

**BYLAWS OF THE REGISTERED NURSES ASSOCIATION OF THE UNIVERSITY OF
CINCINNATI MEDICAL CENTER**

Article 1 **(NAME)**

The name of this association shall be RNA (Registered Nurses Association) of The University of Cincinnati Medical Center (UCMC), located in Cincinnati, Ohio.

Article 2 **(OBJECTIVES)**

The objectives of this association shall be to:

- A. Promote improvements in employment conditions by advising and assisting the Ohio Nurses Association (ONA) in its dealings with the Employer concerning negotiations, grievances, labor disputes, wages, rates of pay, hours of employment, conditions of work, or any other pertinent labor/employer actions.
- B. Advise and assist the Ohio Nurses Association in its dealings with the Employer concerning negotiations, grievances, labor disputes, wages, rates of pay, hours of employment, conditions of work, or any other pertinent labor/employer actions. The Ohio Nurses Association shall be the exclusive bargaining representative on behalf of unit members. Nothing in these bylaws shall be construed to mean that the Local Bargaining Unit does more than advise and assist the Ohio Nurses Association in its dealings with employers concerning negotiations, grievances, labor disputes, wages, rates of pay, hours of employment, conditions of work, or any other pertinent labor/employer actions.
- C. Inform and promote participation in ONA, ANA & AFT and promote professional unity among its members.
- D. Promote standards of professional practice.
- E. Represent membership and act as their advocate.
- F. Adopt bylaws for its government.
- G. Encourage continuing education programs for its members.
- H. To insure adherence to the Code for Nurses established by the American Nurses' Association.

- I. Encourage participation in community activities.

Article 3 (MEMBERSHIP RIGHTS)

- A. Membership eligibility for this unit shall include all those employees at UCMC who hold titles which are included in the certification of the bargaining unit for the Ohio Nurses Association, affiliated with the American Nurses' Association, to act as their representative for collective bargaining.
- B. Only members in good standing shall have voting privileges; run for office; or be appointed/elected to committees/positions. The requirements to be a "Member in good standing" include: a) timely payment of dues; and b) no misconduct/disciplinary actions or violations of ONA Bylaws, E&GW Commission Policies/Procedures, Local Bargaining Unit Bylaws, or requirements of applicable laws and rules.

Article 4 (MEMBER RESPONSIBILITIES)

- A. Remain current with dues, fees and assessments.
- B. Have knowledge of the local unit and ONA bylaws.
- C. Have knowledge of the collective bargaining agreement.
- D. Make informed decisions in all local unit voting processes.
- E. Participate in meetings/activities of the local unit.
- F. Be informed about all programs of ONA and all tiers and affiliates of the professional association (local, district, state, national)

Article 5 (ADMINISTRATIVE AUTHORITY/RESPONSIBILITY)

- A. The membership is the highest level of authority who direct the business of the local bargaining unit. This authority is to be exercised at all regular meetings and specialty meetings such as: contract ratification, informational—during negotiations, crisis situations, and for time limited decisions.
- B. The Board of Directors ("BOD") is the next level of authority which transacts the business of the local bargaining unit between regular and specialty meetings of the membership.
- C. The Executive Board of Directors (EBOD) is the next level of authority which transacts the business of the local bargaining unit in situations when there is no time to consult with the membership or BOD.

- D. No subordinate body of the local bargaining unit shall transact any business which may affect the vital interest of the membership until securing the approval of the membership.
- E. Notwithstanding the above, and consistent with the ONA bylaws, the local bargaining unit shall conform to such requirements as are established by the Economic and General Welfare Commission and the requirements of applicable laws and rules.

Article 6 (DUES)

- A. The local unit dues for all members shall be determined by the BOD and approved by a membership vote.
- B. Local dues are payable by monthly payroll deduction or annual payments in accordance with ONA policy for the ensuing year to the treasurer of this association.
- C. The President (with the approval of the Executive Committee) may authorize reimbursement for all dues that a current member may pay, when that RNA member has serious medical or serious financial situations lasting longer than three months.

Article 7 (MEETINGS)

- A. Regular meetings of the local bargaining unit shall be held quarterly at the time and place decided upon by the BOD.
- B. The annual meeting shall be held in October each year.
- C. Special meetings may be called by the BOD or EBOD. A meeting may be requested upon the written request of ten or more members. This written request must be presented to the President. The President will convene a meeting within sixty days of receipt of the written request.
- D. Two (2) officers and 7 local bargaining unit members not holding a position in the EBOD, of the voting body shall constitute a quorum at any meeting of this unit.
- E. ONA membership must be verified for attendance at all meetings.

Article 8 (OFFICERS)

- A. The officers of this unit shall be a President, a Vice-President, a Secretary, and Treasurer, all of whom shall be members in good

standing of the local bargaining unit. Officers may not concurrently hold any position with management or any union subject to the Dual Unionism provision of these bylaws.

B. Duties of Officers

1. The President shall preside at all meetings of the unit, be an ex officio member, with vote, of all committees, except the nominating committee. The President, with the approval of the BOD, shall appoint special committees as needed.
2. In the absence of the President, the Vice-President shall perform the duties of President and shall become President in case of a vacancy in the office. In the absence of both the President and Vice President, duties of the President and Vice President would go to the (a) Secretary, (b) Treasurer, and Chairs of standing committees, in order. On a monthly basis, performs reconciliation of local unit financial accounts by matching all authorized expenditures and disbursements; matching all revenues and deposits; and ensuring proper documentation is maintained by the account holder.
3. The Secretary shall a) notify officers and committees of their election/appointment; b) send out notices of all local bargaining unit meetings and see that they are posted in the designated places; c) record and keep minutes of all meetings and those present; d) keep an up to date roll of the members; e) conduct and/or preserve all official correspondences and documents of the local unit; f) post notices of local, district, state and national meetings, activities/presentations.
4. The Treasurer shall transact and record the financial affairs of the local bargaining unit which include: a) receive local bargaining unit dues and all other unit funds; b) keep an itemized account of all receipts and disbursements; c) follow all applicable financial policies/procedures, statutes and bylaws; d) provide a written financial report at all executive and regular membership meetings; e) send a copy of all financial reports/records to the E&GW Commission annually. In no event may the account holder perform reconciliation of local unit financial accounts.

Article 9

(BOARD OF DIRECTORS)

- A. The local bargaining unit BOD shall consist of nine (9) members: four (4) officers and five (5) directors. Two (2) officers and Three (3) directors will constitute a quorum to conduct business.

- B. Duties of the BOD shall be to:
 - 1. Transact the business of the local bargaining unit in the interim between regular and specialty membership meetings.
 - 2. Establish policies and procedures for the transaction of local bargaining unit business in accordance with the ONA bylaws, E&GW Commission policies and procedures and all requirements of applicable laws and rules.
 - 3. Establish and appoint members to standing/specialty committees. Some committees may have members elected.
 - 4. Establish financial policies and procedures in accordance with the ONA bylaws, E&GW Commission policies and procedures and all requirements of applicable laws, and rules; submit all books annually to a certified public accountant or an audit committee, approved by the E&GW Commission, for audit and present the financial report and findings of the auditor or audit committee to the membership and the E&GW Commission.
 - 5. Determine the dates, times and place of all regular and specialty membership meetings.
 - 6. Establish and/or maintain charter status with the Ohio Nurses Association.
 - 7. Remain current with association dues.
 - 8. Maintain compliance with bylaw requirements.
 - 9. Fill vacancies on committees and director positions on the board pursuant to Article 11.
 - 10. To provide for the care of materials, equipment, records and funds of the local unit.

Article 10 (ELECTIONS)

- A. All Officers and Directors shall be elected to serve for two years. The President, Secretary and the last two (2) Directors listed in

Article 9 (B) will be elected to serve in odd numbered years. The Vice- President, Treasurer and first three (3) Directors in Article 9 (B) will be elected to serve in even numbered years. All terms of office are to begin on January 1st following the election.

As no BOD currently preside. Out of the top five (5) vote receivers the term will be as follows:

1. The top three (3) vote receivers will hold a two (2) year term.
2. The bottom two (2) vote receivers will hold a one year term.

- B. Officers and BOD may succeed themselves.
- C. If an office becomes vacant during its term, the BOD may appoint a successor for the remainder of the term.
- D. Election of the officers shall be by secret ballot. The election procedure shall follow Robert's Rules of Order, Newly Revised and the requirements of application laws.
- E. The BOD shall appoint a Teller's Committee, if necessary, from local bargaining unit members not running for office to oversee the election results which includes: (1) validating a member's right to vote; (2) validating that each member only votes once; (3) tabulating the results; (4) submitting election results to the President (5) maintaining confidentiality regarding the election.
- F. Majority vote of the ONA members in good standing present and voting shall constitute an election.
- G. Elections will be held on the day after the first Monday of November. Nominations will be closed at the October meeting. If candidates are running unopposed, no election will be held.
- H. A tie between two individuals will be settled by a run off election if there were more than two individuals running in that category. When only two individuals run in a category, the election will be determined by a coin toss by the head teller.
- I. The circumstances and procedure for challenging an election shall follow Robert's Rules of Order, Newly Revised and the requirements of applicable laws and rules. The Economic and General Welfare Commission is to be notified of an election challenge. The Economic and General Welfare Commission will oversee the challenge process.

- J. The Secretary shall notify ONA of newly elected officers and directors in writing within two (2) weeks following the election.
- K. Post Election Records: All ballots, delegate credentials and other records pertaining to the election shall be preserved for one (1) year after the election, or for the length of time required by relevant federal and state laws and regulations.

Article 11 (COMMITTEES)

- A. Committees shall be composed of members of the Local Bargaining Unit, and shall assume such duties as are assigned by the BOD and specified in these bylaws. They shall report to the membership when requested. All committee members shall be members in good standing of the local bargaining unit.
- B. There shall be at least the following committees which shall consist of at least two members each:
 - 1. Bylaws (appointed)
 - 2. Nominating (appointed)
 - 3. Labor Management (RNA President and Vice President or their designees and the ONA Staff Representative)
 - 4. Negotiating (appointed)
 - 5. Grievance (appointed)
 - 6. Orientation/New Member (appointed)
 - 7. Issue Campaigns (appointed)
 - 8. Internal Organizing (appointed)
- 1. The Bylaws Committee shall receive any proposed amendments to the Local Bargaining Unit bylaws. The Committee shall review shall submit such amendments with recommendations for action to the voting body of the unit.
- 2. After the nominations meeting, the Nomination Committee shall prepare a ticket consisting of one or more nominees for each office to be filled. The ticket shall be presented to members of the unit at least three weeks prior to the election. No name shall be presented at the nominations meeting, either by the Nominating Committee or from the floor, unless the nominee has consented to serve if elected.
- 3. The Labor Management Committee's mission is to cooperate on matters of mutual interest to promote quality

patient care and to create a more satisfying and productive work place.

4. The Negotiating Committee shall develop contract proposals and shall represent RNA during contract negotiations with UCMC. The Negotiating Committee shall consist of a minimum of 12 members or 0.8% of the bargaining unit, whichever is greater, with at least eight (8) bargaining unit members that do not hold an RNA officer position and four (4) executive officers. The committee shall solicit input from members for the purpose of developing contract proposals; assist and advise ONA staff in negotiating the contract. The committee shall function in accordance with the ONA bylaws and E&GW Commission and abide by all policies, procedures and applicable laws.
5. The Grievance Committee shall receive written documented grievances from nurses covered by the Agreement, investigate all submitted grievances, and use and participate in procedures for solution of grievances. This committee is responsible for seeing that the terms of the Agreement are enforced.
6. Orientation/New Member Committee shall be chaired by the Secretary and provide RNA/ONA information to new members of the bargaining unit; update and maintain list of new members; follow up with newly hired members after their probationary period to provide information, respond to questions and involve new members; foster relationship between all members of the bargaining unit in order to strengthen participation in RNA.
7. The Issue Campaigns Committee (ICC) will review issues and concerns that occur within RNA. The ICC will build campaigns around these issues and concerns.
8. The duties of Internal Organizing Committee shall be to:
 - (a) Build relationships with bargaining unit members and advise members on issues pertaining to RNA and the collective bargaining agreement;
 - (b) Serve as a liaison between the union and members, management and the general public as a source of information of union activities, events and issue advocacy agenda;

- (c) Conduct member outreach, recruitment and advocate to members issues of concern, encourage participation in the union and nominate bargaining unit representatives;
 - (d) Participate in issue advocacy and contract campaign prior to collective bargaining negotiations;
 - (e) Be adequately and properly trained in all of the above. This shall be achieved through completion of provided trainings and attendance to at least two (2) of four (4) RNA quarterly meetings.
- C. All committees shall present business of committee at BOD meetings
- D. If at any time a Committee does not have enough members to be considered a functional Committee, BOD members shall be appointed by the EBOD to carry out the duties of these Committees.

Article 12 (DUAL UNIONISM)

- A. Dual unionism is prohibited by this article and is defined as:
- 1. Participating in or giving assistance to one or more labor organizations which are in direct competition with the ONA, other constituent State Nurses Association, AFT and ANA as they act for and represent the collective bargaining interests of members.
 - 2. Refrain from participating or giving assistance to one or more directly competing labor organizations that advocate or engage in activities which would eliminate or interfere with any constituent State Nurses Association's collective bargaining activities.
- B. Members who violate A1. and/or A2. of this section shall be subject to expulsion from ONA in accordance with the discipline procedures contained in the ONA bylaws.

- C. Working collaboratively or collectively with other unions representing nurses for a common goal would not fall under the definition of dual unionism.
- D. Local bargaining unit members and officers may be sanctioned by the E&GW Commission if found guilty of being in violation of local bargaining unit bylaws, E&GW Commission policies and procedures, ONA bylaws, or requirements of any applicable laws and rules.

Article 13 (PARLIAMENTARY AUTHORITY)

- A. The rules contained in Robert's Rules of Order, Newly Revised shall govern meetings of this association in all cases in which they are not inconsistent with these bylaws.

Article 14 (AMENDMENTS)

- A. These bylaws may be amended in compliance with ONA bylaws, policies, and procedures, with approval of the BOD and at any regular or specially authorized local bargaining unit meeting by two-thirds (2/3) vote of the members present and voting, provided the proposed amendments have been made known to all unit members no less than four (4) weeks prior to the meeting. "Made known" shall be defined as either being posted on all units, posted on cincynurses.com, or individually mailed to all members.
- B. RNA shall review and update, if necessary, these laws every three (3) years following the effective date or as otherwise required by the E&GW Commission.
- C. These bylaws shall be effective upon approval by the membership.
- D. The effective date of these bylaws shall be December, 2018.