

**DISTRICT 52/AURN BYLAWS**  
*Ratified October 13, 2011*

**ARTICLE I. NAME**

Section 1. The name of this association is District 52/AURN. District 52/AURN is a constituent member of the Oregon Nurses Association (ONA) and is composed of the Oregon Health and Science University (OHSU) Bargaining Unit known as the Association of University Registered Nurses (AURN).

Section 2. The purpose of District 52/AURN 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/AURN 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/AURN members through official publications.\*
- C. Represent District 52/AURN 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 Scope and Standards of Practice and Code of Ethics 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/AURN 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 bargaining unit (Association of University Registered Nurses) operates within the policies established by the ONA Cabinet on Economic & General Welfare.

**ARTICLE II. MEMBERSHIP**

Section 1. District 52/AURN 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/AURN Bylaws and has currently paid membership dues.

Section 3. Membership Rights and Responsibilities

A. Membership Rights.

- 1. District 52/AURN membership, as defined in Article II, rights are as follows:
  - a. Attend and participate in District 52/AURN meetings.
  - b. Vote and seek elected office within District 52/AURN (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

- e. unrestricted activities of ONA and ANA.
- e. Receive official District 52/AURN, ONA and ANA communications.
- f. Vote on issues brought to the District 52/AURN Board, contribute agenda items.
- g. These rights shall not be abridged due to administrative error.

**B. Membership Responsibilities**

1. District 52/AURN nurses will abide by the ANA Scope and Standards of Practice and Code of Ethics for Nurses, the ONA and District 52/AURN Bylaws.
2. It will be the responsibility of each District 52/AURN 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 quarterly intervals with no less than two (2) 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/AURN Board of Directors.
4. At a regular 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 one (1) officer at any District 52/AURN 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/AURN or ONA Bylaws will be reported to the District 52/AURN Executive Committee 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 by these Bylaws.

**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. EXECUTIVE COMMITTEE**

**Section 1. Officers**

- A. The Officers of District 52/AURN will be President, Vice-President, Secretary, Treasurer and Member-at-Large.
- B. All officers must be District 52/AURN members in good standing.
- C. Conduct the business of District 52/AURN between meetings.

## 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 directors will assume their duties on June 1.

## Section 3. Consecutive Terms

- A. A member can serve no more than two (2) consecutive terms in any one office on the Board of Directors. A member 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/AURN meetings.
2. Be a member of the Negotiating Team.
3. Appoint special committees and committee members with the approval of the Executive Committee.
4. Serve as ex officio advisor to the Board of Directors and the Executive Committee for a period of two (2) years.
5. Authorize expenditures for payment by ONA, in accordance with policies and procedures.
6. Execute all agreements between District 52/AURN and ONA.
7. Be a member of District 52/AURN for twelve (12) consecutive months prior to nomination.
8. Perform other duties as deemed necessary by the District 52/AURN Board of Directors.

### 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. Be a member of the Negotiating Team.
4. Be a member of District 52 for twelve (12) consecutive months prior to nomination.
5. Perform other duties as deemed necessary by the District 52/AURN Board of Directors.

### C. Secretary

1. Record or designate someone to record the minutes of District 52/AURN meetings as needed and post in a timely manner.
2. Conduct the general correspondence of District 52/AURN.
3. Be a member of District 52/AURN for twelve (12) consecutive months prior to nomination.
4. Preserve all documents, minutes, newsletters, and correspondence of District 52/AURN.
5. Prepare documents for ONA as required, including change of officers and an Annual Report to the House of Delegates.
6. Perform other duties as deemed necessary by the District 52/AURN Board of Directors.

### D. Treasurer

1. Review quarterly the District 52/AURN account of dues paid.
2. Authorize 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/AURN and ONA as needed.
5. Submit all records of account for audit as needed.
6. Be a member of District 52/AURN for twelve (12) consecutive months prior to nomination.
7. Perform other duties as deemed necessary by the District 52/AURN Board of Directors.

### E. Member-at-Large

1. In conjunction with ONA, maintain an

accurate list of District 52/AURN members, fair share payors, and other ONA district members.

2. Be a member of District 52/AURN for twelve (12) consecutive months prior to nomination.
3. Perform other duties as deemed necessary by the District 52/AURN Board of Directors.

#### F. Board Liaison

1. The District 52/AURN Board of Directors shall designate one of its members to act as Board Liaison to each of the standing and ad-hoc committees as needed.
2. Board members may also serve as member or chair of standing and ad-hoc committees as appointed by the President.

#### 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. Mid-Term 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. Nominations shall be solicited for all other vacancies and shall be filled by a vote of the District 52/AURN Board of Directors within three (3) months.

#### ARTICLE IV DELEGATES

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

#### ARTICLE V. BOARD OF DIRECTORS

##### Section 1. Members

- A. The Board of Directors is composed of the Executive Committee and the chairs of all standing committees.
- B. All members of the Board of Directors must be District 52/AURN members in good standing.

#### Section 2. Responsibilities and Duties

- A. Exercise District 52/AURN's corporate responsibility and fiduciary duties consistent with applicable provisions of law and these Bylaws.
- B. Become the planning body of District 52/AURN.
- C. Establish a program of activities including educational opportunities.
- D. Develop agendas for scheduled District 52/AURN meetings.

#### Section 3. Quorum

- A. The President or Vice-President and at least three (3) other Board of Directors members will constitute a quorum within Board of Director sessions.

#### Section 4. Meetings

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

#### ARTICLE VI. NOMINATION, ELECTION & VOTE FOR OFFICERS & DELEGATES

##### Section 1. Nomination of Officers and Delegates

- A. Nominations (in writing) are accepted sixty (60) days prior to the notification of an election but no later than twenty one (21) days prior to the election.
- B. Names of candidates for elective offices and delegates are submitted from the membership of District 52/AURN 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/AURN members are eligible to serve in only one elected office at a time.
- E. Election Committee will review nominations and have sole authority to determine eligibility of nominees no later than fourteen (14) 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. Officers and PNCC elections are held no later April 30.
- B. Special elections will be held to elect delegates to the ONA House of Delegates. Each delegate and alternate shall be elected for a term of two (2) years.
- C. In case of a tie there will be a run-off election within sixty (60) days.
- D. Notification of an election will be publicized at least fourteen (14) days in advance or, in emergency situations, as declared by the Board of Directors.

### 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 District 52/AURN Board of Directors. ONA delegate election voting will be held as specified in ONA bylaws.
- C. Voting is by secret written ballot.
- 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 valid ballots cast will constitute an election winner.
- F. Electronic voting may be utilized as permitted by law as determined by the Board of Directors
- G. When only one eligible nominee for elected office has been placed on the slate of candidates, the Board of Directors may

declare that nominee elected to that office by acclamation.

- H. Members who have given at least five (5) days prior notification to the Secretary or designee of being unavailable during an election may vote by absentee ballot.
- I. Nurses who have chosen a different ONA district are allowed to participate in voting only for contract ratification, strike votes and PNCC membership.
- J. Nurses who pay Fair Share are allowed to participate in voting only as deemed appropriate by the Board of Directors.

## ARTICLE VII. RECALL OF ELECTED OFFICIAL

Section 1. Any member of District 52/AURN 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.

Section 3. The Board of Directors has the right to remove any member of the Executive Committee or Board of Directors by a unanimous vote of all Board members excluding the member in question.

ARTICLE VIII. STANDING AND AD HOC COMMITTEES

The Chair of each standing committee will attend Board of Director meetings or send a designee and submit a written report of the current activities. Standing committee members are members of District 52/AURN.

A. Communications Committee (standing)

1. Will be appointed by the President with approval of the Executive Committee.
2. Will be responsible for the internal communications to District 52/AURN members.
3. Will be responsible for maintaining a network of Unit Representatives.
4. Oversee publication of the District 52/AURN newsletter.

B. Membership Committee (standing)

1. Will be appointed by the President with approval of the Executive Committee.
2. Recruit new members in conjunction with ONA, including presenting at New Employee Orientation sessions.
3. In conjunction with ONA and the Board Member at Large, maintain an accurate list of District 52 members, Fair Share payers, and other ONA district members.

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

1. As defined by the current AURN contract.
2. Election of members 2, 4, 6 shall take place in even numbered years and members 1, 3, 5 shall take place in odd numbered years..
3. The committee chair and co-chair will be selected by the members of the PNCC.

D. Grievance Committee (standing)

1. Will be appointed by the President with approval of the Executive Committee.
2. Members from the Board of Directors may be included.
3. Members will attend pertinent grievance workshops and seminars.

5. In conjunction with ONA will participate in investigation of grievances, attend grievance meetings, disciplinary meetings, and meetings with management representatives regarding Association matters.

6. Will enforce all current contract provisions.

E. Election Committee (*ad hoc*)

1. The Board of Directors will appoint three (3) District 52/AURN members not running for elective office to the committee.
2. The District 52/AURN 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 in accordance with these 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 Team (*ad hoc*)

1. Assists in the preparation of the proposals for the new contract negotiations.
2. Represents District 52/AURN at the negotiating sessions.
3. The District 52/AURN President and Vice President are members of the negotiating team.

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.