

CONSTITUTION

THE DANBURY NURSES' UNION UNIT#47
LOCAL #5047 AFT-CT, AFT Nurses and Health Professional, AFL-CIO

ARTICLE I: NAME

This organization shall be known as The Danbury Hospital Nurses' Union Unit #47, Local #5047, AFT-CT, AFT Nurses and Health Professionals, AFL-CIO.

ARTICLE II: OBJECTIVES

Section 1: To represent and serve the interests of its members through collective bargaining.

Section 2: To build among its members the power of solidarity and collective action to influence all matters affecting their professional practice, to improve the standards for its members by advancing economic status, encouraging and promoting continuing education, and securing working conditions essential to the best performance of services and the most effective delivery of health care.

Section 3: To promote the improvement of quality health care.

Section 4: To influence legislation, which affects the delivery of health care and the interests of the members of Unit #47 and to work for the passage of just laws which will improve the climate for health care consumers, nurses, allied health professionals and other health care employees.

Section 5: To engage in member outreach, engagement, education and activation in order to build understanding of the value of solidarity and collective action and that the primary purpose of the union is empowerment for positive change.

Section 6: To vigorously explore organizing opportunities among our co-workers in order to help these workers gain representation and to strengthen the union.

ARTICLE III: MEMBERSHIP

Section 1: All Registered Professional Staff Nurse regularly employed at Danbury Hospital who are not supervisors or managers are eligible for membership in this organization.

Section 2: Any group of employees at Danbury Hospital who wish to be members of Unit #47 shall be admitted to membership as a group upon motion and passage at any regular or special meeting of Unit #47.

Section 3: Supervisory personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor automatically are removed from membership on the effective date of the promotion.

Section 4: The Executive Board shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

Section 5: No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or belief, sex, age, sexual preference, economic status, or national origin.

Section 6: The power of the union to achieve the objective outlined in Article II relies on an educated and active membership. Members of Unit 47 are highly encouraged to stay informed of union issues and events, to vote in union elections and consider serving in leadership positions, to attend collective bargaining sessions, and to participate in any work actions duly authorized by the membership

ARTICLE IV: UNION LIAISONS

Section 1: Union Liaisons are the primary workplace leaders within Unit 47. They are the first line of defense for enforcing our contract and are the key to the creation and maintenance of a culture of organizing and mobilization. As such they will be paid a stipend \$750/year or more as determined by the executive board.

Section 2: One to four Union Liaison positions shall be designated by the Executive Committee for each unit of the Hospital, depending on need. Such Liaisons shall be selected by the Executive Committee. However, in the event multiple qualified candidates seek a position, an election may be conducted.

Section 3: Union Liaisons shall be expected to model the highest level of professional behavior as Nurses, Unionists, Educators and Leaders and to always focus on the imperative of quality care. In addition, the Duties of Union Liaisons shall be as follows:

- a) Update member lists (emails, addresses);
- b) New employee outreach (mentoring, signing up to be members, educating on contract and union culture, activating them in union activities);
- c) Be trained in and act in the position of First Responder for workplace issues by submitting step one grievances under guidance of Grievance Committee and being aware of all related timelines;
- d) Maintain working relationships with supervisors, managers, HR;
- e) Promote a healthy flow of information

- f) Organizer
- g) Comply with all accountability measures as determined by the executive board in consultation with the Liaisons, including attending at least 3 of 4 quarterly meetings or trainings, and submitting monthly reports to officers;

ARTICLE V: OFFICERS AND DUTIES

Section 1: The officers of Unit #47 shall be: President, 1st Vice-President, 2nd Vice-President, Treasurer, Vice President of Communications/Technology and Vice President for Grievances.

- a) All officers of Unit #47 shall be elected biennially.
- b) No one shall be elected an officer unless s/he is a member in good standing and has been a member for at least one year.

Section 2: Duties of the President of Unit #47 shall be as follows:

- a) Preside over all regular and special meetings of Unit #47
- b) Act as primary spokesperson in communications with the hospital administration.
- c) Co-sign all checks with the treasurer
- d) Appoint new committees that are deemed necessary with approval of a majority of the Executive Committee
- e) Serve as ex-officio member of all committees
- f) Represent Unit #47 at the State and National level
- g) Serve as delegate to representational organizations
- h) Provide content for each union newsletter
- i) Serve on Labor/Management Committee

Section 3: Duties of the 1st Vice-President of Unit #47 shall be as follow:

- a) Act as the Negotiating Committee chairperson
- b) Appoint Negotiating Committee members with approval of a majority of the Executive Committee
- c) Report results of negotiating activity to Unit #47
- d) Preside over any regular and special meetings of Unit #47 in the President's absence
- e) Maintain at least monthly communication with designated half of Union Liaisons,
- f) Along with 2nd Vice President, plan and conduct quarterly meetings/trainings for Union Liaisons
- g) Co-sign all checks with the treasurer in the President's absence
- h) Serve as delegate to representational organizations
- i) Provide content for each union newsletter
- j) Serve on Labor/Management Committee

Section 4: Duties of the 2nd Vice-President of Unit #47 shall be as follows:

- a) Act as the Community and Political Engagement Committee chairperson
- b) Appoint members of the Community and Political Engagement Committee with approval of a majority of the Executive Committee
- c) Maintain at least monthly communication with designated half of Union Liaisons,
- d) Along with 1st Vice President, plan and conduct quarterly meetings/trainings for Union Liaisons
- e) Serve as delegate/representative to community organizations and Labor Council
- f) Provide content for each union newsletter.
- g) Serve as delegate to representational organizations
- h) Serve on Labor/Management Committee

Section 5: Duties of the Vice President for Communications and Technology shall be as follows:

- a) Serve as Secretary of Unit 47
- b) Work with staff for purposes of data management and technology issues, including maintenance of web presence and list of bargaining unit members and membership status
- c) Record minutes of meetings. Minutes shall remain in the union office.
- d) Shall be responsible for the preparation and distribution of the newsletter
- e) Work closely with membership committee in keeping a current list of all Unit members
- f) Notify all Unit members of the time and place of regular and special Unit meetings
- g) Send to AFT, AFT CT, Connecticut State Labor Council and the Danbury Labor Council the name of all officers and delegates following their election
- h) Keep on file for one year all ballots for all elections. They shall be available in the union office.
- i) Serve as delegate to representational organizations
- j) Serve on Labor/Management Committee

Section 6: Duties of the Treasurer of Unit #47 shall be as follows:

- a) Maintain a record of monies and financial transactions of Unit #47. They shall be maintained at the union office.
- b) Present a treasurer's report to the Unit membership at each regular or special Unit meeting
- c) Preside as chairperson of the finance committee
- d) Shall co-sign all checks with the President
- e) Shall make herself/himself and all required materials available to the Audit Committee
- f) Shall serve as delegate to representational organizations
- g) Serve on Labor/Management Committee

Section 7: Duties of the Vice President for Grievances

- a) Shall be responsible for assisting individual members through the grievance process
- b) Shall act as advocate for the grievant, when appropriate, and for Unit #47
- c) Shall act as chairperson for the Grievance Committee.
- d) Shall serve as delegate to representational organizations
- e) Serve on Labor/Management Committee

ARTICLE VI: EXECUTIVE COMMITTEE AND DUTIES

Section 1: The Executive Committee shall be the governing body of Unit #47. All must be members in good standing.

Section 2: Shall consist of the President, 1st Vice-President, 2nd Vice-President, Vice President for Communications and Technology, Treasurer, and Vice President for Grievances.

Section 3: Shall approve the budget for each fiscal year.

Section 4: Shall adjust the budget during the fiscal year.

Section 5: Shall submit the approved budget to the membership at the end of year membership meeting.

Section 6: Shall approve appointments by the President

Section 7: Quorum shall consist of not less than four (4) members.

Section 8: Shall meet not less than four (4) times a year.

Section 9: May endorse candidates for public office.

Section 10: Special meetings shall be held on call at the discretion of the President or by request of a majority of the Executive Committee.

Section 11: The Stipends for Executive Board Members shall be as follows:

President	\$20,000
1st Vice-President	\$15,000
2nd Vice-President	\$15,000
Vice President for Communications and Technology	\$5,000
Treasurer	\$6,000
Vice President for Grievances	\$7,000*

*to be shared among committee members

The Executive Board may change any or all of these amounts by a unanimous vote. Any increase must be noticed to the general membership at least six months prior to the election of officers and shall not take effect until a new term of office begins.

ARTICLE VII: COMMITTEES AND DUTIES

All committee members must be members in good standing

Section 1: Negotiating Committee

- a) Shall consist of not less than six (6) members, two (2) of whom shall be officers
- b) Shall be representative of services and shifts in the hospital
- c) Shall be appointed by the 1st Vice President with the consent of a majority of the Executive Committee
- d) Shall negotiate the contract and develop contract campaign strategy.

Section 2: Grievance Committee

- a) Shall consist of not more than three (3) members
- b) Shall be appointed by the Vice President for Grievances with the approval of a majority of the Executive Committee and shall be representative of services and shifts at the hospital
- c) The Vice President of Grievance Committee shall report to the Executive Committee and the membership at all regular meetings and at special meetings, if appropriate.

Section 3: Finance Committee

- a) Shall consist of Treasurer and not less than two (2) members who are appointed by the President with the approval of a majority of the Executive Committee and shall be representative of services and shifts at the hospital
- b) Shall assist the Treasurer in financial operation of Unit #47
- c) Shall prepare an annual budget for presentation to the Executive Committee.

Section 4: Elections Committee

- a) Shall be appointed by the President with approval of a majority of the Executive Committee
- b) Shall conduct elections in accordance with election policy
- c) No candidate for office can serve on the Elections Committee.

Section 5: Community and Political Engagement Committee

- a) Shall be appointed by the 2nd President with approval of a majority of the Executive Committee
- b) Shall be representative of services and shifts of the hospital
- c) Chairperson shall report to the membership at all regular meetings and at special meetings, if appropriate
- d) Shall be responsible for outreach to the broader community and for overseeing the union's work in coalitions with allies

- e) Shall be responsible for the political education of the membership
- f) Shall be responsible for the implementation of the endorsement procedure and shall report all recommendations to the Executive Committee
- g) Shall be responsible for the election campaign activities
- h) Shall be responsible for working with elected officials at a local, state, and national level in order to communicate the union's goals and objectives through legislation.

Section 6: Other Committees

Other committees shall be appointed as needed by the President with the approval of a majority of the Executive Committee.

At the end of their terms of office, all outgoing committee chairpersons shall turn over to the incoming president all files, records and materials for distribution to incoming chairpersons.

ARTICLE VIII: RULES OF ORDER

The rules contained in Robert's Rules of Order, revised, shall govern this Unit in all cases to which they are applicable.

ARTICLE IX: REVENUES

Section 1: The weekly membership dues shall be one percent (1%) of Step 1 of the current contract on a forty (40) hour workweek, for the sixteen (16) hour control or more Registered Nurses plus mandate increases in required affiliation fees.

Section 2: The weekly membership dues shall be .835 of one percent (1%) of Step 1 of the current contract on a forty (40) hour work week, for the under sixteen (16) hour control Registered Nurse plus mandated increases in required affiliation fees.

Section 3: The agency fee shall be established consistent with federal law and AFT bylaws.

Section 4: All members who go on a Leave of Absence must continue to pay dues to the Unit #47 Treasurer in order to remain a member in good standing.

Section 5: A member who is no longer a member of the bargaining unit and is not a retiree may become an associate member by paying \$25 a year to the local. Associate members shall be entitled to receive the periodicals published by the local, state, and national organization and shall have a voice but no vote at general membership meetings. Entitlement to other services must be approved by the Executive Committee.

ARTICLE X: AFFILIATIONS

The Unit shall maintain affiliation with

- 1) The American Federation of Teachers, AFL-CIO
- 2) The American Federation of Teachers-Connecticut
- 3) The Connecticut State Labor Council
- 4) The Danbury Labor Council

ARTICLE XI: ELECTIONS AND TERMS OF OFFICE

Section 1: The election of officers to Unit #47 and delegates to all meetings and conventions of affiliates shall occur during the end of year General Membership meeting. The officers and delegates' term of office shall begin January 1.

- a) Officers shall be elected in even years
- c) Delegates shall be elected annually
- d) All candidates for any elected position shall be nominated in writing and sent to the Elections Committee before the closing date
- e) After nominations have been finished, nominations shall be declared closed
- f) The names of all nominees shall be listed in the call to the election meeting notice
- g) No write in votes are permitted.

Section 2: All elections shall be by secret ballot and shall be a majority of those present and voting.

Section 3: If there is no contest for any office, the Secretary shall be instructed to cast one ballot for each uncontested office.

Section 4: All officers shall serve for a term of two (2) years.

Section 5: The retiring officers and committee members shall serve as an advisory board for the new officers if so requested.

Section 6: All delegates shall make written reports to the Executive Committee on meetings attended.

Section 7: Nomination and election of (a) officers, (b) delegates to affiliate bodies, and (c) delegates to conventions shall take place after at least fifteen (15) days written notice has been distributed to each member of the procedure, time, place and date of the meeting.

Section 8: Any vacant office of one (1) year or less shall be filled by appointment of a majority of the Executive Board or until a special election can be held. A vacant office of more than one (1) year shall be filled by the procedure delineated in this Article.

Section 9: Every reasonable effort shall be made to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

ARTICLE XII: RECALL

In order to recall an elected officer of the Unit, the following procedure must be followed:

- a) A petition must be sent to the Executive Committee, signed by at least twenty percent (20%) of the members and giving specific reasons for recall.
- b) Reasons must be provided the officer to be recalled at least thirty (30) days before the meeting at which recall is considered.
- c) The petition must be presented for action at a membership meeting. Notice of intent to consider recall must be sent to members at least fifteen (15) days prior to its consideration at a meeting.
- d) The Executive Committee may consult with the AFT-CT attorney before the meeting.
- e) The officer will have an opportunity at the membership meeting to answer charges.
- f) If a majority present and voting at the meeting votes to recall, the position will be declared vacant and an election ordered.

ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

Section 1: Amendments to the constitution shall be submitted in writing by a member in good standing or by the Executive committee at least 45 days prior to a General membership meeting. The membership shall be given 15 days notice of the proposed amendment along with written notice of the time place and date of the General membership meeting at which it will be voted upon.

Section 2: A two thirds (2/3) vote of those present and voting shall be necessary to pass an amendment.

Section 3: Three copies of each amendment shall be sent to the AFT, three to the AFT-CT, and one to the AFT-CT Membership/Structure Committee Chairperson.

Section 4: Each member shall receive a copy of the constitution and/or future amendments and revisions.

Adopted: March, 1982

Revised: February, 1984; December, 1984; December, 1990; December, 1995; December, 2000; May 2001; December 2002, September 2003.

BY -LAWS

THE DANBURY NURSES' UNION UNIT #47 LOCAL #5047 AFT-CT, AFT HEALTHCARE AFL-CIO

ARTICLE I: GOODSTANDING

Section 1: A member in good standing is one whose dues are no more than three (3) months in arrears.

Section 2: A person whose dues are four (4) months in arrears shall be placed in an inactive category and shall forfeit voting rights.

Section 3: Such person may be reinstated to membership in good standing upon resumption of dues.

ARTICLE II: VACANCIES

Any officer position that is vacated before completion of its term shall be filled by nomination at the next regularly scheduled membership meeting. Call to nominations must be made to all members in the newsletter announcing the meeting and the election shall be by secret ballot. The newly elected officer shall fill only the remaining term of office.

ARTICLE III: MEETINGS AND QUORUMS

Section 1: Meetings of Unit #47 shall be held not less than two (2) times a year at the discretion of the President.

Section 2: A quorum of five (5) percent of Unit #47 membership shall be present at any given meeting.

Section 3: Meetings of the Negotiating Committee shall be held on call.

Section 4: Meetings of the Grievance Committee shall be held on call.

Section 5 Meetings of Union Liaisons shall occur quarterly.

Section 6: Meetings of the Finance Committee shall be held on call.

Section 7: Meetings of the Community and Political Engagement Committee shall be held on call.

Section 8: Special meetings of Unit #47 shall be held on call at the discretion of the President, by request of a majority of the Executive committee, or by petition of at least twenty percent (20%) of the members in good standing. At least fifteen (15) days written notice of time, place, date and purpose must be given to each member.

Emergency meetings may be called as delineated above except that fifteen (15) days notice is not required if the business to be transacted does not involve a vote for officers, delegates, alternates, or a change in the dues or the constitution.

ARTICLE IV: AMENDMENTS TO THE BY-LAWS

Section 1: The proposed amendment shall be read at a duly scheduled meeting.

Section 2: A copy of the proposed amendment shall be distributed to each member along with written notice of the time, place and date of the meeting at which it will be voted upon. Such notice must be given at least fifteen (15) days prior to the meeting date.

Section 3: A majority vote shall be sufficient for approval.

Adopted January, 1974

Revised April, 1976; January, 1977; May, 1981; December, 1981; March, 1982; December, 1983; February, 1984; December, 1990; December, 1995, September 2003.