



**MICHIGAN NURSES ASSOCIATION  
MNA – TRAVERSE CITY MUNSON NURSES ASSOCIATION**

**LOCAL BARGAINING UNIT BYLAWS**

**ARTICLE I - Name**

The name of this organization shall be the “MNA – Traverse City Munson Nurses Association.”

**ARTICLE II – Mission Statement**

As the caretakers of our Northern Michigan community, we, the nurses of Munson Medical Center, are dedicated to providing comprehensive safe and compassionate care and wisdom to our friends, family, neighbors, and loyal visitors. We seek to come together with a unified voice to be true patient advocates, and to make Munson “the overwhelming first choice of patients, physicians, and employees” by creating and maintaining a culture of safety, dignity, respect, transparency, and equality. We aim to hold Munson to a higher standard by:

- Empowering ourselves as an equal voice at the table where decisions about patient care and safety are made.
- Increasing the recruitment and retention of highly skilled nurses by making Munson a competitive and attractive place to work with fair compensation and benefits as related to the cost of living in our community.
- Working to ensure and protect safe staffing based on acuity, safe and high quality equipment, and a proactive approach to patient and nurse safety.
- Standing together to advocate for our patients, ourselves, our community, and the future of our profession.

We are coming together in union with MNA to achieve our goals of making Munson a great place to work, based on the ethics and values of each and every nurse in our community, to ensure we are afforded the dignity and respect we have earned and deserve, so we can deliver the best and highest quality patient care possible.

**ARTICLE III - Objective**

The objective of this local bargaining unit (LBU) shall be to:

- a. provide for its members a voice in determining the wages, hours, and general working conditions under which they practice;
- b. work continuously toward improved nursing practice and to provide a high quality of nursing service for patients;



- c. promote professional growth and social unity among the members of the union by encouraging active participation in Association activities at the local and state levels;
- d. provide its members with the opportunity to be effectively represented in negotiations and/or discussions with their employer;
- e. help educate Association members in collective bargaining and the implementation of agreements; and
- f. support the policies and goals of the MNA and in all matters act in harmony with the principles and procedures of the MNA.

**ARTICLE IV - Membership**

- a. A member is one:
  - 1. who is represented for collective bargaining under the MNA;
  - 2. who has paid membership dues to MNA; and
  - 3. whose membership has not been revoked for violation of the Association or MNA Bylaws.
- b. Members shall adhere to policies, bylaws, mission, function, and goals of the MNA.

**ARTICLE V - Officers and Their Duties**

- a. The officers shall be the President, Vice President, Secretary, Grievance Chair, and Membership Chair/Treasurer, Community Advocacy Coordinator, and Nurse Practitioner Representative.
  - 1. Members(s) of the Executive Committee will represent the LBU at all meetings with the employer.
  - 2. All officers in the exercise of their discretionary powers, may act solely in their own best judgment upon the facts brought to their attention without liability for errors of judgement and with complete immunity of liability for losses, damages or liabilities sustained by the Association or the Employer, as long as the LBU officers have acted in good faith. If the officers are sued as a result of them participating in a LBU, the LBU will indemnify the officers for their attorney fees and costs in defending such suit as long as the officers have acted in good faith.
  - 3. The Association officers may promulgate such rules and regulations as, in their discretion, may be proper or necessary for the sound and efficient administration of the Association provided such rules and regulations are consistent with these bylaws. Such rules and regulations must be approved by a majority vote of the officers. Consultation with the membership may also be sought. All such rules and regulations must be in writing and kept in a central location by the Association for review by its members
  - 4. Actively participate and coordinate duties and assignments with MNA to establish effective representation for members.
  - 5. Become bonded to protect funds of the LBU.
  - 6. The Executive Committee shall ensure that the following functions occur.
    - a) Promotion of membership participation within the Association and the MNA.

- b) Negotiation of wages, hours, and terms and conditions of employment.
- c) Ensure representation for purposes of the grievance process.
- d) Seek nominations for leadership positions and run elections.
- e) Promote quality safe nursing practice.
- f) Ensure the financial needs of the Association are accomplished.
- g) Ensure the bylaws of the Association and the MNA are upheld.

b. The President shall:

- 1. Be the chief spokesperson for the LBU.
- 2. Preside at all meetings of the LBU.
- 3. Be an ex-officio member of all committees (except the Committee on Nominations).
- 4. Appoint any special committees as needed, subject to the approval of the officers.
- 5. Serve as the co-chair of the Negotiating Committee.

c. The Vice President shall:

- 1. Perform duties usually appertaining to the office and those delegated by the President.
- 2. In the absence of the President, perform the duties of the President and shall become the President in case of a vacancy in that office.

d. The Secretary shall:

- 1. Notify officers and committees of their appointments.
- 2. Conduct general correspondence on behalf of the LBU under the direction of the executive committee, including posting or sending out notices of meetings.
- 3. Keep the minutes of the meetings.
- 4. Submit LBU election results and notify MNA of current officers and committee members.
- 5. Notify employer of current officers and grievance committee members.
- 6. Submit LBU bylaws changes to MNA within one month of adoption.

e. The Grievance Chair shall:

- 1. Routinely communicate with stewards to disseminate information to stewards and back to the Executive Committee to promote timely updates on issues.
- 2. Actively participate in Executive Committee and membership meetings.
- 3. Represent members as required in management meetings or disciplines.
- 4. Maintain a list of grievances filed and the resolution of those grievances.
- 5. Serve as the co-chair of the Negotiating Committee.

f. The Membership Chair/Treasurer shall:

- 1. Encourage nurse membership in the Association.
- 2. Maintain accurate records of nurse membership in the Association.
- 3. Assist in new hire orientation and new hire contact regarding membership.
- 4. Collect local association dues (if applicable).
- 5. Keep a permanent record of all financial transactions.

6. File all required Department of Labor and tax forms relating to the operation of the LBU.
7. Send a year end statement report to MNA per their written request.

g. The Community Advocacy Coordinator shall:

1. Conduct outreach with the community on behalf of the Association.
2. Develop partnerships with labor organizations, non-profits, and other community or advocacy groups as directed by the Executive Committee.
3. Explore and develop ways for the Association to represent and advocate for patients in the Northern Michigan community.

h. Nurse Practitioner Representative shall:

1. Be a Nurse Practitioner within the bargaining unit and be elected exclusively by other Nurse Practitioners within the bargaining unit.
2. Represent the interests of Nurse Practitioners, along with the interests of all nurses, on the Executive Committee.
3. If a Nurse Practitioner is not elected to this position and no Nurse Practitioner wishes to be appointed to the position, this position may become an at large representative on the Executive Committee. The at large representative shall have a vote on the Executive Committee and shall be responsible for outreach and communication with the Nurse Practitioners in the bargaining unit.

## ARTICLE VI - Elections

- a. The President, Secretary, Membership Chair/Treasurer, and Nurse Practitioner Representative shall be elected for a three year term or until their successors have been elected. The Grievance Chair, Vice President, and Community Advocacy Coordinator shall be elected to an initial two year term or until their successors have been elected and thereafter to three year terms or until their successors have been elected.
- b. MNA delegates, stewards, negotiating committee, and other LBU committees shall be elected to serve for term lengths that are defined elsewhere in these bylaws.
- c. All officers shall be elected by secret ballots by members in good standing at the annual meeting, any other meeting, by mail, or any other means approved by the Nominations Committee. All members must have been notified at least fifteen (15) days in advance at his/her last known place of address that an election is to be held with the names of candidates nominated. Ballot shall provide opportunity for write-in of candidate.
- d. A majority vote of the members of the LBU present, entitled to vote and voting, shall constitute an election and the results shall be published.
- e. Ballots and credentials of the voting body and other election records shall be kept on file for one year after the election.
- f. Positions that are vacant may be filled by appointments approved by a majority of the officers of the LBU.

- g. All officers, grievance representatives, committee members, and MNA Delegates shall be current members of the LBU and MNA.
- h. No person shall hold the same office on the Executive Committee for more than three (3) consecutive terms. If an officer is appointed to a vacant position mid-term the completion of that term shall not count as one of the three (3) terms.
- i. Recall of any officer deemed not representative of this Association may be instituted by petitions of any LBU member with no less than fifty percent (50%) signature of eligible voting members. A special election shall be held as promptly as feasible. The majority of voters voting in the special election will determine the outcome of the election.
- j. Any vacancy may be filled by appointment of the executive board until completion of said term or by special election.
- k. All ties will be determined by lot: i.e. draw the names of those that are tied out of a hat. This will be witnessed by a member who is not running for office.

**ARTICLE VII - MNA Delegates**

- a. MNA determines the allotted number of delegates for each LBU per the MNA Bylaws.
- b. MNA delegate(s) and alternate(s) must be elected by the LBU membership.
- c. MNA delegate(s) duties are per the MNA bylaws.
- d. MNA delegates and alternates shall be elected to an initial one (1) year term upon approval of these bylaws and for two (2) year terms thereafter.

**ARTICLE VIII - Committees**

- a. Committees shall be composed of members of this LBU and shall assume such duties as are assigned by the officers and specified by the bylaws of this LBU. They shall report to the membership when requested.
- b. MNA - Traverse City Munson Nurses Association will have the following committees:
  - 1. Executive Committee:
    - a) Consists of the President, Vice President, Grievance Chair, Secretary, Membership Chair/Treasurer, Community Advocacy Coordinator, and Nurse Practitioner Representative.
    - b) Meet regularly to discuss and direct the business of the LBU.
    - c) Promulgate rules and regulations governing the LBU consistent with these bylaws.
    - d) Will have the authority to expend any monies of the Traverse City Munson Nurses Association.
  - 2. Negotiating (bargaining) Committee:

- a) Consists of nine (9) members elected by membership in addition to the President and Grievance Chair.
  - b) Members of the negotiating committee will be elected 6 months prior to the expiration of the contract and their term will expire upon completion of the contract.
  - c) The representative groups of the negotiations committee shall be determined prior to the election of the negotiating committee by a vote of the Executive Committee. The groups shall be published to the membership upon approval by the Executive Committee.
  - d) The negotiating committee will be co-chaired by the President and Grievance Chair.
3. Grievance Committee:
- a.) Shall consist of up to one grievance representative (steward) per department and one alternate per department.
  - b.) Members of the grievance committee will be elected every three (3) years.
  - c.) In the event of a vacancy during the term of service the Executive Committee may appoint replacement grievance representatives as needed.
  - a) The Grievance Committee shall be chaired by the Grievance Chair.
  - b) Committee members will assume the responsibility of receiving and processing grievances under the direction of the Grievance Chair if applicable.
  - c) Works on behalf of the membership to assist in the grievance process in accordance with the collective bargaining agreement or existing policy.
4. Nominations Committee:
- a) Will consist of no less than three (3) members.
  - b) Be elected for a three (3) year term.
  - c) Members of the nominating committee will not hold or run for an executive office. If a member of the nominating committee runs for a non-executive position they must provide an alternate to tabulate the votes.
  - d) Will conduct all elections; tabulate and post the election results within five (5) working days.
5. Bylaws Committee:
- a) Consist of three (3) elected members.
  - b) Be elected every three (3) years for a three (3) year term
  - c) Review the bylaws at least every 2 years, make recommendations for changes as needed.
  - d) Changes will be made if needed after contract negotiations to maintain compliance.
  - e) Present bylaws changes to membership for voting if applicable.
6. Non-elected Committees
- a. Contract Action Team shall be filled by volunteers or appointed by the Executive Committee six (6) months prior to negotiations and later as needed.
  - b. Other non-elected committees may be formed or dissolved by a vote of the Executive Committee.

## **ARTICLE IX - Membership Meetings**

- a. Regular meetings of the LBU shall be held at a time and place decided by the officers. There shall be at least one annual meeting.

b. Special Meetings

1. Special meetings may be called by the Executive Committee or by 20% of the LBU members upon written request to the LBU President.
2. Announcement of a special meeting shall be sent to all members not less than 15 days prior to the meeting.
3. The announcement of a special meeting shall clearly identify the purpose of the meeting at which no other business will be discussed.

c. Contract Meetings

1. Informational meetings
2. Ratification meetings
  - a) A ratification vote meeting must be conducted in order to accept or reject any proposed agreement negotiated on behalf of the LBU.
  - b) A majority vote by secret ballot is required for ratification of the proposed agreement.
  - c) Members must be notified 5 days in advance of the time and place of ratification meetings.
  - d) Negotiations committee will approve ratification timelines and sites.

**ARTICLE X - Strike Action**

a. No strike action shall be taken prior to:

1. Notice to all members that a special meeting to discuss such action will be held with the date, time and location for the meeting or that such action will be discussed at the next regular meeting.
2. A vote of the membership approving such action by secret ballot at or immediately following such meeting.
3. Notice to MNA that the LBU has complied with the provisions of this article as part of any consideration of a strike.

**ARTICLE XI - Dues Structure**

- a. Dues shall be determined by the MNA. Request for funds to support the work at the local level shall be made by the Membership Chair/Treasurer.
- b. No additional local dues will be assessed by the MNA – Traverse City Munson Nurses Association. Future changes to local dues assessments, if any, may only be made consist with the process to amend these bylaws as set forth in Article XIV.

**ARTICLE XII - Disciplinary Action**

- a. Members of this LBU may be subject to censure, expulsion, or fine from this LBU by a two-thirds (2/3) secret-ballot vote of the membership for:
  1. Violations of the bylaws of this LBU.
  2. Conduct or acts of a nature deemed injurious to the MNA and this LBU, its officers or members including, but not limited to, conduct or acts during a strike duly authorized.

- b. No such action shall be taken against a member until such member shall have been served with written specific charges, given a reasonable time to prepare any defense, and offered an opportunity for a full and fair hearing.
- c. Members suspended or expelled under provisions of this article shall be eligible for reinstatement upon application approved by a two-thirds (2/3) secret vote of the membership.
- d. All action taken under these bylaws shall be in accordance with established policies and procedures for handling alleged violations.

**ARTICLE XIII - Parliamentary Authority**

Robert's Rules of Order Newly Revised will govern all LBU meetings.

**ARTICLE XIV - Amendments**

- a. These bylaws may be amended at any meeting by a two-thirds vote of the members of the voting body, present and voting, provided fourteen (14) calendar days' notice has been given.
- b. These bylaws may be amended without previous notice of any annual meeting by ninety-nine percent (99%) of the voting body present and voting.
- c. A LBU shall request a review of proposed bylaw changes by the MNA Board of Directors prior to the membership vote.

Adopted and ratified by the MNA - Traverse City Munson Nurses Association at a regular or special meeting on

5-15-19 . (Date adopted)



Member Witness



Member Witness