

CONSTITUTION OF RIVERVIEW HEALTH CENTRE NURSES WORKSITE 1a.....	1
ARTICLE 1 -- NAME	1
ARTICLE 2 -- INTERPRETATION OF THIS CONSTITUTION	1
ARTICLE 3 -- OBJECTIVES	1
ARTICLE 4 -- MEMBERSHIP	1
ARTICLE 5 -- OFFICERS OF THE WORKSITE.....	2
ARTICLE 6 -- DUTIES OF THE OFFICER.....	3
ARTICLE 6A -- TERM OF OFFICE OF ELECTED MEMBERS	4
ARTICLE 7 -- EXECUTIVE COMMITTEE OF THE WORKSITE	4
ARTICLE 8 -- DUTIES OF THE EXECUTIVE COMMITTEE	5
ARTICLE 9 -- MEETINGS OF THE WORKSITE.....	5
ARTICLE 10 -- ELECTIONS.....	6
ARTICLE 11 -- VACANCIES	6
ARTICLE 12 -- WORKSITE STANDING COMMITTEES	7
ARTICLE 13 -- FINANCES AND DUES	7
ARTICLE 14 -- AMENDMENT OF CONSTITUTION	8

CONSTITUTION OF RIVERVIEW HEALTH CENTRE NURSES WORKSITE 1a**ARTICLE 1 -- NAME**

1.01 This Organization shall be known as the Riverview Health Centre Nurses Worksite 1a of the Manitoba Nurses Union. (Hereinafter and commonly known as the Worksite".)

1.02 The Worksite is deemed to be a member Local of the Manitoba Nurses Union.

1.03 The Worksite may be a Certified Bargaining Agent at present representing all or some of its members.

ARTICLE 2 -- INTERPRETATION OF THIS CONSTITUTION

2.01 The Constitution of the Worksite, being a member Local of the Manitoba Nurses Union, shall not contain any provisions that conflict with any provisions of the Constitution of the Manitoba Nurses Union. If any such conflict arises, then the provisions of the Constitution of the Manitoba Nurses Union shall prevail.

ARTICLE 3 -- OBJECTIVES

3.01 The object of the Worksite shall be the advancement of the social, economic, and general welfare of its members including particularly the following:

- (a) To regulate the employment relations between its members and their employers including, particularly, the negotiation and enforcement of collective agreements between them.
- (b) To promote high professional standards of practice and appropriate working conditions with a view to achieving the best attainable patient care.
- (c) To encourage the education of its members in such manner as may be deemed advisable to achieve these objectives.

ARTICLE 4 -- MEMBERSHIP

4.01 Any person who is entitled to practice in Manitoba as:

- (a) a Registered Nurse; or
- (b) a Registered Psychiatric Nurse; or
- (c) a Licensed Practical Nurse;

and who is an employee within the meaning of the Labour Relations Act of Manitoba or the Canada Labour Relations Act, is eligible for membership in this Local.

4.02 The Worksite may, at any time, accept into membership any graduate nurse or person who is performing work of a kind which requires training and/or experience within the field of health care, provided only that such person is an employee within the meaning of the Labour Relations Act of Manitoba or the Canada Labour Relations Act.

4.03 Any person who is eligible to be a member of the Worksite and who properly completes an application form as prescribed and approved by the Worksite and pays such dues or assessments as may from time to time be required, shall be accepted as a member in good standing of the Worksite.

4.04 Any member of the Executive of the Worksite or any other member or staff person authorized by the Executive may accept applications for membership. A person whose application has been accepted by an authorized member shall then and there be deemed a member in good standing of the Worksite.

4.05 The names of all applicants and by whom accepted shall be reported to the Executive Committee.

4.06 The Worksite may, at any time, bestow honorary life membership to a current or past member of the Worksite by way of a unanimous vote of the Worksite Executive. Honorary life members actively employed at the Riverview Health Centre shall continue to pay union dues and shall maintain all rights and privileges of membership including the ability to vote. Past members thus named shall be non-voting members of the Worksite.

ARTICLE 5 -- OFFICERS OF THE WORKSITE

5.01 The officers of the Worksite shall include:

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) or a Secretary-Treasurer in lieu of a Secretary and a Treasurer.
- (f) a MNU Board Member
- (g) five (5) Members-at-Large

5.02 The officers shall be elected at the Annual Meeting of the Worksite as follows:

- (a) on even years: President, Treasurer and two (2) Members-at-Large
- (b) on odd years: Vice-President, Secretary and three (3) Members-at-Large
- (c) the Board member is elected in such year as determined by MNU.

ARTICLE 6 -- DUTIES OF THE OFFICER

6.01 (a) President:

The President shall preside at all meetings of the Executive Committee and at all meetings of the Worksite; and shall be charged with the responsibility of carrying out the policies of the Worksite and performing such other duties as the Executive Committee may assign from time to time.

The President or her/his designate shall act as the Union Representative on the Nursing Advisory Committee, the Regional Nursing Advisory Committee and the Union Management Committee.

The President or her/his designate shall act as a voting delegate at the MNU Annual Meeting or any other meeting of the Union.

(b) Vice-President:

The Vice-President shall preside at all meetings where the President is absent. In the event a vacancy occurs in the office of President, the Vice-President shall act as President for the balance of the term. The Vice-President shall be charged with the particular responsibility of establishing and maintaining the flow of communications between the Worksite and the membership and shall perform such other duties as the Executive Committee may assign from time to time.

The Vice-President or her/his designate shall act as the Union Representative on the Nursing Advisory Committee and the Union Management Committee.

The Vice-President or her/his designate shall act as a voting delegate at the MNU Annual Meeting or any other meeting of the Union.

(c) Secretary:

The Secretary shall keep a record of the proceedings of the Worksite. The Secretary shall assist the Treasurer in maintaining a record of the membership of the Worksite, and shall notify members of all meetings. The Secretary shall perform such other duties as the Executive Committee may assign from time to time.

- (d) Treasurer:
The Treasurer shall be responsible for arranging the collection and recording of all dues of the Worksite and shall maintain a record of all members. The Treasurer shall record all transactions involving funds of the Worksite, and shall be responsible for the safekeeping of all monies of the Worksite and shall deposit all monies of the Worksite in a Chartered Bank or Credit Union Society. The Treasurer shall ensure that a yearly review of the Worksite's finances is conducted by a professional licensed accountant. The Treasurer shall make a financial report to the Annual Meeting and to meetings of the Executive and shall perform such other duties as the Executive Committee may assign from time to time.
- (e) Board Member:
The Board Member shall act in accordance with the MNU Constitution and By-Laws and the MNU Terms of Reference for the MNU Board of Directors. The Board Member shall perform such other duties as the Executive Committee may assign from time to time.
- (f) Member-at-Large:
The Member-at-Large shall perform such duties as the Executive Committee may assign from time to time.

ARTICLE 6A -- TERM OF OFFICE OF ELECTED MEMBERS

6A.01 Every member elected to any position shall serve for a two (2) year period commencing immediately after the MNU Annual Meeting of the year in which they were elected or until replaced in accordance with the terms of this Constitution.

ARTICLE 7 -- EXECUTIVE COMMITTEE OF THE WORKSITE

7.01 The Executive Committee shall include the Officers as defined in Article 5.01.

7.02 The Executive Committee shall meet at least four (4) times a year at the call of the President or any two (2) Officers.

7.03 A quorum of the Executive Committee shall be not less than four (4).

7.04 The Executive Committee shall have all the powers of the Worksite between meetings of the Worksite and shall manage and administer all its affairs.

ARTICLE 8 -- DUTIES OF THE EXECUTIVE COMMITTEE

8.01 The duties of the Executive Committee shall include:

- (a) Coordination and/or delegation of responsibility related to the administration of:
 - (i) Grievances
 - (ii) Nominations and elections
 - (iii) Communications
 - (iv) Worksite education bursaries
- (b) To fill all vacancies for any position
- (c) To appoint members to ad hoc committees as may be deemed necessary from time to time

ARTICLE 9 -- MEETINGS OF THE WORKSITE

9.01 There shall be an Annual Meeting of the members of the Worksite before March 22nd in each calendar year, or as otherwise approved by the Provincial Manitoba Nurses Union.

9.02 Notice of each Annual Meeting shall be given to each member at least two (2) weeks prior to such meeting.

9.03 The business at the Annual Meeting shall include:

- (a) The report of the President;
- (b) The report of the Vice-President;
- (c) The report of the Treasurer;
- (d) The report of the accountant's financial review;
- (e) The appointment of a professional licensed accountant;
- (f) The report of an ad hoc committee(s), when applicable;
- (g) The report of the Provincial Collective Bargaining Committee (PCBC) Representative, when applicable;
- (h) Election of Officers.

9.04 A Special Meeting of the members may be called at any time by the President or the Executive Committee or when the Secretary is requested to do so in writing by at least six (6) members of the Site.

9.05 Notice of every Special Meeting shall be given at least one (1) week prior to such meeting.

9.06 Those present at an Annual Meeting or Special Meeting shall constitute a quorum.

ARTICLE 10 -- ELECTIONS

10.01 Elections shall be held annually at or prior to the Annual Meeting of the Worksite to fill all vacancies in the following positions:

- (a) Officers of the Worksite;
- (b) Workplace Safety and Health Committee Representative(s);
- (c) Delegates and Alternate Delegates who shall represent the Worksite at the Annual and/or other meetings of the Manitoba Nurses Union, in such manner as it may be required to elect pursuant to the By-Laws of the Manitoba Nurses Union;
- (d) Union Representatives as applicable;
- (e) PCBC nominee, when applicable.

10.02 All elections shall be by secret ballot.

10.03 Any member present at a meeting may nominate another member for any elective position provided such nominee, if absent from the meeting, has consented in writing.

10.04 The Worksite may have a voting day of adequate hours to allow all members the opportunity to vote. The time and date of this vote would be determined by the Worksite Executive Committee. If all day voting occurs, there would be no option for proxy voting.

If the above is not adopted by the Worksite the following would occur:

A member who is unable to attend the Annual Meeting ONLY by reason of being on duty may appoint another member as her/his proxy, provided that no member shall hold more than two (2) proxies. The proxy must be completed and originally signed by the member who is working, indicating which member he/she is assigning the proxy to.

10.05 All elections shall be conducted by the Executive Committee.

ARTICLE 11 -- VACANCIES

11.01 A vacancy shall be deemed to exist in any office or position if the holder during her/his term in any office or position either:

- (a) Dies or resigns;
- (b) Is unable to attend meetings, or perform the duties of a position for any

- reason whatsoever;
- (c) Ceases to be employed in the Worksite;
- (d) Is successful in being elected/appointed to another position;
- (e) If the Vice-President is required to complete the term of the President.

11.02 With respect to a vacancy of a position, the Worksite / Executive shall elect / appoint a replacement for the unexpired term.

ARTICLE 12 -- WORKSITE STANDING COMMITTEES

(Included to preserve numbering in order to be congruent with the MNU Model Constitution of a Local.)

ARTICLE 13 -- FINANCES AND DUES

13.01 The revenues of the Worksite shall be handled as follows:

- (a) Every applicant for membership shall pay such minimum dues as the Manitoba Nurses Union may require to be paid pursuant to the provisions of its Constitution and By-Laws;
- (b) Each member shall pay in addition such further amount in dues as the Worksite may decide at the Annual Meeting or a special meeting called for that purpose and passed by a majority of the members present at such meeting;
- (c) In the event that the Manitoba Nurses Union levies an assessment on each of its members, the Worksite shall do all things necessary to collect same and when collected shall forthwith forward such amount to the Manitoba Nurses Union,
- (d) If the dues are paid to the Worksite, the Treasurer shall forthwith forward to the Manitoba Nurses Union all amounts received as dues as set by the Manitoba Nurses Union on behalf of all persons who paid same.

13.02 In no event shall the dues be less than the amount specified by MNU policy unless specific dispensation has been granted by the Manitoba Nurses Union.

13.03 The funds received shall be deposited into an account in the name of the Worksite at a Chartered Bank or a Credit Union Society; which Bank or Credit Union mails the cancelled cheques issued by the Worksite.

13.04 All transactions by cheque shall be signed by any two (2) Officers of the Worksite authorized to do so.

13.05 The funds may be used only to pay the proper and authorized expenditures of the Worksite.

ARTICLE 14 -- AMENDMENT OF CONSTITUTION

14.01 This Constitution may be amended only by a two-thirds (2/3) vote at the Annual Meeting or at a Special Meeting called for that purpose by the Worksite provided however that such amendment shall not become effective unless and until it is approved in writing by the Board of the Manitoba Nurses Union.