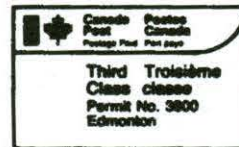


# NEWS BULLETIN

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



VOLUME 18 NUMBER 1

UNITED NURSES OF ALBERTA

JANUARY/FEBRUARY 1994

## Drop Shirley A Note...



**Are you concerned  
about health care?**

**SEE THE BACK PAGE  
FOR A SUGGESTION!!!**



## Executive Board and Staff

UNA NewsBulletin is published bi-monthly by the United Nurses of Alberta. Subscription to the NewsBulletin is included in the dues of members. Letters to the editor are welcome. Please mail correspondence to: Melanie Chapman, Editor, UNA NewsBulletin, 9th Floor, Park Plaza, 10611 98 Avenue, Edmonton, Alberta T5K 2P7. Telephone: (403) 425-1025 or (800) 252-9394.

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## Medical Factoids

- There are about 1,200 hospitals in Canada, and three-quarters of them are public/general hospitals.
- More than 500,000 Canadians work in the health care sector.

*CALM/Canadian Forum*

## Part-time Jobs Growing Trend

- In the past three years, the number of full-time jobs in Canada fell by 500,000. Meanwhile, part-time jobs increased by 250,000.
- Part-timers now make up almost 18% of the workforce, up from 15% in 1990.

*CALM/TECHnotes*

**UNA RINGS  
AVAILABLE**  
Gold and silver rings crested with the UNA logo are available in men's and women's sizes. Contact UNA's Provincial Office (425-1025 or 1-800-252-9394) if you are interested in purchasing a ring.

## Attention Local Executives

If your Local requires assistance with the development of accounting procedures or with financial record-keeping, please contact Darlene Rathgeber, Director of Financial and Administrative Services, at the Provincial Office.



# Conservative Ideology Wreaks Havoc

Report by David Harrigan, UNA Director of Labour Relations



The province is undergoing massive changes as the Conservative party under Premier Klein embarks on an ideological experiment that threatens to wreak havoc with the lives of all Albertans. The government seems determined to push through on its changes regardless of the effect that these changes have on the lives of its citizens.

The government has been successful in creating a fear amongst all health care workers. Every day we face layoffs and short staffing. No one even pretends anymore that patient care is not suffering. As the amount of workplace terrorism increases, some members have begun to believe the stories so often repeated by management and government: there is a crisis in health care spending; if only the union would accept a rollback, jobs would be saved; the provisions of the collective agreement relating to layoff are unfair and dangerous to patient care; and we should all work with the government in their plan to move to a more "rational" system of health care delivery.

Let's take some time to examine these in detail.

*"There is a crisis in spending, especially in health care."* The Premier is fond of repeating his statement "We don't have a revenue problem, we have a spending problem." Well, the reality is quite the opposite. Spending on health in this country has NOT increased as a percentage of Gross Domestic

Product over the past ten years. The amount of spending on health care relative to the overall budget, is significantly less than in the United States, which has the massive privatized system that the Conservatives are advocating. On the revenue side, we have seen a systematic reduction of corporate taxes over

**Spending on health in this country has NOT increased as a percentage of Gross Domestic Product over the past ten years.**

the past few years. The large oil companies are now receiving further royalty holidays. The effect of this is that billions of dollars are being stolen from our pockets and are being sent out of the province and country. In the health care industry, government statistics indicate that over 75% of hospitals and health units have surpluses. The total surplus is in excess of \$110 million. If the issue was spending, wouldn't it have made

sense to insist that this money, which belongs to the government, be returned? Why are hospitals and health units, which are funded with public money, not accountable for the money they spend? Why are they not required to make their financial records public? If the issue was just spending, why was there no attempt to limit the number of boards, as was done in the education sector? There are many hospital boards in Alberta who oversee facilities with fewer than twenty beds. Some facilities actually have one board for the acute care unit and a separate board for long term unit of the hospital. If the issue was only spending, surely it would be appropriate to examine the costs of administration.

*"If only the union would accept a rollback, jobs would be saved."* This myth has been repeated on a daily basis, and would appear at first blush to have some basis in reality. After all in most industries, this could be true. Unfortunately, this is not the case in health care. Again, it must be remembered that the vast majority of facilities have a huge surplus. Lowering salaries would only increase surplus, and would not create more jobs. When the government first announced that they wished a rollback, I asked the Minister of Health whether if the unions and employers were to agree on changes that saved money in other areas, would she still be

*continued on page 13*



# Annual General Meeting

## November 2, 3, 4, 1993

The 1993 AGM was held at the Round Up Centre in Calgary on November 2, 3 and 4. This AGM marked the last time that a UNA delegate meetings took place outside of Edmonton. Delegates to the 1993 AGM passed a motion to hold all further delegate meetings in Edmonton in order to save money.

### President's Speech

UNA President Heather Smith began her address to the delegates with video clips from the October 24 rally against cuts to health care and social services. Politician pursuit, Heather's suggestion which received loud cheers at the rally, proved to be popular with the UNA delegates. Heather stressed that UNA needs to mobilize the public, as well as all nurses, against the government's destruction of health care. However, Heather cautioned the delegates, this can only be done if we pool our resources and talents.

Heather talked about her recent phone call from a senior citizen who is so frustrated with the



*Maude Barlow gives her speech at the convention.*

Premier's agenda that he is selling "Resign Klein" buttons (proceeds go to the Calgary Food Bank). Frank Toth told Heather that the government's activities remind him of the 1930's in Alberta when Ernest Manning introduced a bill to prevent the strongest unified actions of workers – the strike.

In the 1990's, said Heather, the government and the employers have found new ways to dismantle the unity of workers. Accordingly, UNA has been finding new ways of forging alliances within the labour movement and the public. United for Health Care, a UNA-backed coalition of unions, social organizations and the public was cited by Heather as being one of UNA's more innovative initiatives. A historic meeting of national and provincial union presidents proved to be one of the most exciting developments this year.

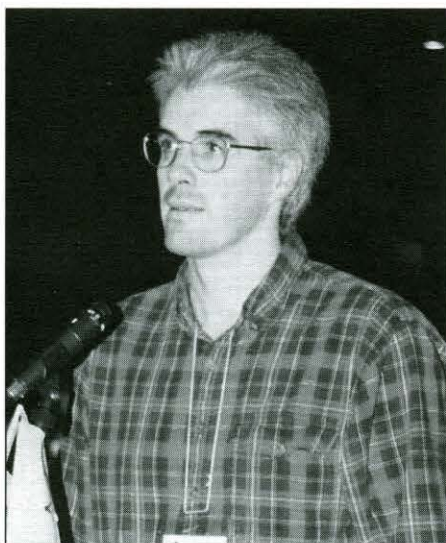
Heather noted that the environment of terrorism created by employers has scarred each and every one of us. But, she said, we cannot afford to waste time and energy fighting one another; we must battle our common foe.

Heather insisted that the agenda of the government is defeatable. We must increase our pursuit of politicians and force them to be accountable to the public for the condition of the health care system. Our employers must be held accountable for our workplace conditions. We must rise to the challenge before us – to fight again for what we have already won.

### DLR Speech

David Harrigan, UNA's Director of Labour Relations since 1989, reported on the activities in labour relations since the 1992 AGM. David told the delegates that several non-provincial hospital contracts were negotiated during the year in addition to the processing of grievances. He commented that UNA now has at least 500 active grievances at any one time.

The DLR noted that the new tactics of employers and the government required innovative approaches and the forging of new alliances with other health care unions in Alberta and across Canada. David urged all UNA members to remain united in their battle against health



*Foothills delegate Don Richardson debates a motion.*





*Sandie Rentz, UNA Vice-president, addresses the delegates.*

care cuts and the restructuring currently under way.

### **Election Results**

Sandie Rentz won the race for the Vice-President's position. Janet Hudson was elected to represent the North District at the Executive Board. Bev Dick and Doris Amundson were acclaimed as North Central District Representatives. Andy LeBlanc will represent Central District. Openings for South Central District Representatives were filled by Donnie Lacey, Pam Liegerot and Keith Malkin. Sheila Bailey will serve another term as South District Representative.

Hazel Paish, Noreen Larrett, Barb Provencal, Bev Leney and Sheila Heinrich will form the UNA Trial Committee this year.

### **Constitutional Amendments and Policy Resolutions**

1. UNA will establish a Local Crisis Fund this year as a result of a motion passed by the AGM. The delegates also endorsed the criteria for allocation of money from the fund.
2. Delegates authorized the Executive Board to explore, with Staff Nurses Associations of

Alberta, the willingness and feasibility of alternate structures for the representation of unionized nurses in Alberta. The Board must submit its report and recommendations to the 1994 AGM.

3. The delegates directed the Executive Board to "investigate the process required to institute an independent licensing College of Nurses for the province." The Executive Board will also carry out a membership survey about the splitting of licensing duties from the AARN [see Membership Survey on page 15]

4. UNA will develop a "Layoff Package" for UNA members. This package will include information on UIC, employment retraining, layoff and recall rights, and the names of support groups and contact people.

### **Budget**

The 1994 Budget was passed as amended by delegates. The budget was based on the assumption that the 1994 AGM will be a 2-day meeting and reflects financial implications of motions passed at the AGM.

### **Guest Speaker**

Maude Barlow gave an entertaining and information-packed account of the impact of the North American Free Trade Agreement on workers and health care in Canada and Mexico. Maude is the National Chairperson of the Council of Canadians, National Co-Chair of the Action Canada Network, author of "Parcel of Rogues: How Free Trade is Failing Canada" and co-author of "Take Back the Nation".

For a complete summary of the AGM or for copies of the Annual General Meeting Minutes, please contact your Local Executive or Sherry Shewchuk at Provincial Office.



*North District members dressed in stop the DeKlein T-Shirts.*



# The Tripartite Process

by David Harrigan, DLR

It has been obvious for some time that major changes are to take place in the delivery of health care services in Alberta. It has been equally obvious that the govern-

***It has been obvious for some time that major changes need to take place in the delivery of health care services in Alberta***

ment has no coordinated plan as to how this is to take place. For over a year United Nurses of Alberta has

been lobbying the government in order to become involved in some planning activities. A major breakthrough took place late last year when the government and employer groups agreed to a negotiation process involving all the parties. In the past, both government and employers have strongly resisted any request that the government take a more direct role in the bargaining process.

During the past year, United Nurses of Alberta President Heather Smith, in meetings with the Ministers of Health and Labour, has stressed the importance of the involvement of government in negotiations. This position is not new for United Nurses of Alberta. Since its inception, the union has maintained that the government, as the true employer and provider of funds, needs to take an active role in the bargaining process.

Following the Premier's announcement in October, when he expressed his desire for all employees to accept a five percent rollback

in compensation, it appeared that the government had finally accept-

***Since its inception, UNA has maintained that the government, as the true employer and provider of funds, needs to take an active role in the bargaining process.***

ed the reality that they had a role to play in negotiations. In response to the government announcement, the health care unions joined together to write to the Premier. The Unions proposed a tripartite negotiating process, consisting of unions, employers and government. This process was originally rejected, but through much pressure by the unions, the employers and government eventually agreed to meet.

After many weeks of negotiations to agree simply on the terms of reference, the process finally began on December 16 and 17. For the first time in history, employers, unions and government met at one bargaining table. Clearly if unions are to effectively represent the employees in health care, a unified position must be taken. Representing the employees at this table were, Heather Smith, Sandie Rentz, and David Harrigan from United Nurses of Alberta, as well as representatives from Alberta Union of Provincial Employees, Health



Representatives of the eight unions involved in tripartite talks take a break from the union planning sessions. AUPE, CHCG, CUPE, HCEUA, HSAA, IUOE, SNAA and UNA have been working on the tripartite talks since October of last year. Simon Renouf, a former Executive Director of UNA, is the chairperson of the joint union caucus.



Sciences Association of Alberta, Canadian Health Care Guild, Staff Nurses Associations of Alberta, Health Care Employees Union and International Order of Operating Engineers. The Canadian Union of

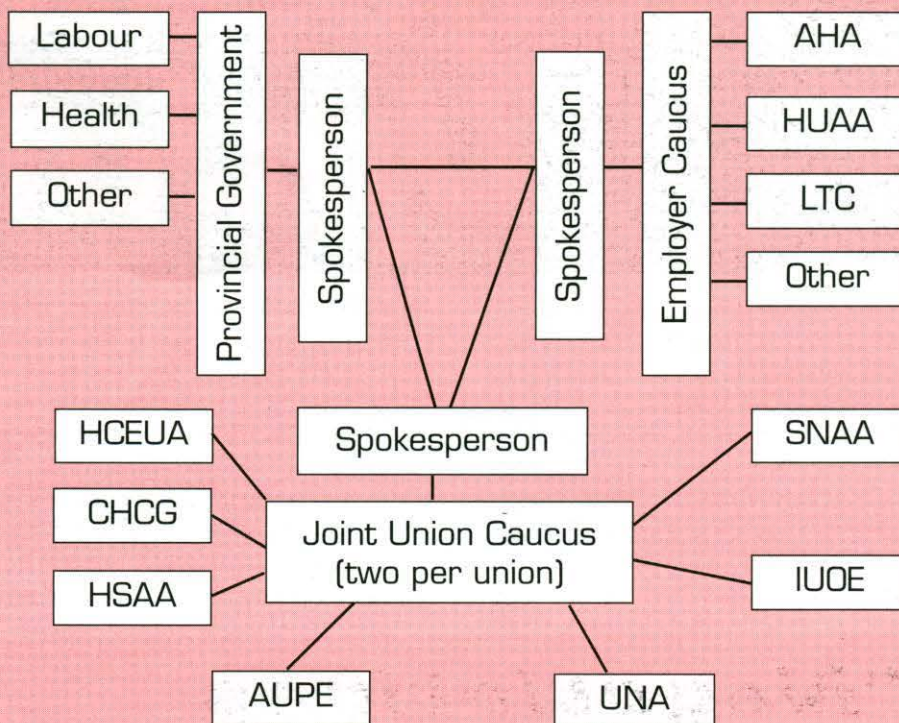
***The unions' list of discussion topics includes job security, retraining and relocation, staffing and information disclosure.***

Public Employees did not attend the talks and is still determining its participation. Each union also has its own caucus group to determine the acceptability to its members of any position taken at the tripartite table. The United Nurses of Alberta caucus consists of: Secretary-Treasurer Dale Fior; Hospital

***The tripartite process is a major step forward and should be viewed as a major gain for the employees in this province.***

Negotiations Committee members Marilyn Coady; Janet Hudson, Gail Tymens, Terry Robertson and Sheila Bailey; Health Unit Negotiation Committee members

## How Tripartite Works



Elizabeth Markovich, Barbara Forth, and Carol Maskowitz; Marlene Fournier, President, Local 173; Shelley Dunwoody, President Local 61; Tessa Merry, President, Local 107, Debbie Benoit, President, Local 155; and Carol Gwatin, President, Local 161.

The Unions, through spokesperson Simon Renouf, presented a list of issues for discussion. The list included job security; early retirement; voluntary severance; job sharing; staffing; legislation; retraining and relocation; and information disclosure.

The employers indicated that they wish the following items to be discussed: compensation, work-force adjustment, regionalization and information sharing. The tri-

partite talks progressed slowly for the first two days, as the employers appeared very reluctant to admit, even to themselves, that this table would involve negotiations.

Further talks are scheduled for February 2, 3, and 4.

The tripartite process is a major step forward and should be viewed as a major gain for the employees in this province. Although no agreement has yet been signed, and in fact an agreement could be a long way off, the fact that all employers and the government have finally seen the need to deal with the employees is a very positive sign.

A full report on the process has been sent to each Local Presidents and is available to all members on request.



# Negotiations Update

On January 26 and 27, the members of UNA's Hospital Negotiating Committee met with representatives of COTHA and the AHA in order to exchange proposals for a new collective agreement. The current contract will expire in 8 weeks.

Unfortunately, the expected trade did not take place as the employer groups did not provide

any proposals to the Union. UNA has indicated to both employer groups that they have 15 days to supply the union with specific proposals as required by labour legislation.

In the document presented to UNA's Hospital Negotiating Committee, the AHA describes issues of concern to employer and

lists abstract criteria for options regarding those issues. The COTHA document is even more vague in its description of problems and criteria for 'successful' outcomes. For example, under the topic of wages and benefits, COTHA defines the problem as "Achieving consensus on how to deal with a significant, continuous withdrawal of funding...while maintaining access and the quality of care for the patients we serve." The COTHA criteria for a successful outcome is a "significant reduction in total compensation that can be realized effective April 1, 1994." Does "significant reduction" mean 5%? Or are the employers suggesting an even larger rollback? How does paying nurses less money relate to better patient care?

"UNA members have been dealing for months with all sorts of rumours about their workplace, job security and patient care," says Marilyn Coady, Chairperson of the Hospitals' Negotiating Committee. "Negotiations are the time when both sides are expected to clearly state their proposals and expectations for a contract. The employers have neglected their responsibility to do this."

UNA has expressed its disappointment with the employers' inability to focus time and attention on the negotiations with the nurses.

"All we want is for the employers to be up front and honest about what they're asking for," states Heather Smith, UNA's President.

***"Negotiations are the time when both sides are expected to clearly state their proposals and expectations for a contract. The employers have neglected their responsibility to do this."***



"UNA members are not deluding themselves about the health care situation in Alberta. We have put a lot of time and effort into preparing for negotiations, and we ask that the employers do the same."

UNA began preparing for this round of bargaining when the negotiations for the current Provincial Hospitals contract and the RAH contract finally concluded at the end of 1992. Since then, the members and staff have been hard at work developing and refining proposals for this set of negotiations. In the interim, the hospitals have decided to add another bargaining table to negotiations for the same group of nurses.

Bethany Care Calgary and the Capital Care Group will meet at a third bargaining table in February. David Harrigan, UNA's Director of Labour Relations, condemned the employers for choosing to pursue employer interests at three separate bargaining tables. "The employers and the government claim they want to reduce the cost of health care," said Harrigan. "It's difficult to believe that when they have increased their employee costs by adding another bargaining table."

Tentative dates for negotiations have been set for February 10 and 11 (COTHA) and February 15 and 16 (AHA).

The complete documents from AHA and COTHA have been sent to each Local President. Contact your Local Executive for further details of the documents. A summary of the employers' ingoing proposals will be included in the News-Bulletin when the employers give their contract proposals to UNA.

### **COTHA**

The Council of Teaching Hospitals of Alberta represents the following employers: Calgary District Hospital Group, Calgary General Hospital, Foothills Provincial General Hospital, Alberta Children's Provincial

***The Council of Teaching Hospitals of Alberta represents the following employers: Calgary District Hospital Group, Calgary General Hospital, Foothills Provincial General Hospital, Alberta Children's Provincial General Hospital, Royal Alexandra Hospitals, Glenrose Rehabilitation Hospital, General Hospital (Grey Nuns) of Edmonton and the Misericordia Hospital.***

General Hospital, Royal Alexandra Hospitals, Glenrose Rehabilitation Hospital, General Hospital (Grey Nuns) of Edmonton and the Misericordia Hospital.

### **Health Units**

Members of the health units have voted overwhelmingly in favour of the package of ingoing demands

approved at the Health Unit Demand Setting Meeting. The dates for the exchange of proposals have not been established yet. It appears that the Health Unit Negotiating Committee will face the same hurdle of multiple bargaining table as their Hospital Negotiating Committee counterparts.



# UNA Files Complaint at the Labour Relations Board

United Nurses of Alberta has filed a complaint against Premier Klein, Health Minister McClellan, and Labour Minister Day as well as the hospitals and health units and their associations for threatening an illegal lockout.

Members of United Nurses of Alberta know only too well that the Labour Relations Code prohibits strike action by hospital employees. The union was forced to pay

finances in excess of a quarter of a million dollars in 1988, when it was found guilty of an illegal strike. But the Labour Relations Code also prohibits employers from engaging or threatening an illegal lockout. Just as a strike need not involve all employees refusing to work, a lockout need not involve an employer refusing to continue to employ all employees. Cases have found that a layoff, if used to attempt to coerce

employees or their unions to accept changes to the collective agreement, constitutes an illegal act.

Director of Labour Relations David Harrigan said that the action was taken because the government and employers have refused to act in good faith in their dealings with the nurses.

"All across this province, our members are being told that there will be layoffs unless nurses accept a rollback," said Harrigan. "Over seventy-five percent of facilities have surpluses, with the total amount of surplus being \$110 million. This total does not include the massive amounts of money hidden in hospital foundations. Given that, it is difficult to believe that any layoffs or rollbacks are necessary."

The government, hospitals and health units acknowledge the fact that the huge surpluses exist, but refuse to make public the financial records of the publicly owned facilities, or even admit which facilities have a surplus.

Interestingly, the Labour Relations Board seems to be dealing with the union complaint in a different manner than the employer complaint filed against the union in 1988. In that case, the Board convened a hearing immediately, and the courts even opened on the weekend so that the complaints could be dealt with as quickly as possible. This time, with the government and employers being charged, time does seem to be a concern for the Board.

The complaints were filed on December 20, 1993. The government and employers did not even respond until January 7. Hearings were scheduled for January 25, but were cancelled by the Board when they received a letter from legal counsel for the Premier, indicating that he was busy on that date.

The Board has yet to reschedule the hearing.

## Stop the DeKlein of Health Care T-Shirts



**Available in various sizes and colours. Contact UNA's Provincial Office (425-1025 or 1-800-252-9394) for more details.**



# Don't say no to the patients!

"Don't say no to her or him! Don't let them put your health care at risk" is the title of the new public

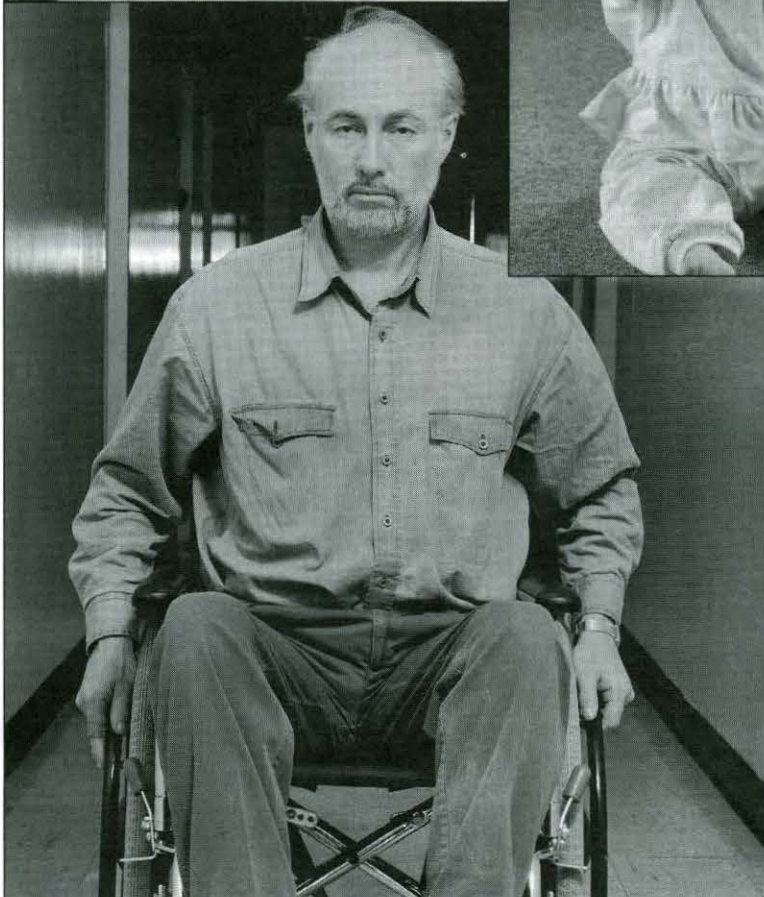
relations campaign co-sponsored by United Nurses.

The campaign is intended to promote public awareness and action regarding the destruction of health care in Alberta.

The cost of the \$63,000 advertising campaign has been shared between seven health care unions (Alberta Union of Pro-

vincial Employees, Canadian Health Care Guild, Health Care Employees Union of Alberta, Health Sciences Association of Alberta, International Union of Operating Engineers, Staff Nurses Association of Alberta and United Nurses of Alberta).

The ads will kick off on television on February 7 and will be followed by newspaper ads in the Calgary Herald and Edmonton Journal and transit ads in Calgary and Edmonton.





# LETTERS TO THE EDITOR

## Health Care in the U.S.A.

Dear UNA members,

I am a Canadian RN who has been transplanted to the State of Texas. I was only going to be gone for 18 months, but those 18 months are long past and I see no hope of returning to Canada in the next few years. I do want to return to Canada because I don't think I could ever really become an American. My roots in Canada are too many and too strong.

Up until two years ago I was fairly knowledgeable about the nursing situation in Alberta. I had served two terms as a member of the Executive Board of UNA and was on two Hospital Negotiating Committees. Now, when I came back to Alberta to visit my children and to welcome my brand new grandson just before Christmas '93, I couldn't believe what seems to be happening. The government seems to be bent on totally destroying the Canadian health care system. Nurses of Alberta and Canada - Wake up!!! You **don't want** the American system and I'll give some reasons why.

1. **COST.** I am employed by one of the largest hospitals in this city. We have the second best health care plan in the entire city and for counties for miles around. (The best employee health care plan is for employees of Texas Tech University.) My premium is paid for by the hospital as one of my benefits but I still have to pay the premium for my wife. The premium for her for one year is \$1,456.00. (The total premium is more but this is the amount that I pay.) The average

family of four, if they have health care insurance **and** if they have never needed to draw on it to any extent, pay around \$350.00 per month (if they're lucky). It was with a great deal of surprise that I found out that the biggest majority of people who did not have health care were NOT the poor or elderly, but the middle class. It is estimated that over 30% of middle class Americans are not covered by any health care insurance.

I got to know a very pleasant gentleman and his wife who were local farmers. They were in that percentage who could not afford the premiums for health care coverage. Then he was diagnosed with cancer and after a year or so died. I believe that she will have to work for the rest of her life to pay his hospital bills. She is also close to the age when she should be retiring from work. What will become of her if she should come down with cancer or have an MI?

2. **COVERAGE.** The "cadillac health care plan" I now enjoy with the Methodist Hospital does not cover as much as the basic Alberta Health Care. I have to pay a \$400.00 deductible before the insurance will even begin to cover my wife and I. After that, the insurance will pay 80% of the cost. (The coverage for being in the hospital is a bit better **IF** I'm hospitalized in the hospital where I'm employed. If I have to be hospitalized in some other hospital, the coverage may be as low as 50%.)

All insurance companies that I know of all have a life-

time maximum benefit. That means that if you have a serious illness like cancer, and if you survive with it long enough, your insurance company will all of a sudden say, "Good-bye, have a nice life!" YES, this really does happen!! We had a gentleman on the unit where I work who had bowel cancer with a complete blockage. This man was on a morphine drip, was receiving hyperalimentation, and had an N/G tube down. He was from Hobbs, New Mexico and wanted to go to his home town hospital to die. He was transferred to Hobbs and the same day he arrived there his insurance company said "Good-bye". The hospital then immediately discharged him to his home where he died two days later, without pain medication, without nourishment and without the N/G tube. This must be what is called dying with dignity!! Have you ever heard of this happening in Canada?

3. **LITIGATION.** There is a lot of this going on. This is definitely a big factor in the cost of health care in the United States, or at least in the State of Texas. Everyday you see advertisements on TV for lawyers who will take your claim of an injury and go with it. "You only need to pay us if we get some money for you."

Income taxes for Canadians are definitely higher than what they are for Texans. But, I didn't mind paying the taxes if I knew that the money was going to be spent on the two most important things in our society: health care and education. **DO NOT** let your politicians take



these things away on you. If they do take them, do you really believe your taxes will go down? I don't think so!

Thank you for allowing me to get up on my soap box and say a few words about the American health care system which is far inferior to the Canadian system.

Best wishes from a former UNA member,

Erwin Epp

## Changing Education for Nurses

One issue in nursing education is the proposed minimal educational requirement for entry into nursing practice be a baccalaureate degree in nursing. Although diploma completion remains a choice for students, baccalaureate education is the educational thrust for the 1990's. The Canadian Nurses Association endorsed this proposal in 1982 and most provincial and territorial nursing associations have adopted this position.

The case for baccalaureate preparations stems from the changing degree of knowledge required of

nurses in providing health care to the public. Nurses entering the profession need critical thinking and decision making skills to integrate knowledge and technologies into daily nursing practice. Baccalaureate preparation is thought to result in a more qualified nurse, as the education in such programs prepares the graduate to function in both hospital and community setting. Presently, the collaborative program which includes the U of A, Misericordia, RAH and the GMCC schools of nursing has admitted its third class of degree transfer students which commenced on September 1993.

On the other side of the educational issue, some nurses who hold hospital or college diplomas feel that their job security is jeopardized by the baccalaureate position. In addition, there is doubt by some nurses that the quality of nursing care would actually improve with advanced educational preparation. Although baccalaureate preparation would be beneficial to the nurse in terms of the broader perspective gained through this type of program, increased professionalism and so on, it is not clear that it is a

necessary requirement in order to work in a hospital or other health settings where many of the nursing functions are task oriented. Hospital diploma education may prepare the nurse sufficiently to be able to function in this capacity. For these reasons, and others—including labor force needs and cost implications, the provincial government has expressed interest in this collaborative position. However, providing education at the baccalaureate level for nurses presents numerous unanswered questions at present. Where will the money come from to educate this future professional group in a time of serious post-secondary cut-backs? Will enrollments into nursing education change? How great will the need be for qualified nursing professors? What will be the fate of diploma schools of nursing? As time continues, more discussion and debate on the collaborative program will ensue as the government, education institutions and society wrestle with budget cuts to post-secondary education.

Yours truly

Gary Okrainec

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## CRISIS IN HEALTH CARE

*continued from page 3*

making the request. The response from the Deputy Minister of Health was that the purpose of the reduction was not as a means to save money, but rather the goal of the exercise was to lower salaries as an end unto itself. Therefore there was no need to look for savings elsewhere! In the past few weeks the government has dropped the pretense that reductions will lessen job losses and are admitting that their initiatives will result in massive unemployment, regardless of any changes to the level of compensation. It is clear that the reductions are merely an attempt to lower the standard of living for

health care employees for ideological reasons.

*"The provisions of the collective agreement relating to layoff are unfair and dangerous to patient care."* It is clear that massive position eliminations will have an effect on patient care. However, it is the decision to downsize, not the fine detail of how the downsizing is to take place, that is the cause of the problem. The members of the United Nurses of Alberta have always placed patient care needs very high on their agenda. For this reason, we have signed agreements that specify that a nurse must have the ability to do the job in order to exercise her rights to displace into a position.

*"We should all work with the government in their plan in order to move to a more rational system of health care delivery."* The Premier likes to say that he was elected to implement his plan and we should help him to do so. The reality is that no real plan exists, other than to spend less money and somehow hope that the private sector will pick up the slack. The only action that this government has taken is to make press announcements that they will be providing less money. This hardly seems like a comprehensive plan for health care delivery. Last month the Minister dropped all pretense of

*continued on page 14*



## CRISIS IN HEALTH CARE

*continued from page 3*

having a plan and scolded the hospitals for not providing her with a plan. This government seems to have forgotten that they were elected and thus have the responsibility for the well-being of the citizens of this province.

The Conservative government is clearly bent on a simple-minded ideological framework. They believe that the government has no role in job creation, and is not accountable to the citizens who provide them with tax dollars. We have seen the results of this philo-

sophy with the liquor stores – the province has lost millions of dollars in revenue, thousands of people have become unemployed, land and buildings sales have resulted in massive losses, and the public is now paying far more for these goods.

We must not let this happen to health care. This government was not elected to close hospitals or to destroy our health care system. Tell Ralph to start listening. This is far too serious to be dealt with by quaint sayings about not blinking. Call your MLA and tell him or her that the government does have a

role to play in health care and will be held accountable for their actions (or rather their lack of it).

United Nurses of Alberta has been involved in several approaches to the government's changes to health care, including the demand for a 5% rollback. Our actions include filing a complaint with the Labour Relations Board, participation in the tripartite negotiations, and collective agreement negotiations that began January 26 and 27. We must continue to fight for for the sake of ourselves, our colleagues and our health care system.

# National nursing union meeting a first

Unionized nurses from across Canada have agreed to work together to preserve the health care system that is envied by citizens of other countries.

In an unprecedented initiative, leaders of every nursing union in Canada, who together represent more than 225,000 nurses, met in Toronto on January 6 & 7 to discuss joint efforts to combat the increasing threats to health care.

The union presidents and senior staff discussed issues common to every nursing union today. The representatives shared concerns about health care reform, layoffs, workload and morale of members and nursing practice issues.

The unions are now developing strategies to lobby the federal government. (The unions will continue their individual battles in their respective jurisdictions).

The coalition is calling upon Prime Minister Chretien to recommit himself to the five pillars of the Canada Health Act (universality, public administration, portability, accessibility and comprehensiveness).

The nurses are insisting on a greater role for nurses in the plan-

ning of health care reform in Canada. Position statements are being created to reflect a vision of health care reform and the role of nurses in health care.

UNA's representative at the meeting, UNA President Heather Smith, told the other nursing union leaders that Premier Klein has sent Alberta careening down the road to a two-tier, Americanized health care system.

"The unprecedented threats to the health care of Albertans and the desire of the Premier to have Alberta considered to be the leader for the rest of the provinces has resulted in a need for us to network with nurses in other jurisdictions," said Heather. "The activities of the government in Alberta threatens not only Albertans but all Canadians."



Nursing union presidents pose for group picture **Front Row** L-R: K. Connors (NFNU), G. LeRaye (PIPSC), J-M Aylward (NLNU), L. Silas-Martin (NBNU), R. Bosse (VP-FIIQ) **Middle Row** L-R: I. Caissey (ONA), J. McChesney (NSNU), J. Junor (SUN), H. Smith (UNA), L. Sloan (SNAA) **Back Row** L-R: E. King (VP-FIIQ), V. Chernicki (MNU), D. MacPherson (BCNU), B. Chandler (PEINU)



# Membership Survey

At the 1993 UNA Annual General Meeting, a motion was passed regarding an investigation into the feasibility of UNA working to lobby for the establishment of an independent College of Nurses. Included in the motion was a directive to the Executive Board to assess whether the UNA rank and file membership supports a UNA lobbying effort to establish a separate College. The first step of this process would be to pressure the provincial government to table UNA-supported amendments to the Nursing Profession Act.

The UNA Executive Board Legislative Committee is asking you to read the following information, and to answer the question as to whether we should pursue this issue. Give your response to your Local President or send it to Sherry Shewchuk, Executive Secretary, the UNA Provincial Office (9th Floor, Park Plaza, 10611 - 98 Avenue, Edmonton, Alberta T5K 2P7)

If you have any question regarding the information provided above, please contact the chairperson of the Legislative Committee, Keith Malkin at the UNA Southern Alberta Regional Office at 1-800-661-1802 or 237-2377.

## PROS AND CONS

### 1. PROS

- a) Alberta nurses recognize that an advantage to an independent College of Nurses may be a drastic reduction in annual registration fees.
- b) A College of Nurses would be charged with protecting the public and it, therefore, would establish the standards of nursing practice including the discipline process for failure to meet the standards. In the process of the setting up a College of Nurses, UNA may have an opportunity to shape the legislation establishing a College and the discipline process.
- c) The establishment of a College would separate two functions which may be perceived to be in conflict within the AARN — the protection of the public through self-regulation versus the protection and promotion of the profession.
- d) The creation of a College of Nurses may provide an opportunity for UNA to lobby towards the setting up of more adequate liability insurance plans.
- e) UNA may be able to raise public awareness around the issues of licensing and the regulation of nursing.
- f) UNA may be able to tighten the scope of nursing practice and thereby protect nursing as a profession.

### 2. CONS

- a) Once amendments to the Nursing Profession Act have been introduced, the opportunity is provided for all individuals and groups to lobby for changes, many of which may not be in the interest of nurses or the general public.
- b) The current Alberta government is pursuing deregulation — the removal of government standards including

registration and licensure of professionals. Included in this political agenda is the implementation of multi-skilling, cross training and de-skilling and the creation of a generic health care worker. The Total Quality Management programs being supported by government ministries, including the Ministry of Health, depend upon the government changing legislation which strictly regulates professions. In the case of nurses, the Nursing Profession Act is the target for such deregulation.

- c) In studying the B.C. model, it is clear that an attempt to set up an independent College of Nursing would require a large lobbying effort on the part of every UNA member, and the time and cost to the Union would be significant.
- d) In Ontario, nurses must pay a small fee to the College of Nurses each year to maintain their license to practice. Membership in the professional association is voluntary and much more expensive than the College fees. The cost of the two fees combined is approximately the same as the current AARN fees. Some nurses in Ontario (15%) feel obliged to belong to both organizations because liability insurance is included in their professional body fees.
- e) Given the current political climate in Alberta, it may be very untimely for UNA to lobby for amendments to the Nursing Profession Act. We may lose more than we could gain.
- f) UNA has been working cooperatively with the AARN over the past few months in an attempt to protect the profession of nursing. It seems that further cooperation would work in the favor of nurses and their profession. Is this the appropriate time for UNA to engage in a major confrontation with the AARN?

**Given the above information, do you agree that UNA should actively engage in a lobby campaign to have the government amend the Nursing Profession Act in order to establish an independent College of Nurses in Alberta?**

**YES** ☐ **NO** ☐





# Drop Shirley A Note



*On Tuesday, January 18, 1994, the Minister of Health, Shirley McClellan, invited the public to "drop me a note" regarding any concern with the health care system.*

*Patients, families and workers should report any concern regarding access to services or quality of care to the Minister of Health.*

*Speak up for health care in Alberta!*

## **DROP SHIRLEY A NOTE**

**Shirley McClellan, Minister of Health**

Legislature Building, 10800 - 97 Avenue, Edmonton, T5K 2B6

Phone: 427-3665 Fax: 429-5954

**Premier Ralph Klein**

Legislature Building, 10800 - 97 Avenue, Edmonton, T5K 2B6

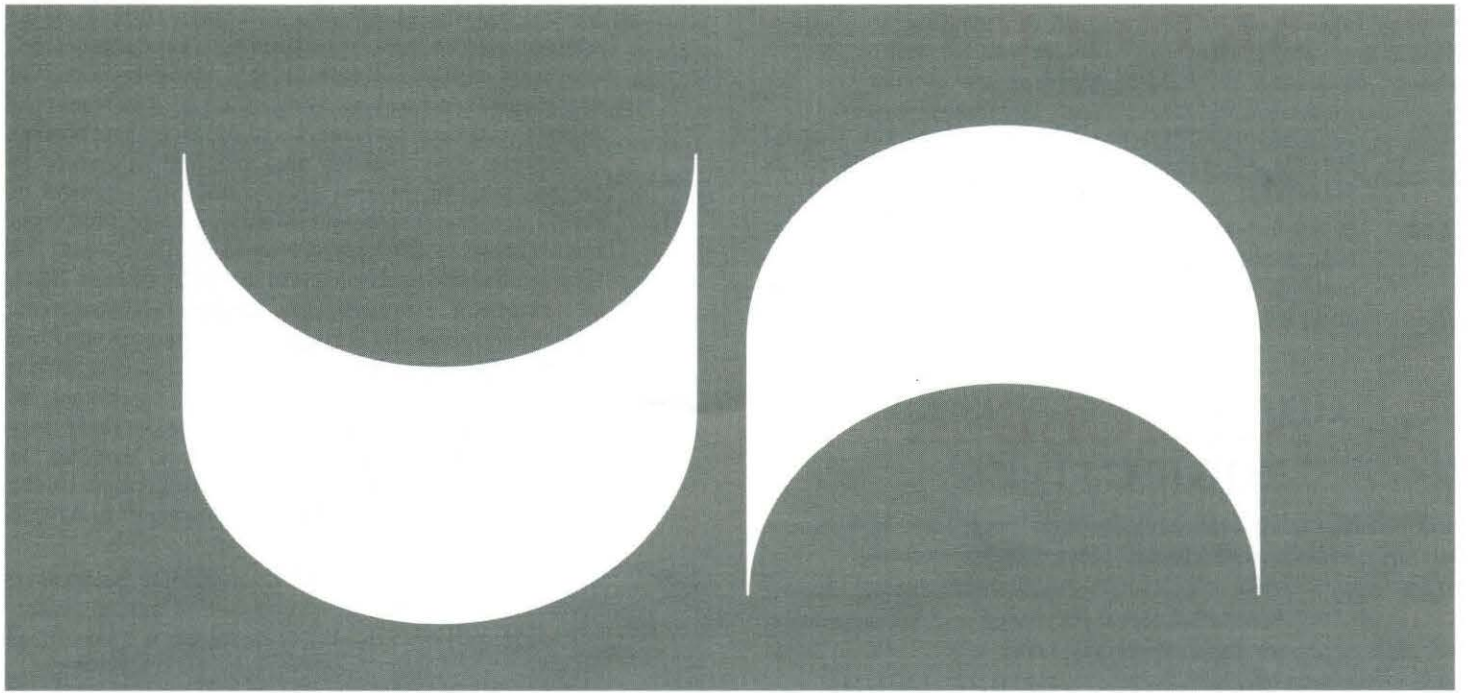
Phone: 427-2251 Fax: 427-1349

**Public Concern Line:**

Edmonton: 944-1441

Long Distance: 1-800-561-7899





# UNA

## Constitution

### '93 - '94

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WITH AMENDMENTS AS OF NOVEMBER 4, 1993



## **ARTICLE 1:**

### **NAME**

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

## **ARTICLE 2:**

### **OBJECTIVES**

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

## **ARTICLE 3:**

### **MEMBERSHIP**

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

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

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

3.05 Membership in a Local Union, chartered by the U.N.A., shall also constitute membership in the U.N.A.; however, no person shall act as or be deemed to be an agent of the U.N.A. or any chartered or subordinate body of the U.N.A. because of her membership unless specifically authorized in writing signed by an appropriate official to so act.

## **ARTICLE 4:**

### **EXECUTIVE BOARD**

4.01 The affairs of the U.N.A. shall be managed by an Executive Board which shall be composed of the following:

- 1) President;
- 2) Vice-President;
- 3) Secretary-Treasurer;
- 4) District Representatives.

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

4.02 The number of District Representatives shall be determined on the basis of one (1) District Representative for the first one thousand (1,000) duespayers or part thereof in the District as of sixty (60) days prior to the Annual General Meeting, and an additional District Representative for every additional one thousand (1,000) duespayers or part thereof in the District as of sixty (60) days prior to the Annual General Meeting. There shall be a minimum of two (2) District Representatives for each District.



- 4.03 All Officers shall be elected at an annual meeting except that a vacancy occurring between annual meetings shall be filled in accordance with Article 8.05, Appendix "B" or 12.10 (iv) as appropriate.
- 4.04 Term of Office shall mean two (2) years or until their successors are elected. The Term of Office shall begin upon adjournment of the Annual General Meeting of the U.N.A.
- 4.05 The duties of the Board shall be as follows:
- (a) PRESIDENT
- The President shall preside at all meetings of the Executive Board and all meetings of the U.N.A. and shall be charged with the responsibility of carrying out the policies of the U.N.A. The President shall be an ex-officio member on all Committees of the Executive Board.
- (b) VICE-PRESIDENT
- The Vice-President shall preside at all meetings where the President is absent and shall be charged with the particular responsibility of establishing and maintaining the flow of communication between the U.N.A. and its members, and between the U.N.A. and other organizations.
- (c) SECRETARY-TREASURER
- The Secretary-Treasurer shall cause to be kept such regular books and records of the U.N.A.'s finances as shall be set up under the instructions of the Executive Board, shall cause to be maintained full records of minutes of all meetings of the Executive Board and of all meetings of the U.N.A. and shall cause to be maintained all records, documents and correspondence of the U.N.A.
- (d) THE DUTIES OF THE DISTRICT REPRESENTATIVES
- The District Representatives shall carry out generally the objectives of the U.N.A. and function as members of the Executive Board. (The terms of reference for District Representatives are as outlined in Appendix "B".)
- 4.06 Only members in good standing of the U.N.A. are eligible for membership on the Executive Board.
- 4.07 In the event that a member of the Executive Board absents herself from two (2) consecutive meetings, i.e. Executive Board, Delegate, Special, Committee, the reasons for such absences shall be delivered in writing to the President. If the reasons so delivered are found to be unsatisfactory to the Executive Board by a 2/3 ballot vote, the office of the member shall be declared vacant. Such vacancies shall be filled in accordance with Article 8.05 or Appendix "B" I.3 as applicable. Such appointed or elected member shall hold office until the next Annual General Meeting at which time an election shall be held in accordance with Article 12.04.
- 4.08 Any member of the Executive Board may resign her office by giving notice in writing to the President.

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

## **ARTICLE 5: POWERS OF THE EXECUTIVE BOARD**

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



was qualified to be a member of the Executive Board.

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

## **ARTICLE 6: DISCIPLINE OF MEMBERS**

- 6.01 Any member may be charged by another member of the following offences:
- (a) Violating any provision of this Constitution or the Bylaws of any of its Chartered Locals;
  - (b) Obtaining membership through fraudulent means or misrepresentation;
  - (c) Instituting, urging or advocating that a member of any of the Chartered Locals of this union should institute action in a court of law against the U.N.A. or against the Executive Board or any of its officers or against any of the Chartered Locals or any of its members in respect of any matter concerning the affairs of the U.N.A. or any of its Chartered Locals or

chartered bodies without first exhausting all remedies through the forms of appeal provided in this Constitution;

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

6.02

### **CHARGES**

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



within one hundred and twenty (120) days of the date the complainant first became aware of or reasonably should have become aware of the alleged violation of the U.N.A. Constitution.

- (c) The Executive Officer (the President or a designate) shall review the charges to see if they comply with the above requirements. If the charges do not comply, the Executive Officer may reject them and provide written notice to the complainant.

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

#### **EXECUTIVE OFFICER REVIEW**

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

#### **DISCIPLINARY HEARING**

1. A Disciplinary Hearing will be conducted by a Trial Committee whose cost will be borne by the U.N.A. The complainant and the accused must each select a member in good standing as their nominee on the Trial Committee. The two nominees will choose a

Chair of the Trial Committee from a list of Trial Chairs. The list is to be composed of five members, one chair being nominated from each of the five Districts. Current Executive Board members are prohibited from being Trial Chairs and nominees.

- (a) Nominations and elections shall be in accordance with Article 12 of the Constitution of the U.N.A.
2. If the two nominees cannot determine which of the five Trial Chairs to appoint, each nominee can remove one name from the list of Trial Chairs and a random draw of the three remaining Trial Chairs is to be made.
  3. The Disciplinary Hearing shall be convened and conducted expeditiously. It shall be fair and impartial and both sides may be represented by counsel. Both sides will have all substantiated costs paid by the U.N.A. provided that the costs are deemed by the U.N.A. to be reasonable. The Trial Committee shall also be entitled to have counsel.
  4. Procedures to be followed at the Disciplinary Hearing are in the Trial Committee's sole discretion. The rules of evidence need not be strictly adhered to. Hearsay is admissible. The onus of proving guilt is on the complainant. If the accused does not show for the Disciplinary Hearing, the hearing may continue in her absence, but the complainant must still prove guilt. The accused cannot be compelled to testify.
  5. On a finding of guilt, the Trial Committee may expel, suspend or reprimand the accused, and impose conditions prior to reinstatement. The decision of the Trial Committee is final and binding. There is no appeal. For the purpose of this article the Arbitration Act shall not apply.

## **ARTICLE 7: REINSTATEMENT OF MEMBERSHIP**

- 7.01 (a) Any person who has been expelled from membership or who has resigned following the receipt of charges is not eligible to apply for membership at any Local of the U.N.A.
- Where a person wishing to become eligible for membership in the U.N.A. is required by the terms of Article 3.03 to apply to the Executive Board for reinstatement, application shall not be made until one (1) year from the date of expulsion or date of resignation. Prior to the Board considering such an application, the applicant shall have met the criteria for rein-



statement as determined by Executive Board Policy.

- (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 THE EXECUTIVE BOARD**

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

A Leave of Absence may be taken by Executive Board Members and Local Executive. A written notification of such Leave of Absence shall be made to the Executive Officers of the U.N.A. This Leave of Absence shall not exceed 1/2 the length of the term of the position affected. This Leave of Absence will not be funded by the U.N.A. The interim replacement will receive the budgeted funding for that position. Thirty (30) days' prior written notice shall be made to the Executive Officers of the U.N.A. of the expected date of return to the position. Interim

replacements shall be made in accordance with Appendix "B" Bylaws I.3 and Appendix "A" Bylaws VI. In the event that the President, Vice-President or Secretary/Treasurer should take a Leave of Absence, the Executive Board shall elect by and from themselves a replacement for the term of the Leave of Absence or until the end of the term of office.

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

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

## **ARTICLE 9: MEETINGS OF THE U.N.A.**

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

## **ARTICLE 10: VOTING AT MEETINGS OF THE UNA**

- 10.01 At any Annual or Special Meeting of the U.N.A., each Chartered Local is entitled to be represented by one (1) voting delegate for seventy-five (75) members or part thereof.



- 10.02 The Local President shall ensure that each voting delegate chosen to represent her Local is a member in good standing of the U.N.A. The number of voting delegates to which each Local is entitled shall be based on the number of members in the said Local, thirty (30) days prior to the Annual General Meeting.
- 10.03 The Chair of the meeting shall appoint scrutineers.
- 10.04 The scrutineers shall arrange for the holding of any vote; shall distribute, collect and count ballots if used; and shall report the results in writing to the meeting.
- 10.05 Two-thirds (2/3) of the registered voting delegates, including a representative from each District, shall constitute a quorum for the transaction of business.
- 10.06 Unless otherwise provided in this Constitution, any resolution presented at a meeting of the U.N.A. or of any of its committees shall be deemed to have been carried if a majority of the voting delegates present vote in favour of it.
- 10.07 Voting shall be by show of hands unless the Chair otherwise directs or unless otherwise provided hereinafter.
- 10.08 Every member of the Executive Board shall have a vote as though she were an accredited voting delegate.
- 10.09 Unless otherwise specified, any decision adopted at a meeting shall take effect forthwith at the conclusion of the meeting.
- 10.10 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.
- 10.11 For the purpose of this Article, the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals and Local #1 shall not be regarded as a Chartered Local.

## **ARTICLE 11: STRIKE VOTES AND RATIFICATION VOTES**

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

## **ARTICLE 12: ELECTIONS**

- 12.01 All Officers, other than those deemed elected by acclamation, shall be elected at the Annual General Meeting by a majority of the voting delegates present and voting.
- 12.02 All elections shall be by secret ballot, unless otherwise provided in the Constitution.
- 12.03 The Legislative Committee or any known persons acting with its authority shall prepare nomination forms for the Annual General Meeting and shall send them to the President and Secretary of each Local at least sixty (60) days prior to the Annual General Meeting.
- 12.04 The offices of President, Secretary/Treasurer and one-half or the majority of District Representatives, in each District, shall be elected in the years ending with even numbers. The offices of Vice-President and one-half or the minority of District Representatives in each District, shall be elected in the years ending with uneven numbers. Each District shall elect their Trial Chairs annually.
- 12.05 Each District Representative and Chairs of the Trial Committee must be a member of a Chartered Local in the District she represents. Only members from the District may nominate her and only voting delegates from said Districts are entitled to vote in her election.
- 12.06 Upon receipt of nomination forms, the President of each Local shall make every reasonable effort to inform the Local that the Legislative Committee will receive nominations pursuant to this Article.
- 12.07 Each nomination shall be on a proper form bearing the name of the nominee and signatures of two (2) members in good standing of the U.N.A.
- 12.08 Nominations shall be accepted until forty-five (45) days prior to the Annual General Meeting or from the floor at the Annual General Meeting only in the absence of an official nomination. If, at the close of nominations, a single candidate has been nominated for any position, that person shall be deemed to have been elected by acclamation. A declaration of acclamation by the Chair of the Legislative Committee shall occur for all filled positions at the time of nomination deadline.
- 12.09 The Chair and two (2) members of the Legislative Committee shall send a notice regarding elections to the President of the U.N.A. and to the President of each Local and delegate no later than thirty (30) days before the Annual General Meeting. This notice shall include the list of candidates, the list of vacancies requiring elections at the Annual General Meeting, and the names of nominees declared acclaimed in accordance with Article 12.08. Every reasonable effort shall be made to inform the members of the Local.



12.10 If there are not enough candidates to fill all vacant positions, nominations shall be received from the floor. The Chair will declare nominations closed after three (3) calls for nominations, unless a motion to postpone nominations has been passed by the assembly.

12.11 (i) A motion to rescind the election of an Executive Officer of the U.N.A. may only occur at a Special Meeting of the U.N.A., referred to in Article 9 or at an Annual General Meeting of the U.N.A. provided that thirty (30) days' notice of such motion has been given.

(ii) A motion to rescind the election of a District Representative of the U.N.A. may only occur at a Special Delegate Meeting of that District of the U.N.A. provided that thirty (30) days' notice of such motion has been given. At the Special Delegate Meeting each Chartered Local of that District is entitled to be represented by one (1) voting delegate for seventy-five (75) members or part thereof.

(iii) Any motion to rescind the election of a member of the Executive Board of the U.N.A. must be passed by a two-thirds (2/3) vote of the voting delegates present and voting.

(iv) Election for such resultant vacancy for the unexpired term shall occur at this same meeting. Nominations shall be received from the floor.

## ARTICLE 13: REVENUE

13.01 The revenue of the U.N.A. shall be derived as follows:

(a) Each Chartered Local shall remit to the U.N.A. each month such sum as may be determined from time to time by the U.N.A. at an Annual or Special Meeting. Any change in the dues structure must be ratified by a two-thirds (2/3) vote of delegates at an Annual or Special Meeting.

(b) The charter fee to establish a new Chartered Local shall be one dollar (\$1.00).

(c) The U.N.A. may accept any donation, grant, bequest or other form of transfer of funds or properties from any charitable, governmental, educational or other source and may agree with the transferor to devote the funds or proper properties so transferred to any specific purpose consistent with the objectives of the U.N.A. without any political bias or favours.

13.02 The U.N.A. shall have the right to levy assessments for special purposes upon its duespayers, provided

that any such assessment must first be approved by a two-thirds (2/3) vote at an Annual or Special Meeting of the U.N.A. Prior notice will be given.

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

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

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

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

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

(c) There shall be an Emergency Fund. When the Emergency Fund reaches the amount of three million six hundred and seventy-five thousand dollars (\$3,675,000), U.N.A. will cease to make any contributions of dues revenue to this fund. Except in the case of a strike or lockout of U.N.A. members, this Emergency Fund shall not fall below three million five hundred thousand dollars (\$3,500,000).

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

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



- 13.07 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.
- 13.08 For the purpose of this Article, the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals and Local #1 shall not be regarded as a Chartered Local.

## **ARTICLE 14:**

### **AUDIT**

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

## **ARTICLE 15:**

### **CHARTERED LOCALS**

- 15.01 The U.N.A. may issue a Charter to any group eligible for membership under Article 3, and the group shall thereafter be referred to as a "Chartered Local".
- 15.02 (a) Subject to the provisions of Article 15.03, the Bylaws contained in Appendix "A" shall be the Bylaws of every Chartered Local.
- (b) In the event of conflict between any clause of this Constitution and any clause of the Bylaws of a Chartered Local, this Constitution shall be paramount and the clause in this Constitution shall apply.
- 15.03 (a) Except as a result of amendment to Appendix "A" at a meeting of the U.N.A., the Bylaws of a Chartered Local may be amended only with the approval of a two-thirds (2/3) vote of those members present and voting at a meeting of the Chartered Local, and with the approval of the Executive Board of the U.N.A.
- (b) Bylaws of a Chartered Local which were amended or altered prior to November 8, 1984 in accordance with the Constitution of the U.N.A. at that time shall be deemed to have been amended or altered in accordance with Article 15.03 (a).
- 15.04 All Collective Agreements with employers of members shall be signed by two (2) Executive Officers of the Chartered Local as the contracting party on behalf of the members affected.

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

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

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

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

- 15.06 (a) Where the Executive Board makes an order provided for in Article 15.05, the Executive Board may order that all funds and properties of any nature held by the Chartered Local shall be held in trust for the purpose of effecting a reorganization of the said Chartered Local. If such a re-organization is effected, such funds and properties of the Chartered Local shall be reinvested with the Chartered Local for its use and benefit. If the Chartered Local is not re-organized within a period of one (1) year, such funds and properties shall revert to the provincial funds of the U.N.A.
- (b) Where the Executive Board orders that all funds and properties held by a Chartered Local shall be held in trust of the U.N.A., it shall be the duty of the Officers of the Chartered Local to deliver forthwith all funds and properties of any nature held by the Chartered Local to the Trustee or Trustees appointed pursuant to the provisions of this Article or duly authorized agent who shall be entitled to take immediate possession of all funds, properties, books and records of the Chartered Local and shall have authority to bring appropriate legal proceedings to secure such funds, properties, books and records.



- 15.07 For the purpose of this Article the three (3) units of U.N.A. Local #121 shall be regarded as separate Chartered Locals, and Local #121 shall not be regarded as a Chartered Local.
- 15.08 For the purpose of this Article the two (2) units of U.N.A. Local #1 shall be regarded as separate Chartered Locals. Local #1 shall not be regarded as a Chartered Local.

## **ARTICLE 16: MERGER AND TRANSFER**

### **16.01 Local Merger and/or Transfer**

- (a) A Chartered Local may merge and/or transfer its jurisdiction, rights, privileges, duties and assets to one (1) or more Chartered Locals.
- (b) The Chartered Local transferring and the Chartered Local(s) receiving and the Executive Board must each approve of the merger and/or transfer.
- (c) A meeting between the parties must be held for the transfer and/or merger.
- (d) The transfer and/or merger must be approved by a two-thirds (2/3) vote of the membership of each Local concerned by secret ballot. The voting shall be conducted in accordance with Article 11: Strike Votes and Ratification Votes.
- (e) A Chartered Local may also merge with another bargaining agent for the purpose of acquiring its jurisdiction, rights, privileges, duties and assets.

### **16.02 Employer Merger**

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

## **ARTICLE 17: CONSTITUTIONAL AMENDMENTS AND POLICY RESOLUTIONS**

- 17.01 This Constitution may be amended or altered only at a meeting of the U.N.A. by a two-thirds (2/3) vote of those voting delegates present and voting.
- 17.02 Except where otherwise required in this Constitution a resolution shall require a simple majority to pass.

17.03 There shall be a Constitution and Resolutions Review Committee struck by the Legislative Committee of the Executive Board. The function of such Committee shall be to facilitate the processing of constitutional amendments and policy resolutions for the U.N.A.'s Annual General Meeting.

17.04 (a) Throughout the year and up to one hundred (100) days prior to the date of the Annual General Meeting, any member may submit to the Constitution and Resolutions Review Committee a resolution or constitutional amendment in writing signed by such member. The Executive Board shall have the right to submit any resolution to the Committee at any time up to the date of the meeting. Late resolutions shall be submitted to the Constitution and Resolutions Review Committee who shall consider the urgency of the resolution. Only late resolutions deemed to be of an urgent nature shall be placed before the meeting.

(b) The proposer shall have the right to appeal the Committee's decision by having her appeal placed before the General Assembly of the meeting.

17.05 (a) The Constitution and Resolutions Review Committee shall:

- (i) receive and prepare constitutional amendments and resolutions for presentation to the Annual General Meeting;
- (ii) have power to eliminate duplications in constitutional amendments and resolutions 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 forty-five (45) days prior to the Annual General Meeting.

(b) The proposer shall have the right to appeal the Committee's decision by having her appeal placed before the General Assembly.

17.06 A majority of the members of the Constitution and Resolutions Review Committee shall constitute a quorum.

17.07 The Constitution and Resolutions Review Committee shall prepare a report which shall be sent to the



President and Secretary of each Chartered Local at least thirty (30) days prior to the Annual General Meeting. This report shall contain all constitutional amendments and resolutions and their rationale.

- 17.08 All constitutional amendments and resolutions must:
- (a) deal with only one (1) subject;
  - (b) be submitted on the appropriate forms before respective deadlines.

## **ARTICLE 18:**

### **RULES OF PROCEDURE AND ORDER OF BUSINESS AT MEETINGS OF THE UNA**

- 18.01 The rules of procedure and order of business at Meetings of the U.N.A. shall be governed by the current edition of Robert's Rules of Order (Copyright 1981).
- 18.02 A Parliamentarian shall be appointed for each Annual General Meeting.

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# **APPENDIX**

# **“A”**

## **BYLAWS GOVERNING CHARTERED LOCALS**

### **BYLAW I - NAME**

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

### **BYLAW II - EXECUTIVE**

1. The affairs of the Chartered Local shall be administered by an Executive which shall be composed of the following:
  - 1) President
  - 2) Vice-President
  - 3) Secretary
  - 4) Treasurer

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

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

### **BYLAW III - REPRESENTATIVES**

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

### **BYLAW IV - COMMITTEES**

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

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

### **BYLAW V - ELECTIONS**

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



- (iii) Elections for such resultant vacancy shall occur at this same meeting.

## **BYLAW VI - VACANCIES**

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

## **BYLAW VII - ELECTION OF VOTING DELEGATE**

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

## **BYLAW VIII - MEETINGS**

1. Once in every calendar year, there shall be an Annual General Meeting of the Chartered Local. At least two (2) weeks' notice shall be given. During the Annual General Meeting, reports shall be presented by each member of the Executive, the affairs of the Chartered Local shall be reviewed and planned, and elections shall be held. The Chartered Local's Annual General Meeting shall be held by June 30th of each year.
2. A Chartered Local shall hold general meetings at least quarterly on the call of the President or her designate.
3.
  - (a) A Special Meeting may be called at any time and place by the President of the Chartered Local. Members shall be given reasonable notice of any such meeting.
  - (b) A Special Meeting of the Chartered Local may be called at the request of any three (3) members of the Chartered Local made in writing to the President. Any request for a Special Meeting of the Local shall specify the subjects

to be considered at such a Special Meeting. As much notice as possible will be given and the meeting will be held within seven (7) days of the request with the exception of a Special Meeting held in reference to Appendix "A" Bylaw V.4.

- (c) The assigned District Representative shall be invited by the Local President to attend at least one (1) Local General Meeting.
4. The rules of procedure and order of business governing meetings of the Chartered Local shall be as outlined in accordance with Article 18 of the United Nurses of Alberta Constitution.

## **BYLAW IX - QUORUM**

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

## **BYLAW X - DUTIES OF OFFICERS**

### **PRESIDENT**

- (a) The President shall be the senior Executive Officer of the Chartered Local and shall act as Chair at all meetings of the Executive and the Chartered Local.  
In the case of a tie in a vote of the Executive or the Chartered Local or any other committee of which she is Chair, the President shall have the casting vote.
- (b) The President shall be an ex-officio member of all committees.
- (c) The President or delegate shall represent the Chartered Local on the District Committee.

### **VICE-PRESIDENT**

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

### **SECRETARY**

The Secretary:

- (a) shall keep a record of all meetings of the Chartered Local and of all meetings of the Executive;
- (b) shall be responsible for the correspondence of the Chartered Local;
- (c) in conjunction with the Treasurer, shall keep a record of the membership of the Chartered Local.

### **TREASURER**

The Treasurer:

- (a) shall be responsible for arranging for the collection



and forwarding of members' dues to the United Nurses of Alberta;

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

## **BYLAW XI - LOCAL DOCUMENTS**

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

## **BYLAW XII - FINANCES**

- 1. Monies of the Chartered Local shall be kept in a chartered bank or credit union or trust company.
- 2. Transactions shall be by cheque.
- 3. The Treasurer and the President or signing officer shall co-sign cheques.
- 4. There shall be an annual audit by the United Nurses of Alberta at the end of each fiscal year.

## **BYLAW XIII - DUES AND ASSESSMENTS**

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

## **BYLAW XIV - MERGER**

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

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

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

## **BYLAW XV - TRUSTEESHIP**

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

## **BYLAW XVI**

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

## **BYLAW XVII - AMENDMENTS**

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



# APPENDIX "B"

## TERMS OF REFERENCE FOR DISTRICT REPRESENTATIVES AND DISTRICT COMMITTEES

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

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

1. The number of Districts and the area covered by each District shall be determined at the Annual General Meeting of the U.N.A.
2. There shall be a committee to administer the affairs of the District. The committee shall be composed of:
  - (a) District Representatives;
  - (b) the President or designate from each Chartered Local in that District and in the case of Local #121 and Local #1, the President or designate of each unit;
  - (c) any member of the District who holds the position of Secretary or Treasurer of 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 and Vice-Chair 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 Executive of the District shall consist of the District Representatives and the Secretary and Treasurer or the Secretary-Treasurer of the District.

#### II. DISTRICT REPRESENTATIVES

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

In the event that a District Representative shall

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

#### III. DUTIES OF OFFICERS

##### 1. Chair

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

##### 2. Vice-Chair

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

##### 3. Secretary

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

##### 4. Treasurer

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



- (iii) In conjunction with the District Chair, prepare the Annual District Budget;
- (iv) Shall present the necessary documentation to the U.N.A. for an Annual Audit at the end of the fiscal year.

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

1. District Committee Meetings shall be held at least quarterly.
2. The objectives of such meetings shall be:
  - (a) to increase communications between the Locals;
  - (b) to co-ordinate efforts for a common purpose;
  - (c) to act as a liaison between the Chartered Locals and the provincial body.
3. Only District Committee members shall be entitled to vote at the District Meetings.
4.
  - (a) A Special Meeting may be called at any time and place by the Chair. The District Committee members shall be given reasonable notice of any such meeting. The purpose of such meeting shall be provided with this notice.
  - (b) A Special Meeting of the District may be called at any time and place at the request in writing of at least one-third (1/3) of the members of the District Committee evidenced by notice in writing by such members and shall be held within forty-five (45) days of the receipt by the Chair of any such request. Any such request shall specify the subjects to be considered at such special meeting.
  - (c) At a Special Meeting of the District, for the purpose of making a motion to rescind the election of a District Representative:
    - (i) representation of Locals at such meeting shall be as per Article 10 of the U.N.A. Constitution;
    - (ii) such motion must be passed by a two-thirds (2/3) vote of the voting delegates present and voting at such meeting;
    - (iii) elections for such resultant vacancy shall occur at this Special Meeting. Nominations shall be received from the floor.
  - (d) The business of the District shall be in accordance with the U.N.A. Constitution and its Bylaws and with the U.N.A. Policies.
  - (e) The rules of procedure and order of business governing meetings of the District shall be as outlined in accordance with Article 18 of the U.N.A. Constitution.

# 1993/94 LONG & SHORT- TERM GOALS OF U.N.A.

## LONG-TERM GOALS

### A. GENERAL

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



## **B. EXECUTIVE BOARD**

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

## **C. LOCALS**

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

## **D. MEMBERSHIP**

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

## **SHORT-TERM GOALS**

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

