



OSUNO Ohio State University Nurses Organization

BYLAWS 2023

Ohio State University Nurses Organization

2023 Bylaws

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Article I. Name

The name of this local bargaining unit of the Ohio Nurses Association (“ONA”) shall be known as The Ohio State University Nurses Organization (“OSUNO”) located in Columbus, Ohio, hereinafter referred to as OSUNO, organization or local unit.

Article II. Purposes

The purposes of OSUNO shall be to serve the interest of OSUNO members through collective bargaining, education, legislation, and other group activities. These purposes shall be unrestricted by considerations of race; creed; color; national origin; disability; sex; sexual orientation; gender identity and expression; social, political, or economic status; or age.

Article III. Functions

The functions of the OSUNO local bargaining unit in conjunction with the ONA shall be to:

- A. Negotiate, interpret, and administer a contract with The Ohio State University, hereinafter referred to as the “University,” the “Hospitals,” or the Ohio State University Wexner Medical Center (OSUWMC) in conjunction with the Ohio Nurses Association (ONA).
- B. Advise and assist the Ohio Nurses Association in its dealings with OSUWMC concerning negotiations, grievances, labor disputes, wages, rates of pay, hours of employment, conditions of work, or any other pertinent labor/employer actions. The Ohio Nurses Association shall be the exclusive bargaining representative on behalf of unit members. Nothing in these bylaws shall be construed to mean that OSUNO does more than advise and assist the Ohio Nurses Association in its dealings with employers concerning negotiations, grievances, labor disputes, wages, rates of pay, hours of employment, conditions of work, or any other pertinent labor/employer actions.
- C. Promote standards of professional practice.
- D. Inform and promote participation in ONA, American Federation of Teachers (AFT), and affiliate organizations; uphold ONA/AFT bylaws; and promote professional unity among its membership.
- E. Promote improvements in employment conditions.
- F. Inform members and promote participation in professional organizations.
- G. Represent membership and act as its spokesperson consistent with ONA bylaws.
- H. Adopt, uphold, and update bylaws for the organization.
- I. Encourage participation in community activities.

Article IV. Membership

- A. Membership in the local bargaining unit shall consist of Registered Nurses who are currently employed and hold titles/positions that are included in the collective bargaining agreement between OSUNO/ONA/AFT and OSUWMC. The sole representative for the collective bargaining unit shall be the Ohio Nurses Association.
- B. Only members in good standing shall have voting privileges; run for or hold office; or be appointed/elected to committees/positions. The requirements to be a “Member in good standing” include:
 - 1. timely payment of dues per ONA Bylaws and ONA Board Policies; and
 - 2. no misconduct/disciplinary actions or violations of ONA Bylaws, E&GW Commission Policies/Procedures, Local Bargaining Unit Bylaws, or requirements of applicable laws and rules.

Article V. Member Rights and Responsibilities

- A. Members have the following equal rights subject to these bylaws:
 - 1. To nominate candidates and choose local unit leaders through a fair and democratic process.
 - 2. To participate in local unit business and attend meetings.
 - 3. To participate in the collective bargaining process and approve collective bargaining agreements.
 - 4. To have concerns addressed fairly and expeditiously.
 - 5. To have opinions heard and respected.
- B. Members have the following responsibilities subject to these bylaws:
 - 1. To remain current with dues, fees, and assessments.
 - 2. Have knowledge of the local unit and ONA bylaws.
 - 3. To have knowledge of the collective bargaining agreement.
 - 4. To make informed decisions in all local unit voting processes.
 - 5. To participate in meetings/activities of the local unit.
 - 6. To be informed about all programs of ONA and all tiers and affiliates of the professional association (local, state, national)

Article VI. Administrative Authority/Responsibility

- A. The membership is the highest level of authority who direct the business of the local bargaining unit. This authority is to be exercised at all regular meetings and specialty meetings such as: contract ratification, crisis situations, and for time limited decisions, etc.
- B. The Board of Directors (“BOD”) is the next level of authority which transacts the business of the local bargaining unit between regular and specialty meetings of the membership.
- C. The Executive Board (“EBOD”) is the next level of authority which transacts the business of the local bargaining unit in situations when there is no time to consult with the membership or BOD.
- D. Notwithstanding the above, and consistent with the ONA bylaws, the local bargaining unit shall conform to such requirements as are established by the Economic and General Welfare Commission and the requirements of applicable laws and rules.

Article VII. Officers/Duties

- A. The officers of OSUNO shall be President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. This body of officers will serve as the Executive Board.
- B. Duties of Officers shall at a minimum be as defined below:
 - 1. The President:
 - a. Serve as Chairperson of the Board of Directors and the Executive Committee;
 - b. Preside over all meetings of OSUNO;
 - c. Serve as an ex-officio member of all committees, with voting privileges
 - d. May delegate assignments to the officers and Board of Directors;
 - e. Have discretion to allocate and oversee the Vice President Release Hours in order to effectively carryout the functions of OSUNO and;
 - f. Serve as representative of OSUNO to the Leadership Forum of ONA.
 - 2. The Vice Presidents.
 - a. In the absence of the President, the Vice-Presidents in order of rank shall assume the duties of the President;
 - b. In the event of a vacancy in the office of the President, the First Vice-President shall assume the duties of the President until a successor is elected; and
 - c. In the event of a vacancy occurring in the office of First Vice President, the Second Vice-President shall assume the duties of the First Vice President until a successor is elected.

- d. Assumes the duties assigned to the office by the President
- e. The 2nd Vice-President shall perform the duties of the Treasurer in their absence and, in the case that the Treasurer's position is vacated, shall perform these duties until a qualified Treasurer is appointed/elected.

3. The Secretary shall:

- a. notify officers and committees of their election/appointment;
- b. send out notices of all local bargaining unit meetings and see that they are posted in the designated places;
- c. record and keep minutes of all meetings and those present;
- d. keep an up-to-date roll of the members;
- e. conduct and/or preserve all official correspondences and documents of the local unit;
- f. post notices of local, district, state and national meetings, activities/presentations;
- g. furnish committees with all papers referred to them;
- h. inform ONA of any changes to the bylaws; and supply a current copy of the bylaws to ONA.

4. The Treasurer

- a. transact and record the financial affairs of the local bargaining unit which include:
- b. receive local bargaining unit dues and all other unit funds;
- c. keep an itemized account of all receipts and disbursements;
- d. follow all applicable financial policies/procedures, statutes, and bylaws;
- e. provide a written financial report at all executive and regular membership meetings; and
- f. immediately send a copy of all financial reports/records to the ONA upon request.

Article VIII. Board of Directors

- A. The local bargaining unit BOD shall consist of at least twenty-three (23) members: five (5) officers and at least eighteen (18) directors, including the Immediate Past-President. Three (3) officers and five (5) directors will constitute a quorum to conduct business.
- B. If at any time the need for additional Board of Directors positions arises due to staffing, Medical Center expansion, unit reconfiguration, etc. the BOD may create the additional position(s) pursuant to Article X.
- C. Duties of the BOD shall be to:
 - 1. Transact the business of the local bargaining unit in the interim between regular and specialty membership meetings.
 - 2. Establish policies and procedures for the transaction of local bargaining unit business in accordance with the ONA bylaws, E&GW Commission policies and procedures and all requirements of applicable laws and rules.

3. Establish and appoint members to standing/specialty committees. Some committees may have members elected.
4. Establish financial policies and procedures in accordance with the ONA bylaws, E&GW Commission policies and procedures and all requirements of applicable laws and rules; submit all books annually to a certified public accountant or an audit committee., approved by the E&GW Commission, for audit and present the financial report and findings of the auditor or audit committee to the membership and the E&GW Commission.
5. Determine the dates, times and place of all regular and specialty membership meetings.
6. Submit reports to the E&GW Commission regarding BOD/Executive actions and unit activities as requested by the E&GW Commission.
7. Submit yearly evaluation to the E&GW Commission regarding ONA's representation of the local bargaining unit.
8. Send copies of all meeting minutes to the E&GW Commission upon request.
9. Establish and/or maintain charter status with the Ohio Nurses Association.
10. Remain current with association dues.
11. Maintain compliance with bylaw requirements.
12. Fill vacancies on committees and director positions on the board pursuant to Article X.
13. To provide for the care of materials, equipment, records, and funds of the local unit.

Article IX. Participation Rewards

- A. The OSUNO EBOD shall be reimbursed annually in the amount totaling the annual dues by the OSUNO treasury. Payment shall be contingent upon the Executive Board member remaining in good standing and complying with the responsibilities and duties set out in these bylaws and in the established policies and procedures.
- B. The OSUNO BOD shall be reimbursed annually in the amount totaling half the annual dues by the OSUNO treasury. Payment shall be contingent upon the Board member remaining in good standing and complying with the responsibilities and duties set out in the established policies and procedures.
- C. In the instance that any Board member does not complete an entire year of service, any reward that is determined to be earned will be pro-rated on the number of months the Board member served prior to leaving office.

Article X. Elections

- A. Voting may be conducted by any method or manner legally permissible under labor law regarding the election of union officers, including but not limited to mail, phone, electronic or any other method.
- B. All Officers and Directors shall be elected to serve for two years, or until their successors are elected. The President, 2nd Vice-President, Secretary and half of the Directors listed in Article VII (A) will be elected to serve in odd numbered years. The 1st Vice-President, Treasurer and other half of the Directors in Article VII (A) will be elected to serve in even numbered years. All terms of office are to begin on July 1st following the election.

*Officers and BOD serving a term ending on 12/31/24 will be extended until 6/30/25. Officers and BOD serving a term ending on 12/31/25 will be extended until 6/30/2026.

- C. Officers may succeed themselves.
- D. In order to run or hold an office they must be a member in good standing for at least a year as defined in Article IV.
- E. Upon the close of the nominations process, if a candidate for office is running unopposed, no election will be held, and that candidate will be declared the winner.
- F. If an office becomes vacant during its term, the Board may appoint a successor for the remainder of the term.
- G. Election of officers and directors shall be by secret ballot. The election procedure shall follow the established policies and procedures as approved by the BOD and the requirements of applicable laws and rules.
- H. A plurality vote of the eligible OSUNO members voting shall constitute an election. Eligibility is determined as being a member in good standing on or before March 15 of each election year. Good standing is defined in Article IV of these bylaws.
- I. The circumstances and procedure for challenging an election shall follow the established policies and procedures as approved by the BOD and the requirements of applicable laws and rules.
- J. The OSUNO Secretary shall notify ONA of newly elected officers and directors in writing within two (2) weeks following the election.
- K. Post Election Records: All ballots, delegate credentials and other records pertaining to the election shall be preserved for one (1) year after the election, or for the length of time required by relevant federal and state laws and regulations.

Article XI. Committees

- A. Committees shall be composed of OSUNO members and shall assume such duties as are assigned by the BOD in accordance with the established policies and procedures. Members of the committees for OSUNO will be sought through volunteerism, appointment, or election under the established policies and procedures.
- B. If at any time a Committee does not have enough members to be considered a functional Committee, BOD members shall be appointed by the EBOD to carry out the duties of these Committees.

Article XII. Local Bargaining Unit Representatives

Each director of the BOD shall act as a local unit representative in accordance with the Director / Unit Representative job description located in the established policies and procedures. Nothing in this section limits the BOD from modifying the role of Director and/or Unit Representative including division of these roles.

Article XIII. Local Bargaining Unit Dues

The local unit dues for all members shall be recommended by the BOD and approved at any regular or specially authorized local bargaining unit meeting by two-thirds (2/3) vote of the members present and voting, provided the proposed dues rate has been made known to all unit members no less than four (4) weeks prior to the meeting. "Made known" shall be defined as either being posted on all units, posted on OSUNO.com or emailed to all members.

*In the event that if the substitute bylaws are adopted at the 2023 ONA House of Delegates, at the time of the adoption of the substitute bylaws the OSUNO local unit dues will be adjusted by the amount equal to what was paid to the Mid-Ohio District so the resources remain at our local.

Article XIV. Meetings

- A. Regular meetings of the organization shall be held at least quarterly. Attendance by Officers and Directors is expected in accordance with the requirements as stated in the established policies and procedures in order to fulfill their minimum obligation as an elected officer. Attendance at these meetings is expected, with exception of unforeseen emergency. If an officer is not able to attend a meeting, notice should be provided in advance of the meeting. Absence from three (3) regular meetings during an elected term may be cause for declaring a vacancy in the Board position. Such action shall be determined by a majority vote of the Board.
- B. Meetings of the Board of Directors are open to members, except when the Board of Directors determines that open discussion would infringe on the rights of individuals or have an adverse effect on OSUNO's goals, as appropriate under parliamentary authority or applicable law.
- C. The President and Officers shall meet at least monthly at a time and place decided upon by the EBOD.

- D. Three (3) officers and four (4) members shall constitute a quorum at any meeting of the local bargaining unit.
- E. Special meetings may be called by the President/BOD and /or five (5) members of the local bargaining unit by notifying the President/BOD.
- F. Notice of meetings shall be posted in designated areas easily accessible to members a minimum of one (1) week prior to the meeting. Special meetings may be scheduled with less than one (1) week notice.

Article XV. Dual Unionism/Serious Misconduct

- A. Dual unionism is prohibited by this article and is defined as:
 - 1. Participating in or giving assistance to one or more labor organizations which are in competition with ONA/AFT or other ONA/AFT affiliates as they act for and represent the collective bargaining interests of members.
 - 2. Refrain from participating or giving assistance to one or more competing labor organizations that advocate or engage in activities which would eliminate or interfere with any other AFT Local or AFT State Federation's collective bargaining activities.
- B. Members who violate A1. and/or A2. of this section shall be subject to expulsion from ONA in accordance with the discipline procedures contained in the ONA bylaws.
- C. Working collaboratively or collectively with other unions for a common goal would not fall under the definition of dual unionism so long as such activity is expressly endorsed by ONA.
- D. Local bargaining unit members and officers may be sanctioned by the E&GW Commission if found guilty of being in violation of local bargaining unit bylaws, E&GW Commission policies and procedures, ONA bylaws, or requirements of any applicable laws and rules.

Article XVI. Dissolution

In the event of the dissolution of OSUNO, any cash, pertinent documents, or real assets accumulated by OSUNO will become the property of the designated group or agency as voted by the membership and approved by the E&GW Commission and ONA BOD.

Article XVII. Association Assessments and Dues

OSUNO shall continue to pay dues to the ONA pursuant to the ONA Bylaws and House of Delegates policy until such time as two-thirds (2/3) of the entire local bargaining unit membership votes to disaffiliate from the ONA.

Article XVIII. Parliamentary Procedure

The rules contained in **Robert's Rules of Order, Newly Revised** shall govern meetings/functions of the local bargaining unit in all cases in which they are not inconsistent with these bylaws.

Article XIV. Amendments and Effective Date

- A. These bylaws may be amended in compliance with ONA bylaws, policies, and procedures, with approval of the BOD and at any regular or specially authorized local bargaining unit meeting by two-thirds (2/3) vote of the members present and voting, provided the proposed amendments have been made known to all unit members no less than four (4) weeks prior to the meeting. "Made known" shall be defined as either being posted on all units, posted on OSUNO.com or emailed to all members.
- B. These bylaws shall be effective upon approval by the membership.
- C. OSUNO shall review and update, if necessary, these bylaws every three (3) years following the above effective date or as otherwise required by the E&GW Commission.

Revised: 8/30/2023

BOD Approved: 8/30/2023

Membership Approved: