

United  
Nurses  
of Alberta

# News Bulletin

VOLUME 28, NUMBER 5



NOVEMBER 2004

**MICHAEL MCBANE**  
Canadian Health Coalition

**"Nurses as  
GUARDIANS  
OF HEALTH CARE  
must stand strong."**

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# Message from the President



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six times a year for our members

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By the time this is delivered to your home, we will have a new legislature established. I sincerely hope that Albertans have more, not fewer advocates for the services that affect all Albertans, including health care and education.

Economic forecasts (provincially and federally) indicate an ability (if not political will) to continue to strengthen our social safety net, for the benefit of this and future generations. How ironic, that in the midst of economic prosperity, the Klein government admits that it has been considering a "health care deductible". Instead of eliminating the most regressive tax in Alberta, health care premiums, the government suggests adding a new tax openly discriminating against the sick. Perhaps this is more manipulation. Threaten the citizens with a worse tax and the pressure to remove health premiums will subside. Should the government actually undertake the "public consultation" and international symposium on health care delivery, nurses will need to actively encourage Albertans to speak up. It is clear that regressive health care taxes (premiums or deductibles) need to be slain more than once to die.

This Newsbulletin includes a lot of information about the 2004 Annual General Meeting as well as your copy of the 2005 UNA Constitution. Over 600 UNA members attended the three-day meeting and participated in establishing the 2005 budget and organizational priorities. I encourage you to review the coverage of Michael McBane's comments about the "guardians" and the "traders". Nurses do make a difference.

As of November 18th the five hundred nurses employed at facilities in the Continuing Care Employers Bargaining Association (CCEBA) finally have an agreement, more than 5 months after the provincial settlement was achieved. On November 8th UNA and PHAA officially signed the new provincial agreement. Hopefully the pocket size booklets will be available for distribution in January.

As many members start to prepare for the holidays, I express my appreciation for the contribution you made to the quality of life in Alberta during the past year. Best wishes for a safe, healthy and enjoyable festive season to you and those you love. ☺

In solidarity

Heather Smith  
President, UNA

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900, 10611-98 AVENUE  
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# NURSES ACCEPT DEAL WITH REMAINING LONG-TERM CARE EMPLOYERS



Chief spokespeople UNA's David Harrigan and Cory Galway from the Provincial Health Authorities sign the finalized provincial collective agreement. Looking on are members of the UNA Negotiating Committee (l to r): co-chair Pauline Worsfold, Judy Brandley, Nicole Bownes, Wanda Zimmerman and co-chair Sandi Johnson (seated).

Long-term care Nurses have voted to accept mediator's recommendations for a contract with the Employers who had not settled since the province-wide agreement was concluded last June 9th.

A strong majority of the nearly 500 nurses at the Locals voted for the agreement, which is approximately equivalent to the provincial deal. The main monetary items, salaries and premiums are exactly the same as the provincial agreement, giving the nurses salary increases of 3.5% in the first year and 3% in the second and third years of the contract.

"These nurses have waited over five months since their colleagues had their new agreement settled," said UNA President Heather Smith. "In the end we have what is substantially the same agreement."

"Registered nursing in long-term care must not be treated as something secondary," Heather Smith said. "Albertans should be closely watching the standards of care we provide to our vulnerable citizens. I'm sure Albertans will not stand for reduced care for our elders."


The Bethany Care Society continues to insist on bargaining separately for its Cochrane facility and was not included in the mediator's recommendations. Earlier this month the Alberta Labour Relations Board asked the Society to go back to negotiations in good faith.

"We hope today's deal will pave the way to a speedy settlement with Bethany Care for its Cochrane location as well," Heather Smith said.

The long-term care facilities affected by the new agreement include most of those in Capital Care in Edmonton, the Bethany Care Society in Camrose and Calgary as well as St. Michael's and St. Joseph's in Edmonton and St. Michael's in Lethridge. The Carewest Colonel Belcher in Calgary is also part of this Continuing Care Employers Bargaining Association (CCEBA) group.


The issue of Registered nurse in-charge of each unit was one of the sticking points in the negotiations. Some of the Locals involved had the nurse-in-charge clause guaranteeing that units with a nurse-in-charge of a unit as of 1997 would continue to have a nurse-in-charge. All of those Locals had completely changed buildings. No 1997 units were still covered. Other Locals did not have the nurse-in-charge clause. All the Locals will now be covered by Charge Designation Review Committee language that allows the Committee to issue binding recommendations.

The settlement with the mediator's recommendations includes:

- the provincial salary rates, retroactive to April 1, 2003
- a night shift premium of \$2.00/hour
- reciprocal language for portability of seniority
- severance for any employee who is laid off "to the street"
- the same drug benefits as the provincial agreement
- effective April 1, 2005, vision care will include one eye exam and up to \$600 for corrective lenses every two years
- The mediator has recommended identical "in charge" language for all CCEBA Locals which does not include a specific reference to a Registered nurse in-charge. All Locals will have the Charge Designation Review Committee which can make binding recommendations on who is in charge of a unit. 

## NURSES ALSO IN NEGOTIATIONS WITH OTHER PRIVATE LTC OPERATORS

Nurses working in some Central Park Lodge long-term care facilities are in negotiations now as well. Locals #107 and #137 have begun talks with the Employer who historically refuses to compare itself to other providers outside of the PRIVATE sector.

"We are still fighting for articles that were agreed to and settled in many other PREVIOUS contracts," reports Teresa Mahar from Local #210, the Bow Crest Care Center. Bow Crest is also owned by Central Park Lodges and is also beginning negotiations. 



# Over **600** nurses set UNA directions

## Delegates discussed a wide range of topics

Nurses voted to create a new occupational health and safety position at the annual general meeting in Edmonton October 26 to 28. They also geared up to pressure the government to reveal its real health care policy during the provincial election.

The meeting passed the union's annual budget and elected the provincial executive board for the next year. President Heather Smith and Secretary Treasurer Karen Craik whose positions were up for re-election this year were both acclaimed. Elections were held for executive board representatives for the five provincial districts.

The delegates also discussed the outcome of the provincial bargaining round and the fact that the nurses negotiating with the Continuing Care Employers Bargaining Association (CCEBA) still did not have a contract.

In her address to the delegates President Heather Smith said nurses can be effective in the provincial election. "Bulies can be beaten," she told the nurses. "Whether they are managers who coerce victims of workplace violence to be silent by saying "it's part of your job" or if it's heavy-handed politicians who view re-election as a mandate to do anything they want, they can be stopped," she said.

She specifically noted that the government is hiding its changes in long-term care.

"It's ironic that the government lavishly launched the Alberta Centennial, yet it wants to warehouse the very people who built this province and strip them of their remaining assets. Pay more for less care."

"Injure one, injure all. Disrespect seniors, caregivers, disrespect all," she said.

Guest speaker, Michael McBane from the Canadian Health Coalition, warned nurses about the federal government's failure to protect Medicare by not enforcing the Canada Health Act and about its plan to abandon the precautionary principle by scrapping the Food and Drug Act.

Delegates gave McBane a huge round of applause when he told them: "Don't let anybody take the Canada Health Act away and don't let anybody take the Food and Drug act away, your lives depend on it."

### Constitutional amendments and other business

After hearing that nurses are 80% sicker than any other occupation in Canada, the UNA delegates moved to create an occupational health and safety specialist position on the provincial staff. The members also discussed other aspects of union staffing and providing high-speed internet services for locals. After lengthy debate several of these decisions were referred to the new provincial Executive Board to consider.

The Legislative Committee put forward a motion to require all locals with satellite units to provide an opportunity for members in those units to vote in elections. After it was pointed out that other members may experience difficulty getting to a vote as well, the motion was referred back to the Legislative Committee by the assembly.

There was considerable debate on changing the UNA policy on loans, which can be made to other unions in times of strike or distress. A motion to broaden the policy so that loans could also be made to affiliated organizations was discussed at length, including the value of requiring security for a loan. Finally the delegates passed a new amended policy.

The meeting amended the constitution to include a new tolerance policy prohibiting harassment or discrimination within UNA. After some debate the motion was amended to include both gender and sex as two of the specific categories mentioned.

A motion from the floor to donate \$500 to the provincial election campaigns of each of the UNA members running in the election was defeated. ☐



# LIGHTEN UP FOR A HAPPY LIFE

## Dynamic speaker energizes delegates

The formula for a happy life, according to Cathy Fenwick is: "First thing in the morning before you do anything else... get out of bed... stand before the mirror naked, put your thumbs up and say WOW!" That kind of positive attitude is what it takes to take the poison out of the stressful lives and jobs we have, she told nurses at the UNA AGM. The former school teacher knows about survival. After being diagnosed with third stage breast cancer in 1990, Cathy Fenwick fought back to a new career as a humourist and as a speaker about what attitude can do for each one of us.

Nurses, she said, have to pay particular attention. "First take care of yourself than take care of each other... then take care of business... of your patients. Well not in an emergency, but day to day you will be better off and better able to take care of your patients if you take care of yourself, first." And she started right during her talk, getting everyone in the room up to practise belly laughing, an exercise she said has got to make anyone feel better. And she held a special standing ovation for the head table members, just to see how it felt for everyone to cheer, and for the head table people to be cheered.

"A positive attitude helps build a supportive workplace and produces healing chemicals in our body," she said. "Nurses have taught me the intensive care that only compassion can provide," she said and told the story of how during chemotherapy, she clung crying on to a nurse who had simply asked if everything was alright.

Full of anecdotes from her life and stories from many sources, Fenwick bounced back and forth across the stage playing with props and keeping everyone enthralled. She passed on some of her sources including one, a little book, published years ago by a doctor, called How to kill as few patients as possible... and 55 other hints on how to be the world's best doctor.

The doctor relates how he learned to respect nurses and their views and input. "A good nurse, like a good loaf of bread, is the staff of life and the crustier the better."

Cathy Fenwick is the author of three books of helpful hints on how to live a happy life and has lots more tips on her website: [www.healingwithhumour.com](http://www.healingwithhumour.com)





## PROVINCIAL EXECUTIVE BOARD

Elections were held for the provincial UNA Executive Board at the AGM. Heather Smith and Karen Craik had been acclaimed as President and Secretary-Treasurer. Some of the District Representative positions are continuing in their term but the following positions were acclaimed or elected at the meeting.

### NORTH DISTRICT

Susan Gallivan - *Acclaimed*

### NORTH CENTRAL DISTRICT

Alan Besecker - *Acclaimed*

Chandra Clark - *Acclaimed*

Tim Grahm - *Acclaimed*

Heather Wayling - *Acclaimed*

### CENTRAL DISTRICT

Marilyn Coady - *Elected*

Wanda Zimmerman - *Elected*

### SOUTH CENTRAL DISTRICT

Lois Taylor - *Elected*

Jackie Capper - *Elected*

Daphne Wallace - *Elected*

### SOUTH DISTRICT

Barb Charles resigned just prior to the AGM

Sharon Gurr - *Elected*

## PROVINCIAL TRIAL COMMITTEE

The members of the Trial Committee are also elected at the AGM.

### NORTH DISTRICT

Sarah Craigen - *Acclaimed*

Val O'Connell - *Acclaimed*

Sheila Dorsch - *Nominated from the Floor & Acclaimed*

### NORTH CENTRAL DISTRICT

BettyAnn Emery - *Acclaimed*

Terry Germane - *Elected*

Jacque Boisvert - *Elected*

### CENTRAL DISTRICT

Jacque Crooks - *Elected*

Arlene Skinner - *Elected*

Phyllis Footz - *Elected*

### SOUTH CENTRAL DISTRICT

Diane Lantz - *Acclaimed*

Marlene Nelson - *Acclaimed*

Chris Larson - *Nominated from the Floor & Acclaimed*

### SOUTH DISTRICT

Debbie Martin - *Nominated from the Floor & Acclaimed*

Maxine Braun - *Nominated from the Floor & Acclaimed*

Linda Williams - *Nominated from the Floor & Acclaimed*

"Nurses are guardians," guest speaker Mike McBane said at the UNA annual meeting. "Alberta needs you, needs each and every single one of you to be the guardians of the health system in Alberta and the guardians of public health. Don't let anyone come to talk to you about risk management... that's not what nurses are trained for. Stand on guard, the health system has enough money."

Risk management was a major topic for Mike McBane who works with the Canadian Health Coalition in Ottawa. He explained there is a major push on to move health and food safety from guardian roles in society to trader roles, where risk is managed not prevented.

The big push for change comes, he explained, with "code words and doublespeak", a language designed to deceive with terms like: modernization, innovation, flexibility, and choice.

For example, he pointed out that former federal Health Minister Anne McLellan frequently asked: "Why would you care who owns your hospital?" McBane changed the question, "Why would you care who owns your life support system? Hello! There's higher death rates [in for profit care] for one simple reason."

He also noted that those who want to bring in commercialized health care sometimes say: "Let's just experiment with this." "But there's no experiments allowed under the trade agreements. If you allow foreign investment in one hospital... then you have to allow it in all hospitals. It's a one-way street. You can't go back."

"Don't trust any politician who says it doesn't matter who delivers your health care," he said.

McBane also called for increasing government accountability for health

# Illness or Crime?

How to approach a colleague who may have an addiction problem was one of the tough questions that a discussion panel on addiction had to answer at the AGM. "Be prepared for a strong reaction," reported Bonnie Code, a labour relations officer with the British Columbia Nurses Union who specializes in helping addicted nurses. "Either they are extremely angry or they break into tears."

Nearly one in nine nurses will have some type of substance abuse problem over the course of their careers Bonnie Code said. Many of them end up in trouble with their Employer, but in BC addiction is increasing treated like an illness rather than a crime, she said. Nurses are often sent for treatment

rather than punished and BCNU has a fund to help addicted nurses attend a special residential treatment centre geared to professionals.

Code was one of three guest panelists invited to discuss exactly that theme, Addiction, Illness or Crime? Crystal Cleland represented the Alberta Alcohol and Drug Abuse Commission and reported on their programs and how they approach the addiction problem. Certified Psychologist Ian Hay rounded out the panel and talked about treatment modalities for addictions.

Co-workers are often some of the first people to recognize a problem. Crystal Cleland pointed out the common indicators. Isolation from colleagues, mood swings, defensiveness and decreased

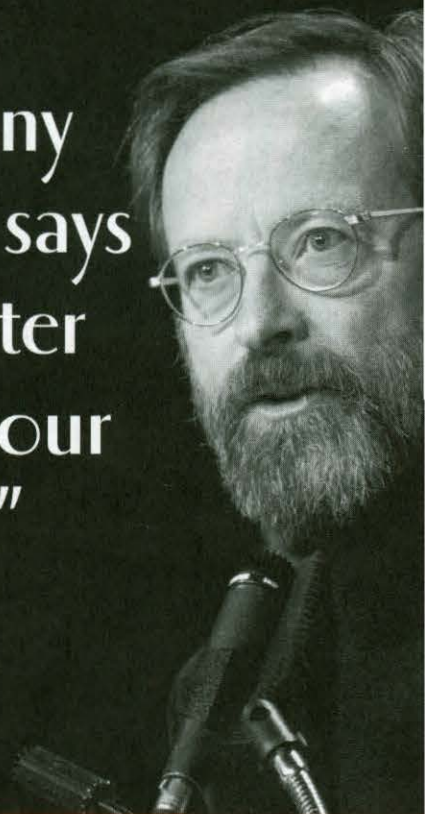


care dollars and pointed out that in federal reports on the Canada Health Act sections on Alberta's compliance are often left blank because Alberta does not report. He reported on the legal challenge the Coalition had mounted to compel the federal government to enforce the Canada Health Act.

The federal government is also proposing to rewrite the Food and Drug Act. "The problem is that the health protection legislation they are proposing will undermine our ability to protect public health," McBane said. The "Modernization" of the Food and Drug Act moves it more closely to talking about managing risk and cost benefit. But McBane said the precautionary principle, which applies under the Food and Drug Act, should remain. "How much do they value protecting our children, our environment and our health... Risk management puts a dollar value on human life," he said.

"Don't trust any politician who says it doesn't matter who delivers your health care."

– Michael McBane –



## Panel discusses how to handle addiction

attention to hygiene all could be tell-tale signs. Changes in job performance may also be an indicator. For nurses, particularly, Bonnie Code pointed out that frequent wastage, incorrect drug counts, or patients reporting drugs not working show there is a problem.

The dilemma remains of how to help a nurse in trouble. "How do we help a colleague without reporting them and putting them into a disciplinary process either through the AARN or with the Employer?" asks Bonnie Code. Nurses can go to their doctor, go off work and into a rehab program voluntarily. AADAC is a good place to start.

Increasingly in BC, the nurses' professional association works out agreements with nurses without a disciplinary hearing and the cases are resolved through

an alternative dispute process. "I'm privileged to say that I've been involved in over 300 of those cases," Bonnie Code reports. Attitudes are changing, she says. "Addiction is an illness recognized by the American and Canadian medical professions."

When recovering employees return to work there are often two or three separate agreements in place with the Employer and the professional body. Bonnie Code recommends narcotic addicted nurses not go directly to a critical care area where they would have to again work with the drugs, but if they do, they need a lot of support from co-workers. She often visits the ward where an addicted nurse will be returning. "They can face sometimes considerable resentment," she says. *MA*

"Addicted doctors, it appears, are gently admonished or quietly sent off for a brief stint at a rehab facility. Addicted nurses are more likely to lose their dignity, their jobs, and their licenses."

RN, April 1992 v55 n4 p36(6).



# NURSES in politics

## Eight nurses running in provincial election

A high number of Registered nurses and UNA members were out campaigning as candidates during the provincial election. A total of eight Registered nurses told UNA they were running, including five who are UNA members.

"Health care is one of the major issues and nurses have decided we need to get out there and put our money where our mouth is," says Jerry Macdonald, UNA Local President in Grande Prairie who ran for the New Democrats. "We don't feel this government has taken the right approach in health care."

While the Klein government was promising to "reform" health care, but not explain its plan to voters during the election, nurses and the opposition parties all pushed the Conservatives to come clean. With a record of promoting privatization, which continues to be highly unpopular, the Conservatives just were not saying much about health care.

All of the nurses ran for opposition parties. Four ran for the NDP, three for the Liberals and one for Social Credit.

Jerry Macdonald said that being an RN was a significant positive as a candidate. "I've run into people I've looked after who say they want to support me. It's an important factor that I'm an RN when we talk about health care," he said.

### The UNA members were:

**Anita Ashmore, RN**  
(Edmonton-Rutherford)

**Holly Heffernan, RN**  
(Calgary-Glenmore),

**Laurie Lang, RN, RPN**  
(Edmonton-Manning)

**Jerry MacDonald, RN**  
(Grande Prairie-Wapiti)

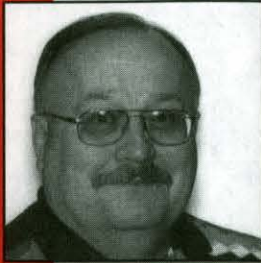
**Joyce Thomas, RN**  
(Livingstone-Macleod)

**Bridget Pastoor, RN**  
(Lethbridge East)

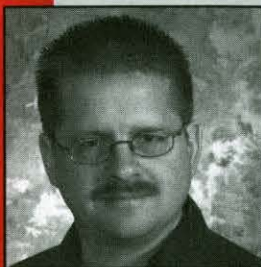
### The other RNs were:

**Louise Rogers, RN**  
(Sherwood Park)

**Donna Smith, RN**  
(Edmonton Whitemud) ☺



Laurie Lang, RN, RPN



Jerry MacDonald, RN



Bridget Pastoor, RN



Holly Heffernan, RN



Anita Ashmore, RN



Joyce Thomas, RN

## JUMP IN REPORTS OF NURSES OFF SICK WITH LOST-TIME CLAIMS

Alberta Human Resources and Employment has recently released the Lost-Time Claims and Claim Rates in Health Services Industries for 1999-2003. It is no surprise that the number of claims and the cost of those claims has gone up dramatically (see Chart). More striking, perhaps, is that while there are more people working in these industries, the number and severity of the claims has gone up at a much faster rate. Once again, those working in the Health Services industry, particularly in hospitals or long-term care centers, face a much higher risk of injury than those in other professions. Other notable statistics include:

- From 1999-2003, 86% of lost-time claims in the Health Ser-

vices have come from women.

- Traumatic injuries, including sprains, strains, cuts, bruises, fractures, and burns, make up nearly 91% of claims.
- Injuries to the back make up the highest number of claims, at 39% (2.2x the provincial average).
- Violence or assault by a third party (including co-workers, families, or patients) account for 38% of injuries where the source is external to the worker – 11.9x the provincial average.
- Assaults and violent acts by individuals make up only 5% of all claims, but the rate is still 7.1x the provincial average.

### PERCENTAGE CHANGE FROM 1999-2003 IN HEALTH SERVICES LOST-TIME CLAIMS

2003 numbers shown along with percentage change from 1999

HEALTH SERVICES INDUSTRIES	COST OF CLAIMS	PERSON-YEARS	DAYS LOST	LOST-TIME CLAIMS
Health Services Industries - All	157% (\$14,076,812)	19% (81,324)	36% (92,275)	29% (3,644)
Hospitals/Acute Care Centres	152% (\$8,099,431)	18% (50,672)	40% (48,717)	30% (2,024)
Long Term Care Facilities	109% (\$3,247,523)	20% (12,997)	19% (22,546)	19% (980)
Rehabilitation Services for Mentally or Physically Disadvantaged	230% (\$1,555,080)	25% (8,248)	48% (11,877)	46% (374)
Home Support Services	326% (\$732,845)	6% (2,986)	91% (6,745)	31% (127)
Health Units	188% (427,460)	14% (5,851)	20% (2,303)	52% (129)
Supply of Medical Personnel	-47% (\$14,472)	160% (570)	-85% (87)	-41% (10)

In the face of rising claims and lost-time injuries, in 2003 only a small number of employers in the Health Services industry hold Certificates of Recognition (CORs) that indicate that they have developed health and safety programs that meet established standards. The certificates are issued by Certifying Partners and are co-signed by Alberta Human Resources and Employment.

Only 50 of 1,296 Employers hold certificates, representing only 43.5%

of the person-years worked in Health Services. Unfortunately, 56% of workers do not have the assurance that their employers are maintaining established standards for health and safety in the workplace.

Source: Lost-Time Claims and Claim Rates: Health Services Industries: 1999-2003. Alberta Human Resources and Employment. Government of Alberta. 2004. <http://www3.gov.ab.ca/hre/whs/publications/statistics.asp> ☺



## IMAGINE A BANK ACCOUNT THAT DOUBLED YOUR MONEY

EMPLOYERS MATCHING RRSP  
CONTRIBUTIONS UP TO 2% OF  
ANNUAL EARNINGS

Nurses can contribute to a supplementary RRSP and the Employer matches your contribution. The supplementary RRSP benefit, which first came in with the 2001 contract, is an easy way to double your money.

Nurses can begin contributing to the RRSP in any month. Contact Human Resources to set up a deduction from your cheque. You are not allowed to contribute for previous months, however.

You do NOT have to leave the money in the RRSP. You can withdraw it (taxes are automatically withheld) to use as you like. Check with your local plan for details. You can withdraw double what you put in, because the Employer matches it. It's like a bank account that instantly doubles your money!

Most Health Regions are running a special RRSP plan and contributions must be made to their plan. If you would prefer to keep the money in your own plan with your own financial institution you may be able to transfer the funds to your own plan. At the very least you can withdraw the funds and redeposit them in your own plan.

The supplementary RRSP is completely separate from the regular benefit pension plan --which for most nurses is LAPP (Local Authorities Pension Plan) or PSPP (the Public Service Pension Plan).

Anyone not taking advantage of this... is losing out on 2% extra pay. ☺



# Public Interest Alberta

NEW COALITION SETS OUT TO PROTECT THE PUBLIC INTEREST

## ELECTION CAMPAIGN FIRST EFFORT

A new lobbying and action coalition is setting out to protect the public services like education and schools that we all depend on. A whole range of organizations, including UNA, have come together to put together Public Interest Alberta as an active advocate in the province.

The first action of the coalition was to mount a special election effort aimed at highlighting important public issues.


"When it comes to our health, education, environment, childcare, rural communities and the support for our seniors and most vulnerable, PR spin and non-answers from politicians are completely unacceptable", says Bill Moore-Kilgannon, Executive Director of Public Interest Alberta. "Albertans want real answers from their candidates on how they intend to address the increasing stress on individuals, families and communities."

PIA set up a special website where anyone can email questions to their local candidates, even if you don't know the candidates names.

They are calling the campaign "A Fair Deal for Alberta Families" and it is based on a strong statement that outlines eight major public interest issues. These organizations are asking Albertans to go to the Public Interest Alberta web page to sign on and send this statement to their candidates.

Candidates are asked to respond if they agree with all eight aspects of the statement, and if not, they are to explain their position.

Beyond the election, PIA plans on-going work to foster an understanding of and commitment to the importance of public services, institutions and spaces.

Besides UNA, the Friends of Medicare, the Alberta Teachers Association, the Alberta Council of Social Workers, the Confederation of Alberta Faculty Associations, student organizations and others have all signed up with PIA. 

# A fair deal!

## FOR ALBERTA FAMILIES

### Public Interest Alberta





# Parkland study

## DEBUNKS GOVERNMENT'S HEALTH CARE MYTHS



**Public Remedies,  
Not Private Payments:  
Quality Health Care in Alberta**

Public health spending in Alberta has been rising at the modest rate of an average 1.6 per cent, but you would never know it with all the Klein government's rhetoric about out-of-control costs. An authoritative new review of the numbers from the Parkland Institute punches a big hole in the government's puffed up health spending claims.

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**"THE GOVERNMENT OF  
ALBERTA DESPERATELY  
WANTS US TO BELIEVE  
OUR HEALTH SYSTEM IS  
ON THE BRINK OF FISCAL  
COLLAPSE,"**

- HORNE AND ABELLS.

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power in 1992 have been modest averaging 1.6 per cent a year from 1992 to 2004," write researchers Tammy Horne and Susan Abells. Published just in time for the election their study, *Public Remedies, Not Private Payments: Quality Health Care in Alberta*, has all the ammunition anyone would need to debunk the government's myths and rationale for privatizing health care.

"The government of Alberta desperately wants us to believe our health system is on the brink of fiscal collapse," say Horne and Abells.

"This report argues that the government is misleading us - both about the fiscal problems facing our health care system and the solutions needed to fix it. It shows that the current system is sustainable, explains why private solutions are not the answer, and explores options for improving the public system - through better management of wait lists and drug costs, and a stronger focus on primary health care, health promotion and the social determinants of health."

There is a wealth of information in the study. Just one example is a small section comparing Alberta's drug plan against other provinces. Alberta does less in protecting citizens from "catastrophic" drug costs than most other provinces, and charges higher premiums as well.

For anyone looking for solid facts in Alberta's health care debate, Parkland has produced the ultimate resource.

The full report and an executive summary are available on the Parkland Institute's website at [www.ualberta.ca/parkland](http://www.ualberta.ca/parkland) 

## RNs & the Health Professions Act

The practice of the profession of registered nurses, as defined in the Health Professions Act (HPA) is explicit, broad in scope and clearly identifies the major roles of RNs in providing care. The Alberta Association of Registered Nurses is sponsoring a number of workshops on the HPA and its effect on RN practice.

### NORTHWEST REGION

**Nov. 29, 2004.**

**1300 - 1500**

Grande Prairie, Virene Building

**Nov. 30, 2004.**

**1000 - 1200**

Peace River

### CENTRAL REGION

**Nov. 29, 2004.**

**1000 - 1200; 1300 - 1430**

Via telehealth. Sites to be confirmed:

### EDMONTON/WEST REGION

**Dec. 3, 2004.**

**1215 - 1300**

Nursing Rounds - Auditorium  
Grey Nuns Hospital

**Dec. 9, 2004.**

**1900 - 2000.**

Capital Care Strathcona

### CALGARY/WEST REGION

**Dec. 14, 2004.**

**1200 - 1300**


Alberta Children's Hospital

### SOUTH REGION

**Nov. 23, 2004.**

**1400 - 1515**

Medicine Hat Regional Hospital

Further sessions are planned for 2005. For more information contact the AARN at 1-800-252-9392 or 451-0043. 



# **& contract** **LRO NOTES**

## **OVERPAYMENT RECOVERY** **Employers can only take money back** **with an Employee's agreement**

New in the collective agreement is an Overpayment Recovery Notice for Employers who can send a notice if they discover they have overpaid an Employee. However they must have an Employee's agreement to deduct an alleged overpayment from a later cheque.

Nurses have no obligation to agree to any deduction and should take the issue up with their UNA Local or Labour Relations Officer.

The Employers can get either an oral or a written agreement from an Employee for an overpayment recovery. So nurses approached to agree should make sure they check with UNA before responding. If there is no agreement on the overpayment, the new agreement outlines a process for resolving the issue. *MA*

## **RETURN OF SERVICE** **AGREEMENTS ARE** **NOT VALID**

### **Nurses who leave do NOT** **have to repay incentives**

Some Health Regions have been using special incentives to attract nurses but are requiring "return of service" agreements. These agreements are not valid and violate the collective agreement which does not allow Employers to make special agreements with individual nurses. Employers who want money back when a nurse leaves a position that has a return of service commitment cannot legally ask for the money back.

Employers who are trying to make nurses repay special incentives almost always back down when they are challenged by UNA. *MA*

The return of service agreements are usually set out in return for incentives like covering moving costs or cash or other benefits when a nurse is recruited to a position. They require the nurse to agree to stay in the position and work for a certain period, usually two years.

Under the Collective Agreement, Employers cannot legally make outside agreements with Employees.

## **DIAGNOSIS IS** **CONFIDENTIAL...** **Employers cannot refuse** **you sick leave**

Some health Employers, including Capital Health, are continuing to insist that some Employees sign medical information release forms. Nurses are best advised not to sign any such release.

Any nurse who is experiencing harassment about releasing their personal medical information should contact their UNA Local immediately. Allowing your doctor to release personal health information not only violates your privacy it can give the Employer grounds for challenging perfectly legitimate use of sick leave.

Nurses need to provide a note from a doctor indicating whether or not they are able to work and how long they are expected to be off on sick leave. They cannot be required to provide the diagnosis or other personal medical information.

Under the Employers' "attendance management" plans nurses taking sick leave are often called into meet with an Occupational Health and Safety officer. Often they are telling nurses that their sick leave claims will not be paid unless they sign releases allowing the Employer to ask for their personal health information from their doctor. In other words they are trying to coerce a freely given consent. UNA regards this as highly unprofessional conduct.

If an Employer demands more personal medical information, a nurse should contact her UNA Local or Labour Relations Officer. *MA*





# My UNA Journey

By Judith Russell, RN



**T**he radio and television burst forth "Nurses Threaten Strike". The newspapers with their black and white bold print splash the same news to the public. My blood boils. The message is lacking, as usual, background information.

This scene has played out in Alberta and across the nation too many times during my thirty-three years as a registered nurse.

But wait. I smile to myself. I know I wouldn't have done anything differently. Who would have guessed that a girl from a small Saskatchewan farm with Mennonite upbringing would be walking the picket line, challenging the boss with PRCs, on the local executive and not backing down on the rights of the nurse which in turn includes rights of the patients.

My first taste of UNA came in April, 1980 when at the Royal Alex we cleared the building and "walked the line" for seven days. Child in stroller, I couldn't "not" walk for better working conditions. It was about the future, not just about then, because right then I certainly couldn't afford it.

I was hooked! Nursing life now included rights, contracts, AGMs, workshops, getting involved in my union. Making the voice of nursing heard!


March, 1988 and the doorbell rings at 2300 hrs. A subpoena to appear in court is delivered. Right on! Just watch me! This was about a contract and not personal. Three weeks ended with little progress, but I always felt good about not backing down. They knew we would do it again. This organization of mostly women would take a stand.

Representing UNA always made me feel equal to management and empowered at the meeting tables. UNA versus Administration. Equal.

The first PRC submitted at the Charles Camshell caused a hurricane at level five. I wrote a PRC citing a Dopamine drip on a medical unit, down the hall, unmonitored, as unsafe. Management classified this as high treason. Waiting for the axe to fall, we stood our ground and came out with all our heads intact and the patient included in the winnings.

So I challenge all members to be strong advocates for our profession through UNA. And yes, you have the time. Don't let a few people carry the torch with you only occasionally warming your hands at the flame. Strength in unity. It works.

As I submitted my resignation from our local executive, I pressed the rewind button. There were fun times, frustrating times, but there was always learning and a steady enhancement of my life skills and career. Who would want to miss out?

As I plan for retirement, I'm thankful to everyone for contributing to my journey. I'm not at my destination yet, just a station stop and a change of tracks. 



# Nursing News

## Nurses' planner

The annual Nurses' Planner, the handy pocket calendar with information about UNA is being delivered with this issue of the NewsBulletin. Thanks to Lethbridge nurses Kevin and Paula Reedyk for appearing on the front cover and on the back Cross Cancer Institute nurse Nina Padjen along with model patient Carson de Jong. ☺

## Ontario nurses in negotiations

Ontario Nurses are in negotiations for a new contract for about 40,000 hospital nurses and, in the same round, for nurses in 116 nursing homes. The ONA contract, which had the highest salary rates up until UNA's new contract took effect, expired on March 31. ONA uses interest-based bargaining with the Ontario Hospitals' Association. The negotiations are closed to the media, and no specific bargaining dates are released. The negotiators scheduled mediation for mid-November and arbitration "if necessary" for next January. ☺

## Manitoba nurses fight pension cuts

Manitoba nurses are also in negotiations where they are fighting a cut in pension benefits that has been announced by the provincial government. The government says that because the pension fund is low early retirement benefits could be reduced and retire-

ment before the age of 55 cut completely. The Manitoba Nurses Union (MNU) says they are willing to increase contributions, but not cut benefits. "We're not going to compromise - it's huge for our nurses," says MNU President Maureen Hancharyk. "We will not settle our collective agreement without the pension issue being settled." ☺

## Fort McMurray doctors protest nursing shortage

Doctors in Fort McMurray say nurse understaffing hurts their confidence in quality of care but the Health Region says "Patient safety is uppermost in our minds at all times."

Donna House UNA Local President said understaffing

is severe and results in heavy overtime loads for nurses. The Health Region has already negotiated special terms to attract more nurses to the Region but high costs, especially housing costs in Fort McMurray, make it difficult to recruit staff.

According to reports in the Fort MacMurray Today newspaper, the doctors are not confident a medical staff association and Health Region Board committee will take the nursing problem seriously. Dr. Brian Dufresne president of the medical staff association told the paper the committee would be useless if the Board doesn't recognize the severity of the problem. ☺

## Allyson Pollock publishes book on U.K. privatization

Allyson Pollock, the U.K. doctor who has become an expert on privatization in the Brith health system recently published a new book *NHS plc*. Pollock was a guest speaker at the UNA AGM two years ago. ☺

## Trojan horse symbolizes hospital privatization

In an innovative strategy, the Ontario Health Coalition and the Ontario Council of Hospital Unions over the last year sponsored the Trojan Horse Tour. The Giant Trojan Horse over 14 feet tall symbolized the false gift of hospital privatization. The horse visited 85 communities across Ontario. The Tour spokespeople demanded that Ontario Premier McGuinty honour his election promise to stop private P3 hospitals. ☺

## What do you lose with Assisted Living?

On-site Registered nursing care is important to the security of residents in nursing homes, but the switch of some long-term care facilities to the new assisted living category drops on site care. The Good Samaritan Society provided a great illustration of what is happening in long-term care

### CHANGING TO "DESIGNATED ASSISTED LIVING"

	CURRENT	FUTURE (Starting January 2005)
<b>Recreation</b>	A recreation aide provides planning and programming for recreation activities.	No change.
<b>Oxygen</b>	Supplied by the Centre.	Residents receive through Alberta Aids to Daily Living (AADL) Program as per AADL criteria.
<b>Physician</b>	Residents cared for by their Physician at the facility.	Residents cared for by their Physician.
<b>Dressing Supplies &amp; Incontinent Supplies</b>	Supplied by the Centre.	Supplies obtained through AADL. Centres stock some supplies for short term or unanticipated needs.
<b>Staffing</b>	Care is provided by Registered Nurses and Nursing Attendants.	Care is provided by Licensed Practical Nurses and Nursing Attendants. A Registered Nurse will provide care coordination.
<b>After Hours RN Care (evenings, weekends)</b>	GSS provides RN care.	24 hour access to RN on-call is provided by Aspen Health Region.
<b>Telecare 24 hour emergency support</b>	Continuing care has nurse call system.	Main floor nurse call system will remain in place. Second floor, GSS will cover the cost of TeleCare, including the equipment for future DAL clients.
<b>Professional Services</b>	Provided by GSS.	RN and rehabilitation services will be provided by Aspen Health Region.
<b>Medically required Transportation</b>	Supplied by GSS.	Resident responsibility. Ambulance costs will be paid by residents Blue Cross coverage. Co-payment will be the responsibility of the residents.
<b>Medications</b>	Medications are paid for by GSS with funding from Aspen Health Region.	Medications will be the responsibility of the resident with Blue Cross paying the largest portion. Residents will be responsible for the co-payment.

*The Good Samaritan Society's helpful chart of what will change when their Hinton facility switches to "assisted living".*

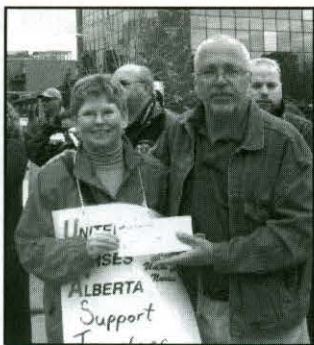


when it announced last month that its Hinton facility is moving to designated assisted living. The Society was especially helpful by providing a chart that showed what exactly would happen to a whole range of services. Oxygen, for example, was supplied by the Society at no charge to residents before, but starting in January residents would have to go through Alberta Aids to Daily Living to have it paid for. Medically required transportation was paid for by the Society before but after the change each resident would be responsible to pay for their own. Drugs too are changing over; the Health Region had covered the drug costs, which now become the responsibility of the resident, with subsidy from Blue Cross.

The chart is very clear that RN care is being dropped as well and the Health Region will provide telephone access to an RN on call. *UA*

### **After 13 weeks Teamsters accept last offer**

About 300 Teamsters members working for the Federated Co-op distribution outlet in Calgary voted to accept the Employers' last offer on November 12 after nearly 13 weeks on the picket line. Two-thirds of the employees voted to ratify the last offer in a Labour Relations Board supervised vote



*UNA Secretary-Treasurer Karen Craik presents a UNA contribution to the Teamsters during the strike.*

that Federated had asked for. The strikers had been looking for a three-year agreement, down from four, but in the end accepted a six-year contract with wage increases of about 1% a year. The Employers dropped demands for a two-tier wage system and to hire the scabs who had worked during the strike.

Local people said that even if they did not achieve what they wanted, the strike did get their message across to the Employer and likely the next negotiations would go more easily.

The strike had involved the Calgary Co-op stores, who partially own the Federated distribution system and the Teamsters had called for a boycott of all Federated affiliated Co-ops in Alberta. *UA*

### **Wainwright ambulance workers thrown out after reaching contract agreement**

Ambulance workers are taking the Wainwright Ambulance Society to court for disbanding itself shortly after the Society's employees unionized. The area's ambulance service is due to be taken over by the Health Region on April 1, 2005.

The ambulance employees are members of the Health Sciences Association of Alberta (HSAA) and negotiated a first contract with the ambulance society earlier this year. Then the government announced that Health Regions would take over provision of ambulance services next year.

In what appears to be a move to break the workers' contract and prevent their unionized positions from continuing with the Health Region as the successor employer, the Society decided to disband.

"The ambulance society is not only turning its back on its employees, but on the entire community. The society is

showing an appalling lack of responsibility by shutting down ambulance service without any plan to continue this vital function," said HSAA president Elisabeth Ballermann.

"The society knew that the health regions will assume responsibility of ambulance service next April and the responsible course of action would have been to work with East Central Health to facilitate a smooth transition of services." *UA*

### **World Masters Games looking for health care volunteers**



Edmonton is hosting the 2005 WORLD MASTERS GAMES July 22-31, 2005.

They are looking for Registered Nurses to help volunteer with the medical team. Your role would be working sideline sports first aid dealing mostly with acute sports injuries. To find out more go to [www.2005worldmasters.com](http://www.2005worldmasters.com) or e-mail the Medical Coordinator, Heather Callahan at [heather.callahan@edmonton.ca](mailto:heather.callahan@edmonton.ca) or phone 780-822-2132. *UA*

### **Making a sustainable health care system: reasonable work loads**

The federal government has published a new report that examined a huge body of research on the work-life balance of Canadians. The overall conclusion is that there is a tremendous cost with working Employees into the ground.

"It would appear that for every Canadian whose personal or family circumstances are inter-

fering with performance at work, there are five Canadians whose work and work circumstances are interfering with their family and their life," say the authors.

Conflict between work demands or family and life demands is a tremendous stressor for many Canadians and the report, entitled "Voices of Canadians" made some strong recommendations including:

- increasing the number of supportive managers within the organization;
- providing flexibility around work;
- increasing employees' sense of control; and
- focussing on creating a more supportive work environment.

The Report also says Employers should give employees the right to refuse overtime work and needs to keep track of unrealistic expectations of Employees. *UA*

### **Paging Dr. Black**

Do nurses call a "code pink" to ask for support when a violent or abusive incident breaks out? At some facilities nurses do, according to a recent discussion on UNA Net, the email conference network.

"We page Dr. Black if some one is in trouble or feeling threatened and who ever can go, does," reports one Local.

Another nurse reported that their "OR nurses used code pink on a nasty surgeon we once had. They just surrounded him in a circle and no one said anything just looked at him. After a few minutes he became very uncomfortable and left. It worked very well for them."

Other Locals report they have "panic buttons" that you clip on and press if you have a crisis. But not all panic button systems give the location of the nurse, which makes them much less useful. *UA*





**United Nurses of Alberta**  
[www.una.ab.ca](http://www.una.ab.ca)

# **Protect your privacy**

**Don't let yourself  
be pressured to  
sign a release of  
health information  
from your doctor!**



**Employers  
threaten to  
refuse nurses  
sick leave**

**See page 12**



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# 2005

## Constitution/Bylaws & Long and Short Term Goals

(With Amendments as of October 2004)



***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) 1<sup>st</sup> Vice-President;
    - 3) 2<sup>nd</sup> 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 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:
- to acquire, hold, and dispose of, real and personal property or any part thereof; and
  - to invest monies on behalf of the UNA; and
  - 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
- 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.
  - 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
    - is incompetent, or
    - is mentally incapacitated, or
    - is engaging in corrupt practices, or
    - is engaging in financial malpractice; or
    - 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.
  - 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.
  - 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.
  - 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:
    - to answer any inquiries the investigator(s) may have relating to the investigation;
    - 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;
    - 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;
    - to attend before the investigator(s) for the purpose of complying with (a), (b) or (c) above.
  - 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.
  - 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.
  - 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.
  - The Executive Officers, with respect to any of the conduct of the member that is mentioned in the report, may:
    - 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.
- (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.

### **Article 6: Discipline of Members**

- 6.01 Any member may be charged by another member of the following offences:



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



- 10.03 The Chair of the Meeting shall appoint scrutineers.
- 10.04 The scrutineers shall arrange for the holding of any vote; shall distribute, collect and count ballots if used; and shall report the results in writing to the meeting.
- 10.05 Two-thirds (2/3) of the registered voting delegates, including a representative from each District, shall constitute a quorum for the transaction of business.
- 10.06 Unless otherwise provided in this Constitution, any resolution presented at a meeting of the UNA or of any of its committees shall be deemed to have been carried if a majority of the voting delegates present vote in favour of it.
- 10.07 Voting shall be by show of hands unless the Chair otherwise directs or unless otherwise provided hereinafter.
- 10.08 At any Annual General Meeting or Special Meeting of UNA and Negotiations Demand Setting or Negotiations Reporting Meeting, every member of the Executive Board shall have a vote as though she were an accredited voting delegate.
- 10.09 Unless otherwise specified, any decision adopted at a meeting shall take effect forthwith at the conclusion of the meeting.

### **Article 11: Strike Votes & Ratification Votes**

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

### **Article 13: Revenue**

- 13.01 The revenue of the UNA shall be derived as follows:
  - (a) Each Chartered Standard Local/Chapter shall remit to the UNA each month such sum as may be determined from time to time, subject to the restrictions in this Article, by the UNA at an Annual or Special Meeting. Any change in the dues structure must be ratified by a two-thirds (2/3) vote of the delegates at an Annual or Special Meeting. Any change in the dues structure resulting in an increase in dues must be supported by a two-thirds (2/3) vote of the delegates at an Annual or Special Meeting and shall be subject to a positive majority Membership Ratification Vote held in accordance with Article 11 of the UNA Constitution. Any dues increase must be supported by the majority of members and the majority of Standard Locals/Chapters voting.
  - (b) The charter fee to establish a new Chartered Standard Local/Chapter shall be one dollar (\$1.00).
  - (c) The UNA may accept any donation, grant, bequest or other form of transfer of funds or properties from any charitable, governmental, educational or other source



and may agree with the transferor to devote the funds or proper properties so transferred to any specific purpose consistent with the objectives of the UNA without any political bias or favours.

- 13.02 (a) The UNA shall have the right to levy assessments in an urgent/crisis situation upon its duespayers, provided that any such assessment must first be approved by a two-thirds (2/3) vote at an Annual or Special Meeting of the UNA. Prior notice will be given.
- (b) The UNA shall have the right to levy assessments for special purposes upon its duespayers, provided that any such assessment is subject to the provisions in Article 13.01 (a).
- 13.03 Any funds owed to the UNA by a Chartered Local/Chapter pursuant to the provisions of this Constitution shall constitute a preferred claim and must be paid promptly by the Chartered Local/Chapter each month prior to the payment of any other obligations of the Chartered Local/Chapter.
- 13.04 (a) UNA dues shall be one point three percent (1.3%) of gross income, with a minimum of ten dollars and eighty-three cents (\$10.83) per duespayer per month or five dollars (\$5.00) per bi-weekly pay period.
- (b) The UNA shall issue to each Chartered Standard Local a monthly rebate. Monthly rebate of dues to Chartered Standard Locals shall be as follows:
- (A) For Standard Locals with fifty (50) duespayers or less the rebate shall be six dollars (\$6.00) per duespayer per month for the first thirty (30) duespayers. For the next ten (10) duespayers or part thereof the rebate shall be four dollars (\$4.00) per duespayers per month. For all remaining duespayers the rebate shall be three dollars (\$3.00) per duespayer per month.
- (B) For Standard Locals with more than fifty (50) duespayers, the rebate shall be five dollars (\$5.00) per duespayer per month for the first thirty (30) duespayers. For the next one hundred (100) duespayers or part thereof, the rebate shall be four dollars (\$4.00) per duespayer per month. For the next one hundred (100) duespayers or part thereof, the rebate shall be three dollars (\$3.00) per duespayer per month. For all remaining duespayers, the rebate shall be two dollars (\$2.00) per duespayer per month except Standard Locals with 51-56 duespayers per month shall receive a flat rate of two hundred and fifty dollars (\$250.00) per month.
- (c) The UNA shall issue to each component Chapter of a Composite Local a monthly rebate. The monthly rebate of dues to each component Chapter of a Composite Local shall be as follows:
- (A) For Chapters with fifty (50) duespayers or less the rebate shall be six dollars (\$6.00) per duespayer per month for the first thirty (30) duespayers. For the next ten (10) duespayers or part thereof the rebate shall be four dollars (\$4.00) per duespayers per month. For all remaining duespayers the rebate shall be three dollars (\$3.00) per duespayer per month.
- (B) For Chapters with more than fifty (50) duespayers the rebate shall be five dollars (\$5.00) per duespayer per month for the first thirty (30) duespayers. For the next one hundred (100) duespayers or part thereof, the rebate shall

be four dollars (\$4.00) per duespayer per month. For the next one hundred (100) duespayers or part thereof, the rebate shall be three dollars (\$3.00) per duespayer per month. For all remaining duespayers, the rebate shall be two dollars (\$2.00) per duespayer per month except Chapters with 51-56 duespayers per month shall receive a flat rate of two hundred and fifty dollars (\$250.00) per month.

- (d) Chartered Locals/Chapter(s) that have not had their books audited as per Appendix "A," Bylaw XII Finances for a period in excess of fourteen (14) months, shall have their dues rebates held in trust until such time as their books have been audited by UNA Provincial Office.
- (e) There shall be a Collective Bargaining Fund. Contributions to the Collective Bargaining Fund shall be allocated from dues revenue and determined on an annual basis by the Executive Board.

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

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

## **Article 14: Audit**

- 14.01 The fiscal year of UNA shall be January 1 to December 31 unless otherwise designated by the Executive Board. There shall be an auditor of the UNA who shall not be a member, employee, or relative of an employee, of the UNA; and who shall be a Chartered Accountant. The Executive Board shall appoint an auditor annually. The auditor shall conduct an audit once every year and shall submit a written report to the Annual General Meeting and to each Chartered Local/Chapter in the Annual General Meeting package.

## **Article 15: Chartered Locals**

- 15.01 (a) The UNA may issue a Charter to any group of five (5) members or more, eligible for membership under Article 3. The group shall thereafter be referred to as a "Chartered Local". In exceptional circumstances, UNA may maintain and continue a Charter to a group consisting of less than five (5) but not less than two (2) members. The group shall thereafter be referred to as a Chartered Local. Alternatively, UNA may direct and require that a group of less than five (5) members to whom a Charter has been issued, transfer their jurisdiction, membership, rights, privileges, duties and assets to a designated Local of UNA and the said Charter shall thereby be automatically revoked.
- (b) The UNA shall determine the type of charter to be issued to any group eligible for membership under Article 3. There shall be two (2) types of Charters, Composite Local Charters and Standard Local Charters. The number, jurisdiction and type of Standard Locals shall be as determined by the United Nurses of Alberta. In the case of a Composite Local, the Executive Board of UNA, after consultation with existing Locals that may be affected, shall determine the component Chapters of the Composite Local.
- (c) A Composite Local is a Local which represents a group of Employees appropriate for the purpose of



bargaining collectively, which group of Employees encompasses the Employees of a single Employer who are employed at more than one (1) institution or geographic location. A Composite Local is comprised of two (2) or more component Chapters. A component Chapter of a Composite Local is a group of at least five (5) but not less than two (2) Employees of an Employer employed at a single institution or geographic location. Alternatively, the UNA may direct and require that a group of less than five (5) members to whom a Charter has been issued, transfer their jurisdiction, membership, rights, privileges, duties and assets to a designated Chapter/ Local of UNA and the said Charter shall thereby be automatically revoked.

- (d) The UNA may determine that a Chapter of a Composite Local shall consist of all members who are employed by the same employer at a single institution or location or may determine that a Chapter shall consist of all employees employed by an employer within a designated department or division of operations of the employer at one (1) or more institutions or locations.
- (e) The UNA may determine that the employees of an employer at an institution or location should be part of a Composite Local but that there are too few employees to warrant having their own Chapter and Chapter Officers in which case the UNA may require the said employees to affiliate with and be part of another group of employees for the purpose of comprising part of a component Chapter of a Composite Local.
- (f) Subject to the provisions of Article 15.03 the Bylaws contained in Appendix "B" shall be the Bylaws of every Chartered Composite Local.
- 15.02 (a) Subject to the provisions of Article 15.03 the Bylaws contained in Appendix "A" shall be the Bylaws of every Chartered Standard Local.
- (b) In the event of conflict between any clause of this Constitution and any clause of the Bylaws of a Chartered Composite Local or a Chartered Standard Local this Constitution shall be paramount and the clause in this Constitution shall apply.
- 15.03 (a) Except as a result of amendment to Appendix "A" or Appendix "B" at a meeting of the UNA, the Bylaws of Chartered Standard Locals may be amended only with the approval of a two-thirds (2/3) vote of those members present and voting at duly constituted meetings of the Chartered Standard Local, or in the case of a Composite Local, at duly constituted meetings of the Chapters of the Composite Local, and with the approval of the Executive Board of the UNA.
- (b) Bylaws of a Chartered Local which were amended or altered prior to November 8, 1984 in accordance with the Constitution of the UNA at that time shall be deemed to have been amended or altered in accordance with Article 15.03 (a).
- 15.04 All Collective Agreements with employers of members shall be signed by two (2) Executive Officers of the Chartered Local as the contracting party on behalf of the members affected.
- 15.05 (a) If the Executive Officers of United Nurses of Alberta have or receive information which leads them to believe that any of the officers of a Chartered Local/Chapter of United Nurses of Alberta are dishonest or incompetent, or that such Chartered Local/Chapter is not being conducted in accordance with the Constitution and Bylaws of United Nurses of Alberta, or for the benefit

of the membership, or is being conducted in such a manner as to jeopardize the interests of the United Nurses of Alberta, or if the Executive Officers believe that such action is necessary for the purpose of correcting corruption or financial malpractice, assuring the performance of collective bargaining agreements or other bargaining representative duties, restoring democratic procedures or preventing any action which is disruptive of, or interferes with the performance of obligations of other members or Chartered Locals/ Chapters under collective bargaining agreements, or otherwise carrying out legitimate objectives of the United Nurses of Alberta, the Executive Officers may place the Chartered Local/Chapter in immediate interim Trusteeship pending an investigation in accordance with the provisions of Article 15.05 (b). The Executive Officers shall immediately notify the Executive Board of such action, and shall arrange for a Special Executive Board Meeting to consider the matter.

- (b) In any situation in which there is reason to believe that a Chartered Local/Chapter has adopted or undertaken policies or activities contrary to the principles and policies of the UNA, and where a Chartered Local/ Chapter has been placed in interim Trusteeship, the Executive Board shall have the power upon a two-thirds (2/3) vote of the Executive Board to conduct an investigation into the affairs of the Chartered Local/ Chapter and to require the Chartered Local/Chapter to amend and rectify any policies or activities contrary to the principles and policies of the UNA, and the Executive Board may:
  - (i) appoint a Trustee or Trustees for the Chartered Local/Chapter, or
  - (ii) revoke the Charter of the Chartered Local on such terms and conditions as the Executive Board may see fit.

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

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

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

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

## **Article 16: Merger and Transfer**

- 16.01 The United Nurses of Alberta may merge or amalgamate with another Union, may accept a transfer of jurisdiction from another Union and may transfer jurisdiction to another Union at a meeting of the UNA by adoption of a motion passed by a two-thirds (2/3) vote of those delegates present and voting.
- 16.02 **Chartered Local Merger and/or Transfer**
  - (a) A Chartered Local may merge and/or transfer its jurisdiction, rights, privileges, duties and assets to one (1) or more Chartered Locals.
  - (b) The Chartered Local transferring and the Chartered Local(s) receiving and the Executive Board must each approve of the merger and/or transfer.
  - (c) A meeting between the parties must be held for the transfer and/or merger.
  - (d) The transfer and/or merger must be approved by two-thirds (2/3) of the members voting at each Chartered Local concerned by secret ballot. The voting shall be conducted in accordance with Article 11: Strike Votes and Ratification Votes.
  - (e) A Chartered Local may also merge with another bargaining agent for the purpose of acquiring its jurisdiction, rights, privileges, duties and assets.

## **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) Treasurer

The Executive shall meet at least once every four (4) months. The Chartered Standard Local may determine additional positions to those listed under Bylaw II 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 one (1) member 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.

### **UNA 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.

### **UNA 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.

### **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.

### **UNA 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.

### **UNA 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

## **Bylaw I: Name and Jurisdiction**

This organization shall be known as Composite Local #\_\_\_\_\_ of the United Nurses of Alberta and shall have jurisdiction over UNA members who are employed at (Institutions and/or geographic locations). The component Chapters of this Composite Local shall be as follows: (indicate said Chapters).

## **Bylaw II: Objectives**

The objectives of this Chartered Composite Local shall be:

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

## **Bylaw III: Membership**

Any person who is employed within the jurisdiction of this Chartered Composite Local and who becomes a member of one or more of this Chartered Composite Locals component Chapters and a member of United Nurses of Alberta shall be a member of this Chartered Composite Local.

## **Bylaw IV: Executive Officers of the Chartered Composite Local**

1. The affairs of this Chartered Composite Local shall be administered by an Executive which shall be composed of its President of the Chartered Composite Local and the Chapter Chairs of each of its component Chapters.
2.
  - (a) Nominations for the position of President of the Chartered Composite Local, shall be solicited at the regular meeting of each component Chapter in May of election years.
  - (b) The members of any Chapter of a Chartered Composite Local may nominate members of that Chapter or of any other Chapter of the Chartered Composite Local for election to the office of President of the Chartered Composite Local.
  - (c) No member shall be nominated for office of the President of the Chartered Composite Local unless they are present or have signified in writing their willingness to be a candidate for this office.
  - (d) The Chapter Recorder of each Chapter shall forthwith report to the President of the Chartered Composite Local the names of all nominees where upon the President of the Chartered Composite Local will compile a list of all nominated candidates and shall transmit same to each of the respective Chapter Chairs for the conduct of elections. In collaboration with the Chartered Composite

Local Executive, the Chartered Composite Local Treasurer shall be responsible for the development of an annual budget. The Chartered Composite Local budget shall be presented at the respective Chapter Annual General Meetings. A majority of members voting and a majority of Chapters is required for adoption of the Chartered Composite Local budget.

The Chartered Composite Local Treasurer is responsible for the safekeeping of any monies of the Composite Local that are not maintained in a Centralized Account, and shall maintain a record of all financial transactions.

- (e) Voting for the position of President shall take place at the June meeting at each of the respective Chapters and shall be conducted on the basis of all candidates nominated by the respective Chapters.
- (f) The President of the Chartered Composite Local shall be elected by the combined vote of the members of each of its component Chapters.
- (g) Each term of office shall begin upon the adjournment of the Annual General Meeting at which the election to the office takes place and shall continue for a period of two (2) years, more or less, until the conclusion of the second Annual General Meeting thereafter.
- (h) The results of the balloting of each of the respective Chapters for the position of President of the Chartered Composite Local shall be tallied and the combined votes of the Chapters shall determine the results of the election. The President and Chapter Chairs shall take office as Chartered Composite Local Officers on the first day of July in the year of the election.

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

## **Bylaw V: Duties of Executive Officers of a Chartered Composite Local**

1. President: The President shall be the senior Executive Officer of Chartered Composite Local and shall act as Chair at all meetings of the Executive of the Chartered Composite Local and at all meetings of the Chartered Composite Local.
2. Chapter Chairs: The duly elected Chapter Chair of each of the Chapters of a Chartered Composite Local shall also serve as an Executive Officer of the Chartered Composite Local.



3. In the case of a tie vote, the President shall cast the deciding vote at a Chartered Composite Local meeting or of the Executive Officers of the Chartered Composite Local.
4. The President of the Chartered Composite Local shall be an ex-officio member of all committees of the Chartered Composite Local. The Chartered Composite Local President and each of the Chapter Chairs or their designates shall represent the Chartered Composite Local on the District Committee of the United Nurses of Alberta.

## **Bylaw VI: Chapter Officers**

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

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

2. The duties of Chapter officers shall be as follows:
  - (a) Chapter Chair: the duties shall be similar to those of a Chartered Composite Local President but shall in no way conflict with those of the President of the Chartered Composite Local. Each Chapter Chair shall also serve as a member of the Executive of the Chartered Composite Local and shall carry out such duties as are assigned by the President of the Chartered Composite Local. In the case of a tie vote, the Chapter Chairs shall cast the deciding vote at each of their Chapter meetings.
  - (b) The Chapter Vice-Chair: shall carry out such duties as are assigned by the Chapter Executive and shall act in lieu of the Chapter Chair in the absence of the Chapter Chair.
  - (c) The Chapter Recorder: shall keep a record of all meetings of the Chapter and of all meetings of the Chapter Officers. The Chapter Recorder shall be responsible for the correspondence of the Chapter and in conjunction with the Chapter Treasurer shall keep a record of the membership of the Chapter.  
The Chapter Recorder shall carry out duties as assigned by the Chapter Executive.
  - (d) In Collaboration with the Chapter Executive the Chapter Treasurer: shall be responsible for the development and presentation of an annual budget for adoption at the Chapter Annual General Meeting. The Treasurer is responsible for the safekeeping of any monies of the Chapter that are not maintained in a Centralized Chapter Account; and shall maintain a record of all financial transactions. The Chapter Treasurer shall make a financial report at Chapter meetings and at Executive Meetings of the Chapter.

The Chapter Treasurer, or 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.

### **UNA 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.

### **UNA 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.

### **UNA 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.

### **UNA 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."

### **UNA 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.

### **UNA 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.
- (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

## **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.



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 & 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. The Chair, Vice-Chair, Secretary and the Treasurer, or the Secretary/Treasurer, shall be elected by the District Committee at the first District Committee Meeting following the Annual General Meeting. The Chair and Vice-Chair shall each be District Representatives. The Secretary and the Treasurer or the Secretary/Treasurer shall be elected from the District Committee.

#### **Bylaw II: District Representatives**

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.



# 2004-2005

## 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.