Oregon Nurses Association
McKenzie-Willamette Medical Center
Bargaining Unit Bylaws
(Adopted – November 7, 2007)
December 14, 2007
Amended - November 9, 2018

Article 1 - Name and Purpose

1.1 Name- The name of this bargaining unit shall be the McKenzie-Willamette Medical Center Bargaining Unit of the Oregon Nurses Association, hereinafter referred to as MWMC-ONA.

1.2 Purpose- The bargaining unit is formed for all legal purposes including:

1.2.1 To unite into one labor organization all workers eligible for membership, regardless of religion, race, creed, color, national origin, age, physical disability, sex or sexual preference;

1.2.2 To secure and maintain improved wages, hours, working conditions, benefits and other advantages through concerted, economic, political, and other lawful methods;

1.2.3 To work for adherence to the American Nurses Association’s (ANA) Code for Nurses and the Oregon Nurses Association (ONA) Bylaws;

1.2.4 To establish and promote high standards of practice for healthcare workers;

1.2.5 To engage in organizing workers to provide the benefit of unionism to all workers;

1.2.6 To provide financial and moral assistance to other labor organizations or other bodies having purposes and objectives in whole or in part similar or related to those of the MWMC-ONA;

1.2.7 To protect and preserve the ONA and MWMC-ONA as an institution;

1.2.8 To carry out the objectives of the ONA;

1.2.9 To levy and receive dues, manage, invest, expend or otherwise use the funds and property of this organization to carry out the duties and to achieve the objectives set forth in these Bylaws and/or ONA Bylaws;

1.2.10 To provide representation in the ONA House of Delegates in conjunction with the local District’s Bylaws; and

1.2.11 To promote relationships with nursing students.

1.3 Relationship to ONA

1.3.1 MWMC-ONA is one of ONA’s bargaining units where ONA is the exclusive representative for purposes of collective bargaining.

1.3.2 If applicable, the MWMC-ONA shall enter into a written agreement with ONA for the collection and accounting of membership dues and for verification of the membership base.

1.3.3 MWMC-ONA shall enter into other written agreements as deemed necessary by ONA.

1.3.4 MWMC-ONA shall operate within the policies established by ONA's Board of Directors and the ONA Cabinet on Economic and General Welfare, hereinafter EGW.
Article 2 - Membership

2.1 Membership Eligibility- Any individual covered under the collective bargaining agreement between the ONA and McKenzie-Willamette Medical Center is eligible to join and maintain membership subject to the requirements imposed by these Bylaws and the ONA Bylaws.

2.2 Good Standing- To be a member in good standing, the individual must:

2.2.1 Be a member of the ONA;
2.2.2 Pay all dues and assessments in full as established by the ANA, ONA and MWMC-ONA;
2.2.3 Abide by ANA, ONA, MWMC-ONA Code of Conduct, Bylaws and/or Constitutions;
2.2.4 Not interfere with the elected officers of the MWMC-ONA in the performance of their duties;
2.2.5 Refrain from engaging in dual unionism which is defined as assistance to one or more labor organizations that compete with the collective bargaining interests of ONA, other constituent State Nurses Associations (SNAs), and/or ANA; and
2.2.6 Not cross a strike picket line at an ONA, SNA represented facility, unless required by the collective bargaining agreement or pursuant to ONA's emergency procedures.

2.3 Membership Rights- Members in good standing have the following rights and benefits which are not conferred upon non-members or members who are in bad standing except within the discretion of ONA or the Executive Committee:

2.3.1 All rights and benefits provided by ONA and ANA;
2.3.2 Attend and participate in MWMC-ONA meetings;
2.3.3 Nominate or vote for elected officers or committee chairs within MWMC-ONA;
2.3.4 Vote on contract issues, proposals or ratification as proposed by the MWMC-ONA Negotiating Committee;
2.3.5 Vote on changes to MWMC-ONA Bylaws;
2.3.6 Participate in contract bargaining surveys;
2.3.7 Receive regular MWMC-ONA communications; and
2.3.8 Appointment and/or election to MWMC-ONA committees.

2.4 Fair Share Payers’ Rights – Represented nurses who choose not to join ONA, but who make payments established by ONA for the representation they receive are considered fair share payers.

2.5 Non-Members- non-members include:
2.5.1 A nurse who makes no dues payments to ONA or is three months or more in arrears;
2.5.2 A nurse who pays the fair-share amount in lieu of ONA’s dues; or
2.5.3 A nurse who is a bona-fide religious objector.

2.6 **Meetings** –

2.6.1 Meetings of the MWMC-ONA shall be held periodically at the convenience of the membership as determined by the Executive Committee.
2.6.2 An annual meeting of the MWMC-ONA shall be held in May of each year.
2.6.3 Meeting notices shall state the purpose(s) of the meeting. No business shall be conducted and no votes shall be taken at the meeting on any items not clearly related to the purpose(s) for which the meeting was called.
2.6.4 At least two Executive Committee members and the members in good standing present shall constitute a quorum for conducting business at any meeting of the MWMC-ONA. All decisions will be made by a simple majority vote of those members in good standing in attendance.

**Article 3 - Dues**

3.1 **ONA Membership Dues**- ONA membership dues will be established annually in accordance with ANA and ONA’s constitution, bylaws, policies and procedures.

3.2 **MWMC-ONA Dues Assessment & Special Assessment** - the MWMC-ONA may elect to increase the monthly dues by an amount which will be apportioned to the local treasury from the ONA. The MWMC-ONA may also levy special assessments for such things such as pre-strike preparation or post-strike recuperation. The following procedures will be followed:

3.2.1 The MWMC-ONA Executive Committee must receive the EGW Cabinet’s approval for the amount, duration and purpose of any dues and special assessments prior to bringing the issue to a bargaining unit vote.
3.2.2 The MWMC-ONA Executive Committee will provide reasonable notice to the membership of the proposed dues or special assessment, including the amount, duration, purpose of the assessment and the date, place and manner in which the membership will vote on whether or not to agree to the assessment.
3.2.3 Only members in good standing may vote on the proposed assessment and a cumulative majority vote by secret ballot of the members in good standing shall decide the issue.
3.2.4 The vote can be done by mail, e-mail, absentee ballot or at a membership meeting, so long as safeguards for preserving the secrecy of the balloting are ensured.

3.3 **Method of Payment**- members may elect to pay dues and assessment by direct billing, payroll deduction or electronic deposit.
3.4 **Failure to Pay**—any member who is three months in arrears in the payment of dues, fines, assessments, or other charges, shall upon written notice stand suspended and shall not be entitled to any rights or privileges of membership in MWMC-ONA. Any member who has been automatically suspended for failure to pay dues and other charges shall be under a continuing obligation to pay dues during the period of her/his suspension. Upon payment of the delinquent monies, the member shall be restored to good standing status. The ONA shall have the power to waive, on a non-discriminatory basis, the payment of delinquent monies.

**Article 4 - Nominations and Elections of Officers, Delegates and Negotiating Committee Representatives**

4.1 **Nominations**—

4.1.1 At least thirty (30) days prior to an election, members in good standing will submit in writing names of candidates for elective officers and delegates to the Executive Committee.

4.1.2 The Executive Committee will verify that all nominees are in good standing.

4.1.3 The Executive Committee will confirm that the nominees have consented to serve.

4.1.4 The Executive Committee will construct a ballot reflecting the nominees who are in good standing and otherwise meet all established qualifications.

4.1.5 Members are eligible to serve in only one Executive Committee office.

4.1.6 The Executive Committee will post in conspicuous locations and mail and/or e-mail a list of all candidates to the membership at least fourteen (14) calendar days in advance of the elections.

4.1.7 At the discretion of the Executive Committee, where only one qualified candidate is nominated for a position, an election will not occur for that position, and the single qualified candidate will be awarded the position.

4.2 **Elections**—

4.2.1 Elections for the Executive Committee will be held in May. The first elections will be held in 2007 and every other year thereafter. All other elections will be held as directed by the Executive Committee or ONA.

4.2.2 Voting shall be by secret ballots of the members in good standing as verified by the Executive Committee or Elections Committee.

4.2.3 A cumulative majority vote by secret ballot of the members in good standing shall decide the issue. Only those members present may vote and there shall be no proxy voting.

4.2.4 Nothing contained herein shall preclude the MWMC-ONA Executive Committee, in the exercise of its discretion, from directing that the election be conducted by mail ballot, e-mail or absentee after appropriate notice and with safeguards for preserving the secrecy of the balloting.

4.2.5 In case of a dispute on voting eligibility, such individuals will be allowed to vote, but their ballots will be set aside and uncounted until membership eligibility can be determined. Under no circumstances will the outcome of the election be delayed for longer than seven (7) days.
4.2.6 A tie in an election of a member of the Executive Committee will be decided by lot.

Article 5 - Committees

5.1 Executive Committee-

5.1.1 Duties- the Executive Committee shall be composed of elected or appointed ONA members in good standing and act as a steering committee to conduct the day-to-day business of the MWMC-ONA with respect to the objectives outlined in the MWMC-ONA and ONA's Bylaws and in cooperation with ONA and ONA staff. The Executive Committee shall maintain regular communications with the chairpersons of any appointed or elected MWMC-ONA committees, including the PNCC, Grievance Committee, Elections Committee, and Membership Committee, and any members representing MWMC-ONA on hospital-related committees, including the Staffing Committee and Safety Committee.

5.1.2 Scope- The MWMC-ONA Executive Committee shall consist of seven (7) members. The Executive Committee members shall elect from among themselves a Chairperson and a Secretary-Treasurer and any other officers they deem necessary. If the Executive Committee is unable to maintain the minimum number of three (3) members, the MWMC-ONA will be placed in trusteeship and the existing members of the Executive Committee, if any, will be required to work with ONA staff to ensure compliance with these Bylaws.

5.1.3 Term- The term of office of all Officers shall commence on the fifteenth (15th) of June following the election and shall last for two years. Eligibility to serve as such shall be as prescribed in these Bylaws. No member may hold more than one elected Executive Committee office.

5.1.4 Vacancies- The remaining Executive Committee members may appoint interim Executive Committee members for any member who resigns or is removed during his/her term. The interim member shall serve out the term of the member who resigns or is removed.

5.1.5 Responsibilities-

5.1.5.1 CHAIRPERSON-

5.1.5.1.1 Conduct and supervise the affairs of MWMC-ONA in accordance with these Bylaws;
5.1.5.1.2 Serve as an ex-officio member of all MWMC-ONA committees;
5.1.5.1.3 Appoint special committees and their members with the approval of the Executive Committee;
5.1.5.1.4 Fill vacancies that occur on committees with the approval of the Executive Committee until the next regular election;
5.1.5.1.5 In conjunction with the Secretary-Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of MWMC-ONA, which have been properly incurred as provided herein;
5.1.5.1.6 Enforce these Bylaws and ensure that all officers perform their respective duties.

5.1.5.2 SECRETARY-TREASURER

5.1.5.2.1 Send out meeting notices as directed;
5.1.5.2.2 On at least an annual basis, update all members’ contact information, including correct mailing addresses, home and work telephone numbers and e-mail addresses. Provide this information to ONA;
5.1.5.2.3 Verify that amendments to Bylaws are properly submitted;
5.1.5.2.4 Record, maintain and archive minutes for all Executive Committee meetings;
5.1.5.2.5 Serve on any Elections Committee;
5.1.5.2.6 Conduct correspondence as directed by the Executive Committee.
5.1.5.2.7 Maintain responsibility for the financial affairs of the MWMC-ONA;
5.1.5.2.8 Make at least a quarterly reports to the Executive Committee and EGW Cabinet that include the assets and liabilities of the MWMC-ONA; and
5.1.5.2.9 Keep itemized records, showing the source of all monies received and the purpose of all monies spent.

5.2 Negotiating Committee-

5.2.1 Composition- The members of the MWMC-ONA Executive Committee shall constitute the Negotiating Committee. A maximum of two other members in good standing may be appointed by the Executive Committee to serve on the Negotiating Committee.

5.2.2 Duties-

5.2.2.1 Development and distribution of negotiations survey(s);
5.2.2.2 Research of negotiations related issues, with the goal of having at least one meeting with the bargaining unit to review outstanding contract issues. This meeting must take place prior to the Committee beginning to meet with the employer;
5.2.2.3 Formulation of contract proposals;
5.2.2.4 Assist in the negotiations for a successor collective bargaining agreement;
5.2.2.5 Make recommendations to the bargaining unit whether to ratify a contract; and
5.2.2.6 Sign the ratified contract.

5.2.3 Election Year- if an election of officers is held while the collective bargaining agreement is being negotiated, the members of the old Executive Committee will continue to serve as the Negotiating Committee until after the ratification of the successor.

5.2.4 Removal- The Negotiating Committee can by a two-thirds (2/3) or greater vote remove one of its members for failure to attend meetings and
bargaining sessions, for failure to perform assigned duties, for speaking or acting in a manner contrary to decisions of the Negotiating Committee, for acting against the interests of the bargaining unit, etc. Such removal will only be from the Negotiating Committee and not from the Executive Committee.

Article 6 - Contract Ratification and Other Votes

6.1 Notification - at least five (5) days prior to contract ratification or other vote, the Executive Committee shall post in conspicuous places, mail and/or e-mail to the membership a summary of the issue to be voted on. For contract ratification votes, the Executive Committee will post a summary of the tentative agreement and the date, time and place of the vote. Upon request, the Executive Committee shall make available a copy of the tentative agreement.

6.2 Secret Ballot - Voting shall be by secret ballot of the members in good standing as verified by the Executive Committee.

6.3 Majority Vote - A cumulative majority vote by secret ballot of the members in good standing shall decide the issue. Only those members and fair share payers present may vote and there shall be no proxy voting.

6.4 Vote By Mail, E-mail or Absentee - Nothing contained herein shall preclude the MWMC-ONA Executive Committee, in the exercise of its discretion, from directing that the election be conducted by mail ballot, e-mail or absentee after appropriate notice and with safeguards for preserving the secrecy of the balloting.

6.5 Dispute - In case of a dispute on voting eligibility, such individuals will be allowed to vote, but their ballots will be set aside and uncounted until membership eligibility can be determined. Under no circumstances will the outcome of the ratification vote be delayed for longer than seven (7) days.

6.6 Strike Vote - in cases where the bargaining unit is voting on whether to strike and in other situations identified by the Executive Committee, members in good standing will have the right to vote on the issue of whether to strike.

Article 7 – Discipline

7.1 Good Standing - It is the responsibility of MWMC-ONA members to remain in good standing by meeting the requirements of Section 2.2 of these Bylaws.

7.2 Charge of Misconduct -

7.2.1 Filing a charge - A charge that a member is in bad standing shall be presented to the MWMC-ONA Executive Committee in writing and signed by the charging party(s) with a copy mailed to ONA’s Cabinet on Economic and General Welfare. The Executive Committee will then provide the charges to the accused. Only individuals in the MWMC-ONA bargaining unit or ONA’s EGW Cabinet may file a charge.
7.2.2 **Content of a charge** - The charge must set forth the provisions of the ANA, ONA and/or MWMC-ONA bylaws, code of conduct and/or constitution that were allegedly violated and the acts which allegedly constitute such violation in sufficient detail to inform the accused of the offense, including, where possible, dates and places. The charging party must include in the charge all alleged offenses of which he/she has knowledge, or in the exercise of due diligence should have had knowledge, as of the time of the filing of the charge.

7.2.3 **Statute of limitations** - Any charge based upon alleged misconduct which occurred more than two (2) years prior to the filing of such charge is barred and shall be rejected.

7.3 **Fair Treatment and Due Process** - Each member of MWMC-ONA who is alleged to be a member in bad standing shall have the right to fair treatment in the application of union rules and law in accordance with MWMC-ONA and ONA’s Bylaws. In applying the rules and procedures relating to union discipline, the essential requirements of due process (notice, hearing, and judgment based upon the evidence) shall be observed, without, however, requiring the technical formality followed in courts of law.

7.4 **Trial Procedure** -

7.4.1 **Rights of the Accused** - Charges against the accused must be supported by a preponderance of reliable evidence. The accused shall have the right to present her/his own evidence, rebut testimony against her/him, present witnesses favorable to her/him and cross-examine adverse witnesses. The accused may select only a member in good standing to represent her/him at a hearing.

7.4.2 **Executive Committee** - The MWMC-ONA Executive Committee shall be the trier of fact and will timely convene a hearing to assess the merit of the charges. Those members of the MWMC-ONA Executive Committee that have a conflict of interest must recuse themselves from the hearing. If the remaining Executive Committee members do not form a quorum then the EGW Cabinet shall be the first body to serve as the trier of fact.

7.4.3 **Written Decision** - A majority quorum vote of the MWMC-ONA Executive Committee is needed to find the charged party guilty. The MWMC-ONA Executive Committee shall issue a written decision that outlines the basis for its decision and provide the decision to the charging party, the accused and to the EGW Cabinet.

7.4.4 **Quorum** - A quorum shall be a majority of at least one-half of the Executive Committee.

7.5 **Appeal** - only the accused member has the right to appeal a decision by the MWMC-ONA Executive Committee unless the charge is against a member of the MWMC-ONA Executive Committee. When the charge is against a member of the MWMC-ONA Executive Committee, the charging party or the accused may appeal the decision.

7.5.1 **Timelines** - the appeal must be submitted to the EGW Cabinet within thirty (30) days after receiving the MWMC-ONA’s written decision.
7.5.2 **EGW Cabinet**- the EGW Cabinet will hold a hearing during its regular meetings. The purpose of the hearing will be to review the evidence and the MWMC-ONA Executive Committee’s decision and to afford the accused the opportunity to present an argument as to why the MWMC-ONA Executive Committee’s decision was wrong. A vote as to the merit of the discipline imposed by the MWMC-ONA Executive Committee will be taken in accordance to the EGW Cabinet rules.

7.5.3 **ONA Board of Directors**- The decision of the EGW Cabinet will be final and binding except in circumstances where the alleged violation concerns:

7.5.3.1 a violation of the Code of Nurses as established by ANA; or
7.5.3.2 other actions which are detrimental to the purposes, and functions of the ANA.

When the alleged violation concerns one of the above, the accused shall have the right to appeal the EGW Cabinet’s decision to ONA’s Board of Directors in accordance with its policies and procedures. The Board of Directors’ decision will be final.

7.6 **Penalties**- Depending on the severity of the discipline, a member found to be in bad standing may be:

7.6.1 Reprimanded;
7.6.2 Censured;
7.6.3 Fined;
7.6.4 Removed from office;
7.6.5 Suspended from membership;
7.6.6 Permanently expelled from membership; or
7.6.7 In the case of non-payment of dues, terminated from employment in accordance with the collective bargaining agreement.

**Article 8 – Bylaws**

8.1 **Timing**- These Bylaws may be amended at any meeting of the MWMC-ONA.

8.2 **Member Initiated Amendments**- members can propose amendments to these Bylaws by submitting a petition with the signatures of at least ten percent (10%) of the members in good standing to the Executive Committee. The petition shall include the proposed amendment to the Bylaws and a concise statement as to the reason for the proposed change.

8.3 **Executive Committee Initiated Amendments**- the Executive Committee can submit a proposed amendment to these Bylaws that includes a concise statement as to the reason for the proposed change.

8.4 **Impact on Current Officers**- Under no circumstances may these Bylaws be amended during a term of office to modify the powers and duties of the incumbent officers. Such amendments may be made effective only as of the beginning of the next term of office.
8.5 **Notification** - at least fourteen (14) days prior to a vote on an amendment to these Bylaws, the Executive Committee shall post in conspicuous places and mail to the membership the proposed change.

8.6 **Vote** - A majority vote of the members in good standing present at the meeting shall be required for passage of the proposed amendment.

8.7 **Subject to Approval** - Amendments to these Bylaws are subject to the approval of ONA's EGW Cabinet and shall not be effective until such approval has been given.

8.8 **Vote By Mail, E-mail or Absentee** - Nothing contained in these Bylaws shall preclude the Executive Committee, in the exercise of its discretion, from directing that a membership vote be conducted by mail referendum, e-mail or absentee after the Executive Committees gives appropriate notice and with safeguards to ensure the integrity of the balloting.

**Article 9 - Savings Clause**

9.1 The provisions of these Bylaws relating to the payment of dues, assessments, fines or penalties, etc., shall not be construed as incorporating into any union-security contract those requirements for good standing membership which may be in violation of applicable law, nor shall they be construed as requiring any employer to violate any applicable law. However, all such financial obligations imposed by or under ONA and these Bylaws (and in conformity therewith) shall be legal obligations of the members upon whom imposed and enforceable in a court of law.

9.2 If any provision of these Bylaws shall be declared invalid or inoperative by any competent authority of the executive, judicial, or administrative branch of federal or state government, the Executive Committee or ONA shall have the authority to suspend the operation of such provision during the period of its invalidity and to substitute in its place and stead a provision which will meet the objections to its validity and which will be in accord with the intent and purpose of the invalid provision.

9.3 If any section or subsection of these Bylaws should be held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of these Bylaws or the application of such section or subsection to persons or circumstances other than those to which it has been held invalid, shall not be affected thereby.