participation of the individuals involved, before a written grievance is filed.
- Improve communication. Both the union and employers need to provide more information about issues quickly so they can be resolved.
- Use respectful communication that focuses on the issues and not the individuals.
- Be flexible about extending deadlines, if it can help settle the issue.
- Have the people with the necessary authority to settle problems at grievance resolution meetings.

"We really do believe this is a starting point for improving the grievance process for really trying to resolve issues in the workplace," said John MacPhail, Capital Health's Vice President for Human Resources.

The 2003 negotiations made changes to the Provincial Agreement language on grievances. The contract also continued the provision for the "Multi-employer and United Nurses of Alberta Joint Committee" to resolve contract issues. This Joint Committee has worked for several months on using the new language and other changes to improve the grievance system. The Joint Committee began with focus groups of both union and employer representatives. These groups identified problems with the system and came forward with suggestions on how to fix the process.

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Multiemployer/UNA Joint Committee representatives

Employer Representatives

Mark Kent
David Thompson Health Region

Roy Wotherspoon
Capital Health

Tony Brannen
Aspen Health Region

Michelle Ezekiel
Calgary Health Region

Sheli Murphy
Caritas

Cory Galway
HBA Services

Scott Wiggs
HBA Service

UNA Representatives

Heather Smith
President

David Harrigan
Director of Labour Relations

Sandi Johnson
*Vice Chair
past Negotiating Committee*

Pauline Worsfold
*Vice Chair
past Negotiating Committee*

Mark Cowan
Labour Relations Officer

Kris Farkas
Labour Relations Officer



Sandi Johnson of the Joint Committee hands the microphone to Local #85's Sherry Stone for her question.

The committee created a plan to move to what Cory Galway called "a respectful process that is really aimed at solving problems." Cory Galway is the Health Boards of Alberta Services senior negotiator in the health area.

The Joint Committee then set up the workshops across the province to explain the new approach to all the human resource employees, managers and union representatives who regularly work with grievances.

Implementing the new system can improve relationships and help in a number of ways. In the small handbook it distributed, the Joint Committee says when it works better the grievance process should:

- Contribute to and support a positive, harmonious work environment and employee job satisfaction.
- Maintain and enhance the provision of quality health care services.
- Encourage open, face-to-face dialogue between the people affected by a dispute.
- Maximize the effectiveness and efficiency of the organization.
- Achieve timely and equitable resolutions to identified issues.
- Achieve solutions that are consistent with the negotiated terms and conditions of the Collective Agreement.

UNA's David Harrigan says the changes should help settle more grievances quickly. "Nurses should NOT be afraid to pursue grievances," he says. "It is the process to get fair treatment and to solve problems. Grievances are NOT bad things. They legitimately raise concerns or disagreements."

Attendance management "harassment"



"As such please be advised that should you call in sick one more time after September 7, 2006 your employment will be terminated immediately."

— From an actual manager's letter to an RN.

Firing nurses who call in sick hardly seems like the best retention strategy for Alberta health employers. But some Health Regions are taking actions like this through "attendance management" plans that target what they see as a high level of "absenteeism" among nursing staff.

Faced with constant staffing shortages, managers are under pressure to "keep nurses on the job" and there have also been frequent reports of cancelled or denied vacation or other leaves, even leave for union business.

"Using a big stick, or pressure, to get more work hours out of nurses is seriously backfiring on our health system," says UNA President Heather Smith. "We have had a big drop in full-

time employment. Exhausted nurses feel they are forced to cut down to part-time to keep on going," she said.

"Nursing is often heavy, difficult work and nurses need their time off. When they are sick, when it's vacation time with their family, or when they need special leave to deal with a crisis, they need the time off. Employers must recognize this and implement more flexible management policies that give nurses a chance to take care of themselves," she said.

At one site in the Calgary Health Region, a memo went out to employees saying that any claim for sick leave, even a single day off, would require a doctor's note. UNA filed grievances on this arbitrary policy. UNA filed

grievances on this arbitrary policy and they were finally resolved when the policy was dropped.

The Capital Health Region announced it would stop reporting sick leave bank information on employees' payroll reports. Instead they said they would give quarterly statements on sick leave "insurance". Again, UNA grieved the policy change.

UNA is looking for a more enlightened policy from employers.

"No one thinks abuse of sick leave is appropriate," says UNA Director of Labour Relations David Harrigan. "But starting from the premise that abuse is common or even the norm really hurts morale. This is no way to enhance retention."



Firefighters show up for Rainbow Gala



Nurses had a great time at this year's Rainbow Gala, the annual fundraiser organized by Local #301 for the Rainbow Society.

The theme for this year's Gala was Fire and Ice, and appropriately enough a crew of firefighters showed up to join in with the over 500 nurses and friends. The dinner, fashion show, auction and dance at the Fantasyland Hotel in West Edmonton Mall raised over \$10,000. The money all goes of course, to the Rainbow Society which uses it to improve the lives for seriously ill children.

The Gala is one of the largest single fundraising efforts for the Society.

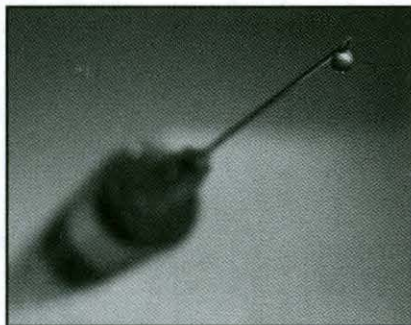
Nurses helped as models for the fashion show, as did the firefighters, who modeled the latest in fire protective clothing, suspenders and all. 🚒





Nursing News

Ontario close to law on safe needles



The Ontario Legislature is considering a private members' bill that would require hospitals and doctors' offices to use safety-engineered needles. New Democrat Shelley Martel said her private members' bill could prevent about 33,000 needle injuries a year. The safer needles are designed to retract into covers as soon as they are used.

The governing Liberals allowed the bill to pass second reading but it seems unlikely they will actually pass it into law. Liberal Monique Smith said the government has already given hospitals \$11 million for safety-engineered needles.

But she said some procedures – such as spinal taps, bone marrows and acupuncture – couldn't be done with such needles.

While hospitals that have voluntarily brought in a safe needle program have experienced fewer injuries, Smith said the programs are more costly. ❧

AMA contract talks stalled because of leadership race

Alberta doctors are in on-going contract talks with the provincial government and the Health Regions but it seems that the talks are stalled because of the Conservative leadership vacuum. "There appears to be an inertia in government with little

appetite for making major financial decisions (such as completing our negotiations) until a new leader is elected," says new Alberta Medical Association President Dr. Gerry Kiefer in a letter to AMA members. The doctors cite the physician shortage numbers and rising overhead costs as strong reasons to increase doctors' pay. They are also negotiating for continuation of the Physician Office System Program (POSP) funding, which pays doctors to computerize their offices, and for more Primary Care initiatives. To date, 20 Primary Care initiatives are in operation. Under the initiative the doctors receive \$50 per patient enrolled with a Primary Care group, as well as the doctor's regular fee-for-service. The doctors signed an eight-year master agreement in 2003. But it provided for renewed money talks after three years, which came up March 31, 2006. ❧

U.S. ruling threatens union rights of nurses

Early in October the U.S. National Labor Relations Board declared that hospital RNs across the country who exercise professional clinical judgment in the interests of patients are "supervisors" and thus ineligible to join unions.

U.S. unions charged that the ruling by the Bush administration's labor board that could deprive hundreds of thousands of RNs and other employees of their basic protections and democratic rights.

Nurses called public protests of the ruling by the board which they say is now stacked with Bush administration appointees hostile to unions and the rights of working people. Nurses' unions also charged that the ruling could also endanger patient safety and create chaos in the nation's hospitals, warns the California Nurses Association/National Nurses Organizing Committee. ❧

Newfoundland nurses reach tentative contract

The Newfoundland and Labrador Nurses Union announced it had reached a new tentative contact agreement with the provincial government in October.

"After many long months of negotiations, we are pleased to have reached a tentative agreement," said Debbie Forward, NLNU president. "It has been a long arduous process and we are pleased to have made improvements in our contract."

The agreement includes:

- A 0-3-3% wage increase, with 0% retroactive to July 1, 2005; 3% effective July 1, 2006; and 3% effective July 1, 2007
- A reduction in sick leave for new nurses, to 1 day per month, effective December 1, 2006
- A lump sum investment of \$325,000 in the Educational Leave Fund

The premiums paid to nurses for evening, night and weekend shifts will be increased for the first time in over a decade. Both the night and evening premiums will be increased to 72 cents per hour (currently 33 cents/hour), and the weekend premiums will be increased to \$1.25 per hour (currently 28 cents/hour), effective June 30, 2008. ❧

BC study shows medicare affordable

Aging populations won't break the medicare bank according to a study recently released by the Canadian Centre for Policy Alternatives BC office.

The BC-focused study found that:

- From 1995 to 2005, the impact of population aging on provincial health care spending was only 0.9% per year.

- To keep current service levels and accommodate future population increases, aging and inflation, health care expenditures must rise by just under 5% per year. This is very affordable in the context of reasonable economic growth.
- Even at that 5% rate of increase, provincial health care spending as a share of the provincial economy (GDP) will fall over the next 25 years.
- Health care spending as a share of GDP is currently at 7%. If the province maintains that level, not only will there be enough money to pay for existing services (even after population growth, aging and inflation), there will still be enough for modest expansion of services.

"Population aging will peak around 2031," says Marc Lee, CCPA Senior Economist. "We have a long time to plan for changing demographics. But the toughest cost challenges will be from technology, including new surgical techniques, diagnostics, prescription drugs and end-of-life interventions. As a province, we'll have to decide how to weigh the benefits of new innovations against their costs. And those decisions are best made in the context of a public system." ❧

Privacy and workplace surveillance

Canadians don't have to check their privacy at the door when they report to work, says Richard Sharp of the Canadian Centre for Policy Alternatives (CCPA). Employers, he says, are demanding or simply taking more and more of our personal information. "We are being screened, tested, monitored, measured, and reported like never before."

"Put simply, organizations have voracious appetites for employee (and lots of other) information, together with the computer, communications, surveillance, and other technological means to feed them."

But, Sharp also says that Canadian law protects employees' personal information and gives employees some control over that information and how it is used. "You can defend yourself and others when there are apparent violations, through company processes and, if necessary, your privacy commissioner." ❧

British study shows people die when there are not enough nurses

A British study published recently found that 246 people died in 30 hospitals because there were not enough nurses. Professor Anne Marie Rafferty, from King's College London, made a survey of 30 hospitals in England and found that in those with low numbers of nurses, 26 per cent more patients died.

"Our research found a clear link between staffing levels and mortality, better-staffed hospitals had better treatments, and more patients died in hospitals that were less well staffed," Rafferty said.

She said: "When there are more nurses, there is a system to observe patients and spot what is going wrong. If you have a fragmented system you are unable to see the problems and you don't respond to them as quickly." ❧

Pharmacists get power to prescribe

Early in November the Alberta government gave pharmacists the power to prescribe drugs and administer some injections. Pharmacists' new roles will begin April 1 next year. The Alberta College of Physicians supported the move, but the Alberta Medical Association was actively warning patients. "It will be patient beware," AMA President Gerry Kiefer told the media. "We support pharmacists prescribing in a collaborative team setting, but we continue to have concerns about them prescribing independently without physicians being involved," he said. ❧

It's no palace! Workers strike West Edmonton Mall casino

Palace Casino workers have been trying to get a first union contract for a year and since September they have been on strike and picketing the West Edmonton Mall casino. The owners of Palace Casino have refused to bargain fairly. Workers asked for arbitration to avoid a strike, but the company refused. The Casino employees:

- are forced to work without pay for up to 20 minutes per shift.
- receive no sick pay. As a result, workers who are sick come to work to avoid losing wages.
- put up with questionable sanitary conditions, even in food preparation areas.
- report high levels of respiratory infections and other illness that they believe are due to poor ventilation systems in the casino.

At the same time, casino workers don't get the security they need, even though some customers have been witnessed carrying guns and other weapons. One employee was robbed on the way to her car after work.

To find out more about the Palace Casino strike and how to support it, visit: www.itsnopalace.com or call UFCW 401 Edmonton Office at 780 452-0362. ❧



I am on strike to support the dealers. They are not making an adequate living. They treat it as a low end service job, and it shouldn't be. There are big mental and manual dexterity demands on a dealer. It is a high skill job. But they treat it like some fast food restaurant. They start at \$7.26 an hour – just above the minimum wage.

Helen, pit boss at Palace Casino.

Reports show **nursing shortage** here now

RNs per 100,000 Albertans

Even though the number of RNs working in Alberta is growing, the overall population is also growing rapidly.

The Canadian Institute for Health Information also reports on the number of RNs per 100,000 people to give a valid measure of the availability of nursing care.

Number as estimated by the College of Registered Nurses of Alberta, prior to CIHI reporting.

Numbers for 1993, 2000 & 2005 as reported by CIHI

900

803

820

731

1991

1993

2000

2005

26,355

Total RNs in Alberta 2005

9,824

RNs over the age of 50

Registered Psychiatric Nurses

1,125

Total RPNs employed in psychiatric nursing in Alberta in 2005

491 RPNs over the age of 50

Source - Canadian Institute of Health Information

RNs aging

percentage of RNs over 50 increasing

Over 1/3 of RNs are 50 years or older

2007

Constitution/Bylaws & Long and Short Term Goals

(With Amendments as of October 2006)



United Nurses of Alberta

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Article 1: Name

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

Article 2: Objectives

- 2.01 The advancement of the social, economic and general welfare of nurses and other allied personnel.
- 2.02 (a) The regulation of relations between nurses and other allied personnel and between nurses and their employers.
- (b) The negotiation of written contracts with employers aimed at implementing progressively better conditions of employment.
- 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 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 her membership in the UNA due to her non-support of a strike or in the face of charges, or who has been expelled from membership shall only be eligible for membership in the UNA or its Chartered Locals upon successful application to the Executive Board for reinstatement pursuant to Article 7.

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

3.05 It is the obligation and responsibility of every member of UNA to refrain from revealing or otherwise disclosing, except to those who have the right to such information or unless required by law, any information acquired by virtue of membership in UNA which could disadvantage or compromise UNA or its members.

3.06 It is the obligation and responsibility of every member of UNA who is appointed or elected to an office or other position in the UNA to duly and faithfully and to the best of her skill and ability discharge the duties of her office and to refrain from disclosing or revealing to any person, except to those who have a right to such information or unless required by law, any information which could disadvantage or compromise UNA or its members that comes to her knowledge or possession by reason of the office or position held.

3.07 Membership in a 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 her membership unless specifically authorized in writing signed by an appropriate official to so act.

- 3.08 (a) Members who retire or resign and are therefore no longer paying dues to UNA shall be eligible for Associate Membership. Annual Associate Membership fees shall be ten dollars (\$10.00).
- (b) Associate Members shall not be eligible to hold elected office in UNA or vote at meetings of UNA.
- (c) The criteria for Associate Membership status shall be established by the delegates at the Annual General Meeting.

Article 4: Executive Board

4.01 The affairs of the UNA shall be managed by an Executive Board which shall be composed of the following:

- 1) President;
- 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 her position as 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.
- 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 full records of minutes of all meetings of the Executive Board and of all meetings of the UNA and shall cause to be maintained all records, documents and correspondence of the UNA.

(e) **The Duties Of The District Representatives**

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

- 4.06 Only members in good standing of the UNA are eligible for membership on the Executive Board.
- 4.07 In the event that a member of the Executive Board absents herself from two (2) consecutive meetings, i.e. Executive Board, Delegate, Special, Committee, the reasons for such absences shall be delivered in writing to the President. If the reasons so delivered are found to be unsatisfactory to the Executive Board by a two-thirds (2/3) ballot vote, the office of the member shall be declared vacant. Such vacancies shall be filled in accordance with Article 8.05 or Appendix "C" I.3 as applicable. Such appointed or elected member shall hold office until the next Annual General Meeting at which time an election shall be held in accordance with Article 12.04.
- 4.08 Any member of the Executive Board may resign her office by giving notice in writing to the President.
- 4.09 Any Executive Board member who ceases to hold office for any reason, shall, within one month, turn over to the Executive Board, all documents, assets and property of the UNA in her possession.
- 4.10 The District Representative shall designate an alternate member to attend Executive Board meetings in her absence.
- 4.11 In the event that a District Representative is elected to serve on the Provincial Negotiating Committee, the District shall elect an interim replacement for the duration of Negotiations. The interim replacement will receive the budgeted funding for that position.

Article 5: Powers Of The Executive Board

- 5.01
 - (a) The Executive Board shall be responsible for constitutional interpretation.
 - (b) In the event of a conflict between any provision of this Constitution and any provision of the standard Bylaws as set out in Appendices "A", "B" and "C" or in the event of a conflict between any provisions of this Constitution and the approved Bylaws of any Chartered Local of the United Nurses of Alberta or in the event of conflict between this Constitution and the policies adopted by the United Nurses of Alberta then this Constitution shall be paramount and the provisions of this Constitution shall apply.
 - (c) The Executive Board shall be responsible for and accountable to the membership for the administration of affairs and activities of the UNA when the UNA is not meeting.
- 5.02
 - (a) The Executive Board shall be responsible for the formulation and development of the general collective bargaining objectives of the UNA and for the presentation of the said objectives to the membership at meetings for discussion and approval.
 - (b) The Executive Board or any person or committee to which the Executive Board delegates such authority,

shall be empowered to negotiate and enter into regional, Local, provincial or area-wide collective bargaining agreements on behalf of 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.
- 5.09 The Executive Board may in the exercise of its powers do all such things and acts which in the exercise of its sole discretion better further the objectives of the UNA.
- 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 his or her duties;
 - (j) Circulating reports designed or calculated to injure or weaken the UNA or any of its Chartered Locals;
 - (k) Doing any act contrary to the Constitution or to the Bylaws of any Chartered Locals. Failing to do any act required of her 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 her 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 her 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 therefor 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 her designate of the wish to appeal.
- (b) The notification of the wish to appeal must be received by the Executive Secretary of UNA or her 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 her 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 her 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 her defence 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 therefor 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 her 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 her 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 her 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 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, she shall not be eligible to reapply for a period of one (1) year.

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

🏹 Article 8: Meetings Of Executive Board

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

time an election shall be held in accordance with Article 12.04 or for the unexpired term as appropriate.

A Leave of Absence may be taken by Executive Board Members. A written request for such Leave of Absence shall be made to the Executive Officers of the UNA for approval. The request shall include reasons for such application, the length of leave requested and the expected return date. This Leave of Absence shall not exceed six (6) months. This Leave of Absence will not be funded by the UNA. The interim replacement will receive the budgeted funding for that position. Thirty (30) days' prior written notice shall be made to the Executive Officers of the UNA of the expected date of return to the position. Interim replacements shall be made in accordance with Appendix "C" Bylaws I.3. In the event that the President, Vice-President or Secretary/Treasurer should take a Leave of Absence, the Executive Board shall elect by and from themselves a replacement for the term of the Leave of Absence or until the end of the term of office.

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

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

🏹 Article 9: Meetings Of The UNA

- 9.01 (a) The UNA shall hold an Annual General Meeting in the months of September, October or November of every calendar year at such place as may be determined by the Executive Board.
- (b) All other meetings of the UNA shall be determined at the call of the President.
- 9.02 A Special Meeting of the UNA may be called at any time and place at the request in writing of at least one-third (1/3) of the members of the Executive Board or of at least one-third (1/3) of the Chartered 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 repre-

mented 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 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 she were an accredited voting delegate.

10.09 Unless otherwise specified, any decision adopted at a meeting shall take effect forthwith at the conclusion of the meeting.

Article 11: Strike Votes 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.

Article 12: Elections

12.01 All Officers, other than those deemed elected by acclamation, shall be elected at the Annual General Meeting by a majority of the voting delegates present and voting.

12.02 All elections shall be by secret ballot, unless otherwise provided in the Constitution.

12.03 The Legislative Committee or any known persons acting with its authority shall prepare nomination forms for the Annual General Meeting and shall send them to the President and Secretary of each Chartered Local and to the Chapter Chair and Chapter Recorder of each Chapter at least 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.

12.06 Each District Representative and each Member of the Trial Committee must be a member of a Chartered Standard Local/Chapter in the District she represents. Only members from the District may nominate her and only voting delegates from said Districts are entitled to vote in her election.

12.07 Upon receipt of nomination forms, the 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.

12.08 Each nomination shall be on a proper form bearing the name of the nominee and signatures of two (2) members in good standing of the UNA.

12.09 Nominations shall be accepted until 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.

- 12.10 The Chair and two (2) members of the Legislative Committee shall send a notice regarding elections to the President of the UNA and to the 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.
- 12.11 If there are not enough candidates to fill all vacant positions, nominations shall be received from the floor. The Chair will declare nominations closed after three (3) calls for nominations, unless a motion to postpone nominations has been passed by the assembly.
- 12.12 In the event that any Chartered Local or a Chapter of a Composite Local fails to elect Executive Officers as provided in this Constitution and the respective Bylaws, the President, or her designate, of the United Nurses of Alberta shall call a meeting of the members of the Chartered Local or a Chapter thereof for the purpose of electing the officers of the Chartered Local or a Chapter thereof.
- 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

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.

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 con-

ducted 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.

Article 17 Constitutional Amendments And Policy Resolutions

- 17.01 This Constitution may be amended or altered only at a meeting of the UNA by a two-thirds (2/3) vote of those voting delegates present and voting.
- 17.02 Except where otherwise required in this Constitution a resolution shall require a simple majority to pass.
- 17.03 There shall be a Constitution and Resolutions Review Committee struck by the Legislative Committee of the Executive Board. The function of such Committee shall be to facilitate the processing of constitutional amendments and policy resolutions for the UNA's Annual General Meeting.
- 17.04 (a) Throughout the year and up to one hundred 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 her appeal placed before the General Assembly of the meeting.
- 17.05 (a) The Constitution and Resolutions Review Committee shall:
- (i) receive and prepare constitutional amendments and resolutions for presentation to the Annual General Meeting;
 - (ii) have power to eliminate duplications in constitutional amendments and resolutions 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 her appeal placed before the General Assembly.
- 17.06 A majority of the members of the Constitution and Resolutions Review Committee shall constitute a quorum.
- 17.07 The Constitution and Resolutions Review Committee shall prepare a report which shall be sent to the President and Secretary of each Chartered Local 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.
- 17.08 All constitutional amendments and resolutions must:
- (a) deal with only one (1) subject;
 - (b) be submitted on the appropriate forms before respective deadlines.

Article 18: Rules Of Procedure And Order Of Business At Meetings Of The UNA

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

Article 19: Dissolution Of A Chartered Local

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

APPENDIX "A"

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) TreasurerThe 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 her 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 her 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 18.01 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.

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 she 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 in her absence.

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 her designate, whom is authorized by the Chartered Standard Local Executive, to initiate transactions through the Chartered Standard Local's Centralized Account.
- (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 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 her 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 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 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 Chartered Standard Local and shall be subject to a positive Chartered Standard Local ratification vote.
2. The Chartered Standard Local may levy assessments for special purposes upon its members, provided that any assessment must first be approved at a meeting of the Chartered Standard Local.

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.

APPENDIX “B”

CHARTERED COMPOSITE LOCAL BYLAWS

UNA 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)

UNA 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.

UNA 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.

UNA 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.

UNA 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 her 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 her 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.

APPENDIX "C"

TERMS OF REFERENCE FOR DISTRICT REPRESENTATIVES AND DISTRICT COMMITTEES (BYLAWS GOVERNING DISTRICTS OF THE UNA)

🏠 Bylaw I: Organization Of Districts Of The UNA

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 she represents.

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

🏠 Bylaw III: Duties Of Officers

1. Chair

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

2. Vice-Chair

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

3. Secretary

- (a) The Secretary shall have the following duties:
 - (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 her 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 18.01 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.

2006/2007

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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