

WAYNE COUNTY PROFESSIONAL NURSE COUNCIL

BY – LAWS

ARTICLE I – NAME

This organization shall be known as the Wayne County Professional Nurse Council, hereafter referred to as W.C.P.N.C. or Council.

ARTICLE II – PURPOSE

The purpose of this organization shall be:

- To secure and maintain the salaries, hours and other working conditions necessary to support Registered Nurses as Health Professionals.
- To insure an optimal level of nursing practice through a clear definition of the role of the nurse in the various agencies and departments in the County of Wayne.
- To unify and strengthen the profession through participation membership in the professional organization at all levels, Council, District, State and National.
- To promote the Code of Ethics* for Registered Nurses as established by American Nurses Association (A.N.A.).
- To promote professional and collective bargaining educational programs to improve members expertise.
- To represent members before the County of Wayne and other community and public groups.

* The Code of Ethics is reprinted on page 6.

ARTICLE III – MEMBERS

Section 1. Qualifications

All Registered and Graduate Nurses employed by the County of Wayne, represented by the Collective Bargaining Agreement.

Section 2. Term of Membership

The official membership year shall be the same as the fiscal year of the GAA (Jan 1 thru Dec 31).

Section 3. Responsibilities of Members

Members shall give active support to the purposes and programs of this Council; and conform to the By-Laws and statements of policy of the Council; shall adhere to and have the protection of the A.N.A. Code of Ethics, which shall be applied uniformly to all members; shall give their views on issues and shall keep the Council informed of their current address and telephone number; shall pay dues according to the contract between the County of Wayne and GAA and its affiliate W.C.P.N.C.; shall pay the dues and assessments to the GAA as determined by the latter's membership.

Section 4. Rights of Members

Members shall have full voting privileges and powers at all elections of the Council; shall receive all regular and special publications; shall have the right of a speedy hearing, representation by Council; and the right to due process.

Members shall have the right to levy assessments. Proposed assessments shall be submitted to the membership by the Board of Directors, or by the membership itself under its right of general consensus. The membership shall vote on proposed assessments by secret ballot.

Initiative petitions shall be signed by the majority of members present at any meeting. The Executive Board shall receive and act on any petition, approve the measure, or conduct an election of the membership on the measure.

MEMBERS SHALL HAVE THE RIGHT TO VOTE ON ANY STRIKE ACTION.

ARTICLE IV – OFFICERS

Section 1. Officers

The officers of Council shall be the President, First Vice-President, Second Vice-President, and Secretary/Treasurer.

Section 2. Qualifications

An officer must have been a member of the Council and the Executive Board for the two years prior to the term of office with experience in WCPNC prior to being elected to the office. In the case of the President and the First Vice-President, they must have served at least one (two-year) term on the Executive Board of Directors.

Section 3. Term of Office

The term of office for each officer shall be for two years. Each term of office shall coincide with the fiscal year of GAA.

The President and Second Vice-President shall be elected in the odd numbered years. The First Vice-President and the Secretary/Treasurer shall be elected on the even numbered years.

Section 4. Removal from Office

Any officer may be removed from office by a two-thirds vote of the entire membership.

Section 5. Filling of Vacancies

a. In case the office of the President becomes vacant, the powers and duties of this office shall be vested upon the First Vice-President for the unexpired portion of the term.

b. In case the office of the First Vice-President becomes vacant, the powers and duties of this office shall be vested upon the Second Vice-President. The Second Vice-President shall serve for the unexpired portion of the term.

c. In case the offices of the President and First Vice-President become vacant at the same time, the powers and duties of the President shall be vested upon the Second Vice-President for the unexpired portion of the term.

d. In case of office vacancies, the power and duties of these offices shall be vested upon the person appointed by the President and approved by the Executive Board at its next regularly scheduled meeting and shall serve for the unexpired portion of the term.

Section 6. Powers and Duties

a. The President shall preside at all meetings of the Executive Board and special meetings; shall be a member of all committees of the Council; shall appoint annually PR & R/Area Representatives with the

approval of the Executive Board; shall have the power to remove any Presidential appointee and so notify the Executive Board at the next meeting, following such removal. The President shall have the power to veto any resolution of the Executive Board, providing that the President notifies all of the membership within seven calendar days after the Executive Board adoption of the motion, stating the reason for such veto. The membership will have seven calendar days to respond to the resolution. The President shall represent the Council/Chapter before the public, either personally or through the Director at Large designees, and shall perform all other duties usually attributed to this office. The President shall serve on the GAA Executive Board.

b. The First Vice-President shall, in the absence of the President, perform the duties of the office of the President; shall be the Chairperson of Professional Rights and Responsibilities (PR & R)/Area Representatives (Grievance Committee); shall serve as a representative on the GAA Executive Board if an additional position is available pursuant to Article VIII, Section 2 of the GAA Constitution; shall assume other duties and functions as delegated by the President.

c. The Second Vice-President shall, in the absence of the First Vice-President, perform the duties of the office of the First Vice-President; shall be the Chairperson of the By-Laws Committee, and keep an up-to-date copy of the By-Laws; shall act as parliamentarian at all meetings; shall assume other duties and functions as delegated by the President.

d. The Secretary/Treasurer shall take the minutes of all meetings; shall compile the minutes for a permanent record; shall provide the President a copy of the minutes of all meetings; shall assume other duties and functions as delegated by the President. The duties and responsibilities of the Treasurer shall be assumed by GAA, so long as WCPNC remains its affiliate chapter.

Section 7. Miscellaneous

a. At least two officer's signatures are required for withdrawal of Council's Chapter funds.

b. Within two weeks after election, incoming and outgoing officers shall meet and surrender all accounts, records and other property belonging to the Council/Chapter.

ARTICLE V – EXECUTIVE BOARD

Section 1. Membership

a. The Executive Board shall be composed of the officers of the Council/Chapter, Representatives that are members of the GAA Executive Board and four Directors at Large from: the Health Department (2), Wayne County Jails Division 1, 2, & 3 including Special Day Nurses (1), W.C. Juvenile Detention Facility (1). The immediate past President shall be an ex-officio member of the Board.

b. Any member of the Council, except for an officer, shall be eligible to serve as a Director at Large.

c. The term of office for each Director at Large shall be two years; except for the election held in November, 1995, the term of office for the two candidates receiving the highest votes shall be two years and the term of office for the next two candidates elected shall be one year, commencing January 1, 1996.

d. Any Director at Large may be removed from office by the President and Executive Board.

e. In case an office of Director at Large becomes vacant, the powers and duties of such office shall be vested upon the person appointed by the President with the approval of the Executive Board, at the next scheduled meeting for the unexpired portion of the term.

f. As the executive body of the Council/Chapter, the Executive Board shall conduct the affairs and business of the Council/Chapter.

Section 2. Meetings

a. Meetings of the Executive Board shall be held quarterly.

b. Special meetings of the Executive Board may be called by the President or a petition of fifty percent of the members of the Council/Chapter, in which case the President shall schedule the meeting within fifteen working days after receiving the petition.

c. All members of the Executive Board must attend three-fourths of the regularly scheduled meetings and all of the special meetings. Failure to comply will result in loss of position, unless circumstances prevail to permit the Board member not to be present, i.e. a written report presented to the Board in lieu of member.

Section 3. Rules of Operation

a. Meetings of the Executive Board shall be open to all members of the Council/Chapter and invited guests unless the Board, by two-thirds roll call vote of those present, declare the meeting closed. Therefore, the Executive Board of W.C.P.N.C. reserves the right to declare a closed session of the Executive Board as needed.

b. A majority of the Executive Board shall constitute a quorum to begin business, and the quorum shall be considered to be in effect until adjournment, unless challenged by any member of the Board, at which time the existence of a quorum must be reaffirmed.

ARTICLE VI – STANDING COMMITTEES

Section 1. There shall be the following Standing Committees:

- a. Negotiating
- b. By-Laws
- c. Professional Rights and Responsibilities (Grievance)
- d. Political Action (P.A.C.)

Section 2. Negotiating Committee

a. The Negotiating Committee of four shall prepare and negotiate the contract with the employer. It shall consist of the President, First Vice-President, plus two other members from the opposite Unit and area of expertise. These two members will be selected by the President and approved by the Executive Board. The past President shall be an advisor.

b. The term of office for members of the Negotiating Committee shall coincide with the need for negotiation of the contract.

Section 3. By-Laws

a. The Second Vice-President will chair this Committee with no less than two members.

b. The Committee will review the By-Laws annually, prepare and submit any changes to the Executive Board.

c. These By-Laws will become effective immediately following adoption by the Council/Chapter membership and approval of the GAA Executive Board.

Section 4. Professional Rights and Responsibilities (Grievance Area Representatives)

The First Vice-President will chair the Professional Rights and Responsibilities (PR&R/Grievance) Committee. Representatives shall be appointed by the President, with the approval of the Executive Board, within 30 days of the date a vacancy occurs.

Section 5. Political Action Committee (PAC)

The President shall appoint the chairperson from the WCPNC membership. Volunteers (2-4) will be solicited to serve on the committee.

The Political Action Committee shall stimulate nurses to take a more active role in the legislative process; to increase visibility by attending political meetings; to establish coalitions and working relationships with other health care groups as necessary.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a. Three members of the Chapter/Council shall comprise the Nominating Committee and be responsible for the slate.
- b. The Chairperson shall be selected by the members of the nominating committee and serve for two years.
- c. The Committee shall request names of candidates for elective office from the respective facilities.
- d. Nominations will be taken from the floor at the meeting prior to the election.
- e. Nominees shall have consented in writing, within five days of the membership meeting at which nominations are presented, to serve if elected and shall have met the established qualifications.
- f. The Nominating Committee shall certify to GAA the name of candidates for officers to be elected.
- g. GAA will prepare and distribute the ballot to each Chapter/Council member.

Section 2. Elections

- a. The election of officers of the Council/Chapter shall be held in conjunction with the other GAA elections.
- b. All elections are by secret ballot.
- c. In case of a tie, the choice shall be determined by County seniority.
- d. The GAA Constitution shall determine the dates and hours of voting.
- e. The Nomination Committee shall monitor the voting and be responsible for counting the ballots. They shall present the results to the Executive Board at their next meeting following the election.

ARTICLE VIII – REVENUE

Chapter revenue shall be from funds as provided by the GAA to WCPNC chapter.

ARTICLE IX – AMENDMENTS

All proposed amendments shall be referred to the By-Laws Committee for study and drafting of proposed language. The Committee shall publish the proposed amendments and distribute same to the membership at least twenty working days prior to their next regularly scheduled meeting. No amendment shall be passed unless it receives the affirmative vote of a majority of the membership voting. Unless otherwise stated in the resolution, the amendments shall take effect immediately upon approval of the GAA Executive Board.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rule of Order, revised, shall govern this Council/Chapter in all its proceedings.

ARTICLE XI – AFFILIATIONS

This Council shall be affiliated with Government Administrators Association (GAA) as a distinct chapter to be known as the WCPNC Chapter and shall be represented in the collective bargaining process and represented in all other labor relations matters by GAA.

ARTICLE XII – ENABLING CLAUSE

These By-Laws shall be effective immediately following adoption by the Chapter membership and approval of the GAA Executive Board. Should any provisions of these By-Laws be in conflict with the GAA Constitution the latter shall take precedence.

CODE OF ETHICS

This code was adopted by the A.N.A. in 1950 and was revised in 1976.

1. The nurse provides services with respect for the human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problems.
2. The nurse safeguards the client's rights to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgements and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgement and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
8. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
9. The nurse participates in the profession's efforts to implement and improve standards of nursing.
10. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professionals and other citizens in promoting community and national efforts to meet the health needs of the public.

DEFINITIONS

Due Process	The essential components of due process are that employees must be informed of why an action is being taken against them, be given the right to question the evidence and/or witnesses used to support the adverse action, and have the opportunity to appeal management's decision.
Subgroup	Shall consist of all groups within a department (to include Special Duty Nurses on all (3) three shifts at Wayne County Jails 1-2-3 and the Wayne County Juvenile Detention Facility.)
General Consensus	An agreement by the majority.
Majority	The quality of state of being greater than half the total. The excess of a majority over the remainder of the total.

September 28, 1995