

DISTRICT 52 BYLAWS
Revised 9/9/96

ARTICLE I. NAME

Section 1. The name of this association is District 52*. District 52 is a constituent member of the Oregon Nurses Association (ONA).

Section 2. The purpose of District 52 is to:

- A. Foster high standards of nursing.
- B. Stimulate and promote the professional development of nurses and advance their economic and general welfare.
- C. Work for the improvement of health standards and the availability of health care services for all people.

Section 3. The function of District 52 is to:

- A. Advance the economic and general welfare of nurses through the collective bargaining process in accordance with ONA policies and procedures.
- B. Maintain communication with District 52 members through official publications*.
- C. Represent District 52 nurses and serve as their spokesperson with allied professional, community and governmental groups and with the public.
- D. Provide representation in the ONA House of Delegates.*
- E. Promote the nursing profession in regard to legislation, governmental programs and health policies in accordance with ONA and the American Nurses Association guidelines.
- F. Promote the professional development of nurses.
- G. Promote the highest possible standards of patient care.
- H. Promote accepted standards of nursing practice, nursing education, and nursing services.
- I. Ensure adherence to the ANA Code for Nurses.

- J. Promote research in nursing and encourage the utilization of new knowledge as a basis for nursing.

Section 4. Relationship to ONA

- A. District 52 maintains an agreement with ONA for the collection and accounting services of membership dues and for the verification of the membership base.
- B. District 52 operates within the policies established by the ONA Cabinet on Economic & General Welfare.

ARTICLE II. MEMBERSHIP

Section 1. District 52 is composed of:

- A. Association of University Registered Nurses (AURN) members, each of whom hold concurrent membership in ONA, and who designate District 52 as their constituent association of choice.
- B. Registered Nurses who work at OHSU, except employees who are excluded by the Employment Relations Board, supervisor and confidential employees.
- C. Membership will be unrestricted by consideration of age, color, creed, gender, disability, sexual orientation, nationality, race or religion.

Section 2. Qualifications

- A. A "member" in good standing is one who meets the criteria for eligibility consistent with the ONA District 52 Bylaws and has currently paid membership dues.

Section 3. Membership Rights and Responsibilities

A. Membership Rights.

1. District 52 membership, as defined in Article II, rights are as follows:
 - a. Attend and participate in District 52 meetings.
 - b. Vote and seek elected office within District 52 (see Article V Section 3).
 - c. Elect and serve, if elected, as delegate to the ONA House of Delegates.
 - d. Attend annual meetings and other unrestricted activities of ONA and ANA.
 - e. Receive official District 52, ONA and ANA communications.
 - f. Vote on issues brought to the District 52 Board, contribute agenda items.

- g. Approve expenditures over \$250.00 that are not routine operating expenses.

B. Membership Responsibilities

1. District 52 nurses will abide by the ANA Code for Nurses, the ONA and District 52 Bylaws.
2. It will be the responsibility of each District 52 member to:
 - a. Refrain from engaging in dual unionism which is defined as assistance to one or more labor organizations to further their competition with the ONA, other constituent State Nurses Associations (SNAs) and/or ANA as they act for and represent the collective bargaining interests of members.
 - b. Refrain from giving assistance to one or more directly competing labor organizations that advocate or engage in activities which would eliminate or interfere with any constituent SNA's collective bargaining activities.

C. Meetings

1. Regular meetings are held to conduct business at regular monthly intervals with no less than six (6) meetings per year.
2. Regular meetings will be publicized at least two (2) weeks in advance.
3. Special meetings (which may not have advance notice) are required for the following:
 - a. Potential negotiation impasse.
 - b. Contract ratification.
 - c. As deemed necessary by the District 52 Board of Directors.*
4. At the regular April meeting, annual reports will be provided by the Board of Directors and all active committees summarizing their activities for the previous year.

D. Quorum*

1. A quorum will consist of the members present and a minimum of two (2) officers at any District 52 meeting.
2. A motion is carried by a majority of the members present and voting, except when expressly limited by these Bylaws.

Section 4. Disciplinary Action* and Appeal Procedure*

- A. Any member who violates standards* as stated in the District 52 or ONA Bylaws will be reported to the District 52 Board of Directors and will be subject to disciplinary procedures as stated in Article II, Section 4, of the ONA Bylaws. Discipline is subject to review by the ONA Board of Directors.

Section 5. Dues

- A. District 52's portion of ONA membership dues will be determined from the dues categories as provided in ONA policies and procedures.
- B. Annual District 52 dues will be voted on at the District 52 Membership Meeting.
- C. District 52 dues will be amended according to procedures defined (in Article VIII of) by these Bylaws (Article IX).

Section 6. Change of Dues Category

- A. No monies will be refunded nor additional monies collected when a change of dues category is made within a membership year.

Section 7. Transfer

- A. A member who has completed full payment of dues in another constituent association of another constituent of ANA may transfer to District 52 without payment of any additional dues for the remainder of the membership year.

ARTICLE III. BOARD OF DIRECTORS, DELEGATES QUALIFICATIONS AND DUTIES

Section 1. Board of Directors

- A. The Board of Directors of District 52 will be President, Vice-President, Secretary, Treasurer and Member-at-Large.
- B. All officers are District 52 members in good standing. See Article III Section 4 for membership requirements and term lengths.

Section 2. Terms of Office

- A. The terms of office will be two (2) years.
- B. The President, Treasurer and Member-at-Large will be elected in the even

years. The Vice-President and Secretary will be elected in the odd years.

- C. The elections will occur no later than April 30 and the newly elected officers will assume their duties by June 1.

Section 3. Consecutive Terms

- A. An officer can serve no more than two (2) consecutive terms. An officer who has served more than half a term will be considered to have served a term in that office.

Section 4. Qualifications and Duties

A. President

1. Preside or designate a presider at all District 52 meetings.
2. Be a member of the Negotiating Team*.
3. Appoint special committees and committee members with the approval of the Board of Directors.
4. Serve as ex officio* member on the Board of Directors and the Executive Committee for a period of two (2) years.
5. Execute all agreements between District 52 and ONA.
6. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
7. Perform other duties as deemed necessary by District 52.

B. Vice-President

1. Assume duties of the President in his/her absence.
2. Assume the office of President in the case of vacancy.
3. Chair the Grievance Committee.
4. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
5. Perform other duties as deemed necessary by District 52.

C. Secretary

1. Record or designate someone to record the minutes of all District 52 meetings and post in a timely manner.
2. Conduct the general correspondence of District 52.
3. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
4. Preserve all documents, minutes, newsletters, and correspondence of District 52.
5. Forward a copy of the District 52 Bylaws and all required amendments to ONA and the membership.
6. Prepare documents for ONA as required, including change of officers and an Annual Report to the House of Delegates.
7. Initiate the election process.
8. Act as board liaison* to the Communication and Election Committees.
9. Perform other duties as deemed necessary by District 52.

D. Treasurer

1. Review quarterly the District 52 account of dues paid.
2. Authorize all expenditures for payment by ONA, in accordance with policies and procedures.
3. Maintain an itemized accounting of all receipt and disbursements, and report at meetings as appropriate.
4. Prepare written financial reports and present to District 52 and ONA at designated times.
5. Submit all records of account for audit as needed.
6. Act as board liaison to the Membership Committee.
7. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
8. Collect and maintain attendance records of all District 52 meetings.

9. Perform other duties as deemed necessary by District 52.

E. Member-at-Large

1. Serve as a member of the Grievance Committee.
2. Act as board liaison to the Professional Nursing Care Committee (PNCC) as provided for by the contract.
3. Perform duties as deemed necessary by the Executive Committee.
4. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
5. Perform other duties as deemed necessary by District 52.
6. Coordinate Professional Development Programs for the membership, which include but not limited to nursing practice, collective bargaining, and etc.

F. Ex-officio Officers

1. Upon request of the newly elected officer the ex-officio will act in a non-voting, advisory capacity.

Section 5. Change of Officers

- A. Exiting officers will deliver all District 52 accounts, records, papers, reports, files and other property to the Board of Directors within two (2) weeks of retirement from office.
- B. In case of emergent vacancy, records will be turned over immediately to the Board of Directors.

Section 6. Vacancies

- A. In the event of a vacancy occurring in the office of President, the Vice-President will become President for the remainder of the term.
- B. All other vacancies shall be filled by an election of the District 52 membership within two (2) months at a regularly scheduled meeting or by mail ballot, as designated by the AURN Board of Directors.

Section 7. Delegates to the ONA House of Delegates

- A. Delegates to the ONA House of Delegates are elected in accordance with ONA Bylaws (Article III).

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. Members

- A. The Executive Committee is composed of the-Board of Directors and the chairs of all standing committees.
- B. The Immediate Past-President will serve in an advisory capacity for a term of two (2) years.

Section 2. Responsibilities and Duties

- A. Exercise District 52's corporate responsibility and fiduciary* duties consistent with applicable provisions of law and these Bylaws.
- B. Become the planning body of District 52.
- C. Establish a program of activities.
- D. Develop agendas for scheduled District 52 meetings.
- E. Designate a parliamentarian* to serve at District 52 meetings to interpret "Roberts Rules of Order, Newly Revised"* as needed.
- F. Conduct the business of District 52 between meetings.
- G. Provide for educational programs.
- H. Assume other duties as may be provided elsewhere in these Bylaws.

Section 3. Quorum

- A. The President or Vice-President and at least three (3) other Executive Committee members will constitute a quorum within Executive Committee sessions.

Section 4. Meetings

- A. Executive Committee meetings are held no less than twice per year.
- B. All meetings will be open to District 52 members, except where confidentiality is at risk.

ARTICLE V. NOMINATION, ELECTION & VOTE FOR OFFICERS & DELEGATES

Section 1. Nomination of Officers and Delegates

- A. Nominations (in writing) are accepted up through thirty (30) days prior to the election date.
- B. Names of candidates for elective offices and delegates are submitted from the membership of District 52 to the Secretary. If Secretary is running for re-election, then she/he will excuse herself/himself from this responsibility and the Executive Committee will appoint a designee.
- C. Nominees must consent to serve in writing.
- D. District 52 members are eligible to serve in only one Board elected office at a time.
- E. Election Committee will review nominations and have sole authority to determine eligibility of nominees no later than thirty (30) days prior to elections. The decision may be appealed through the ONA guidelines.
- F. The slate of candidates will be determined by names submitted once eligibility is confirmed by the Election Committee.
- G. A copy of the slate of candidates will be posted at least fourteen (14) days prior to the elections.

Section 2. Election

- A. Elections are held no later April 30.
- B. Special elections will be held to fill vacancies of officers, except the President, and to elect delegates to the ONA House of Delegates.

Section 3. Vote

- A. Voting will be used for:
 - 1. Election of officers and Delegates to the ONA House of Delegates.
 - 2. Ratification of contract. (A one vote majority is required.)
 - 3. Amendments to Bylaws.
 - 4. Recall of officer(s).
 - 5. As deemed necessary by the Board of Directors.
- B. Voting will be held either by mail ballot or in-person voting at a staffed

meeting room accessible to all shifts, as determined by the AURN Board of Directors. ONA delegate election voting will be held only by mail ballot as specified in ONA bylaws.

- C. Voting is by secret written ballot. Election of District 52 Delegates to the ONA House of Delegates is conducted by mail ballot as specified in the ONA Bylaws.
- D. Eligibility to vote will be established prior to casting ballot(s). Validity of challenged ballots will be decided by the Elections Committee.
- E. A plurality* vote of those members entitled to vote and voting will constitute an election winner.
- F. In case of a tie there will be a run off election within thirty (30) days.
- G. Notification of an election will be publicized at least fourteen (14) days in advance. If time is insufficient, posting for the election will take place immediately and the phone tree will be implemented. Notices are posted in places traditionally reserved for District 52 announcements.
- H. Members who have given prior notification to the Secretary of being out of town during an election may vote by absentee ballot. Off-site clinic members may email, fax, or mail in ballots to the Secretary upon verification that vote belongs to member.
- I. Nurses who have chosen a different ONA district or pay Fair Share* are allowed to participate in voting only for contract ratification, strike votes and PNCC membership.
- J. In voting during negotiations, District 52 members of the negotiation team may be appointed in the place of an Executive Officer for the sake of constituting a quorum to conduct business.
- K. Each delegate and alternate shall be elected for a term of two (2) years.

ARTICLE VI. RECALL OF ELECTED OFFICIAL

Section 1. Any member of District 52 has the right to initiate a petition to recall an elected officer.

Section 2. The petition will include:

- A. A statement of reason(s) for requesting the recall election.
- B. Signatures of at least 30% of the District 52 members.
- C. Each signature must be dated and include area/unit worked.
- D. The signatures must have been gathered within a period of not more than sixty (60) consecutive days.
- E. The Board of Directors (excluding the affected officer) must validate the signatures on the petition(s) within (14 consecutive days).

The Board of Directors will then immediately send a Letter of Notification by certified mail to the officer detailing the reason(s) for the recall.

- F. The Board of Directors will promptly petition the ONA Economic and General Welfare Committee to hold a hearing to determine the validity of the recall and the appropriate recourse.

ARTICLE VII. STANDING* AND AD HOC* COMMITTEES

The Chair of each standing committee will attend Executive Committee meetings, send a designee and submit a written report of the current activities. Standing committee members are members of District 52 except for the negotiation team and the PNCC.

- A. Communications Committee (standing)
 - 1. Will be appointed by the Board of Directors.
 - 2. Will be responsible for the internal communications to District 52 members and implementation and maintenance of the telephone tree.
 - 3. Will be responsible for maintaining a network of Unit Representatives.
 - 4. Secretary of District 52 will act as board liaison.
 - 5. Oversee publication of the District 52 newsletter no less than twice a year.

B. Membership Committee (standing)

1. Will be appointed by the Board of Directors.
2. Recruit new members.
3. In conjunction with ONA, maintain an accurate list of District 52 members, Fair Share payors, and other ONA district member.
4. The Treasurer will act as board liaison.

C. Professional Nursing Care Committee (PNCC) (standing)

1. As defined by the current AURN contract (Article 64).
2. Election of members 1, 2, 3 shall take place in even numbered years and members 4, 5, 6 shall take place in odd numbered years. Position 1 shall be designated committee chair and position 4 the committee co-chair.
3. The Member-at-Large of District 52 will act as Board liaison.

D. Grievance Committee (standing)

1. Will be appointed by the Board of Directors in accordance with the current contract (Article 11).
2. Members from the Board of Directors may be included.
3. Will be chaired by the Vice-President of District 52.
4. Members will attend pertinent grievance workshops and seminars.

E. Election Committee (ad hoc)

1. The Board of Directors will appoint three (3) District 52 members not holding elective office to the committee.
2. The District 52 Secretary or designee will submit all nominations to the Election Committee.
3. The Election Committee will determine eligibility of the nominees to run for office following Article III of District 52 Bylaws.
4. The Election Committee will validate challenged ballots of elections.
5. The Election Committee will appoint two (2) tellers* (also members of

District 52) to conduct the election and provide safeguards for the election.

6. The Election Committee will certify the election.
7. Voting eligibility is established by a roster check of all current AURN members.

F. Negotiation (Committee) Team (ad hoc)

1. Assists in the preparation of the proposals for the new contract negotiations.
2. Represents District 52 at the negotiating sessions.
3. The District 52 President is a member of the negotiating team.

ARTICLE VIII. PARLIAMENTARY PROCEDURE

- A. The rules for parliamentary procedure contained in Roberts Rules of Order Newly Revised will govern all meetings of District 52 in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended at any regular or special meeting of District 52 by a majority vote of the quorum present, providing the proposed amendments have been posted, in places traditionally reserved for posting District 52 announcements, at least fourteen (14) days prior to the meeting to notify all members of the proposed changes on which to vote.

ARTICLE X. GENERAL GUIDELINES

- A. In the event that circumstances occur not covered by these Bylaws, ONA Bylaws will be referred to for guidance.

District 52 Bylaws
Revised 9/9/96

Definition

Ad Hoc: temporary committee for a specific purpose, case, or situation.

Appeal Procedure: the process used to contest disciplinary action.

AURN: the bargaining unit at OHSU consisting of all RNs covered by the collective bargaining agreement between ONA and OHSU.

Board Liaison: Board Member contact between the Board of Directors and the committee(s).

Board of Directors: group of elected officers that execute all agreements between District 52 and ONA.

Disciplinary Action: action taken by the Board of Directors in response to complaints about a member's activities.

District 52: the constituent association of ONA.

Ex-officio: immediate past officer.

Fair Share AURN member who chooses not to be a member of any constituent association of ONA, and pays a fee for collective bargaining.

Fiduciary: held in trust.

House of Delegates: District 52 members who represent District 52 at the annual meeting of ONA House of Delegates.

Member in Good Standing: one who has currently paid membership dues and is in compliance with Article II Section 1 of these Bylaws.

Negotiating Team: appointed group of AURN nurses who participate in collective bargaining to establish a new contract.

Official Publication: newsletter, flyers, or other publications sanctioned by District 52, ONA and ANA.

Parliamentarian: an expert in parliamentary procedures, rules, or debate.

Plurality: number of votes of a winning candidate that exceeds those of his closest opponent.

Quorum: required number of membership present to conduct business.

Roberts Rules of Order: an orderly way to conduct a business meeting.

Standards: expectations applicable to all members.

Standing: permanent committees.

Tellers: District 52 members who conduct and provide safeguards for elections.