

Massachusetts Nurses Association

Guidelines of the Professional Nurses Chapter of the Brigham & Women's Hospital

Article I – Name

The organization shall be known as the Professional Nurses Chapter of the Brigham & Women's Hospital, hereinafter called the "Chapter."

Article II – Purpose

Section 1 – The Chapter shall:

1. Serve as a means of assuring the maintenance of the highest quality of patient care.
2. Serve as a liaison between nursing Administration and nurses in the Chapter.
3. Bring about specific improvements in employment conditions for the professional nurses at the Brigham & Women's Hospital through the Massachusetts Nurses Association Labor Action Division.
4. Be committed to individual growth within the framework of the professional organization.
5. Stimulate an awareness of current issues facing the Chapter.

Section 2 – The bargaining unit is based on a democratic process to assure the greatest benefit to the whole. To that end, Committee representatives will seek input from members and, in conjunction with MNA staff, engage in advocacy for the RNs of Brigham and Women's Hospital with whatever means exist under applicable laws.

Article III – Membership and Voting Body

Section 1 – Members of the Chapter are the registered professional nurses employed by the Brigham and Women's Hospital as per the contract recognition clause.

Section 2 – All members of the Chapter who pay full MNA dues shall have the privilege of voting all matters presented to the bargaining unit for vote. Absentee ballots will be available for contract ratification.

Section 3 – Members of the Chapter who pay the reduced Agency Fee shall be known as Associate members. Associate Members shall not participate in the election of officers and Committee members; they shall not cast votes relating to job actions, strikes or contract ratification.

Article IV – Officers and Duties

Section 1 – The officers of the Chapter shall be the Chairperson, the Vice Chairperson, the Secretary, the Treasurer and the Membership Chairperson, all of whom shall be current member of the Massachusetts Nurses Association. They shall also serve as officers of the MNA Committee.

Section 2 – Resignation of office. Resignation of an officer or committee members shall be submitted in writing to the Chairperson of the Chapter.

Section 3 – Duties of Officers

- A. The duties of the Chairperson shall be:
 - 1. to preside at all general meetings of the Chapter of the Brigham & Women’s Hospital
 - 2. to preside at all meetings of the MNA Committee
 - 3. to notify the secretary of his/her inability to attend meetings
 - 4. to appoint special committees as needed
 - 5. to appoint members to fill vacancies in committees with the approval of a majority of the MNA Committee
 - 6. to be an ex-officio member of all special committees
 - 7. to perform all other necessary duties pertaining to the office.
- B. The duties of the Vice-Chairperson shall be:
 - 1. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and shall become Chairperson in case of a vacancy in that office.
- C. The duties of the Secretary shall be:
 - 1. to keep minutes of all MNA Committee and general meetings
 - 2. to inform the MNA Committee of regular or special meetings
 - 3. to notify officers and committee members of their election and/or appointment
 - 4. to see that notices of all general meetings are posted on the proper bulletin boards in the Brigham & Women’s Hospital
 - 5. to preserve all correspondence and other records of the group, and to furnish committees with all papers referred to them
 - 6. to perform all other necessary duties pertaining to the office.
- D. The duties of the Treasurer shall be:
 - 1. to receive dues through MNA collection of all local dues, and all other funds of the Chapter
 - 2. to pay such bills as have been approved by the Committee
 - 3. to keep an itemized account of all receipts and disbursements
 - 4. to provide a written report for all regular meetings of the Bargaining Unit
 - 5. to transact such other duties as are usual to the office of Treasurer may be required of him/her by the Chapter.
- E. The duties of the Membership Chairperson shall be:
 - 1. to participate in orientation of newly hired RNs by presenting information on benefits of MNA membership during specially allotted time period
 - 2. to keep updated list of all new RNs hired into the bargaining unit
 - 3. to keep updated list of all current bargaining unit members.

Article V – Elections

Section 1 – The officers of the Chapter shall be elected every two years by ballot and will serve for two years or until their successors have been elected.

Section 2 – Eligible candidates for Chair and Vice-Chair shall be current members of the MNA Committee, however, if no Committee member wishes to be a candidate, the office shall be open to the general membership.

Section 3 – Members of the MNA Committee will be elected every two years and serve for two years or until their successors have been elected. One half of the Committee (including officers) shall be elected each year. Officers and Committee members may succeed themselves.

Section 4 – Members of the MNA Committee shall be representatives for:

Ambulatory
OR/PACU
Hem/Onc
ED
Health & Safety
Off-site Amb
CWN
Shapiro
Tower
General #1
General #2
General #3
General #4
General #5

Section 5 – No name shall be included on the ballot unless the nominee has consented to serve if elected.

Section 6 – Committee members shall appoint liaisons to represent specific areas or units as needed.

Section 7 – The election shall be held by mail ballot except that in-person voting may be held at the MNA office.

Article VI – The MNA Committee shall:

1. Meet on a monthly basis
2. Represent the interests and concerns of the Chapter and accept authority to reach agreements with management that are in the best interest of the bargaining unit.
3. Meet with Nursing Administration on a regular basis as participants in the Nursing Advisory Meetings.
4. Communicate with the Bargaining Unit on meetings with Nursing Administration.
5. Enforce terms of the Agreement.
6. Process grievances as appropriate.
7. Receive all proposed revisions to the guidelines and submit them to the Chapter to be voted upon.
8. Solicit, review and evaluate proposals for revision of the contract from members of the chapter.
9. Review and evaluate all submitted contract proposals.

10. Formulate a list of acceptable proposals to be presented to Management during contract negotiations.
11. Negotiate with Management any changes to the contract.
12. Participate in MNA Leadership education.
13. Communicate regularly via letters, leaflets web postings and other methods as appropriate.

Article VII – Meetings

Section 1 – Special meetings may be called by the Chairperson of the Chapter. Notice of such meetings will be communicated to the Bargaining Unit in advance on the MNA Bulletin Boards located as per contract. Such notice shall contain information regarding the date, time, location and purpose of the meeting.

Section 2 – There shall be at least one open meeting per year.

Section 3 – The quorum for any meeting of the MNA Committee shall be 51% of all committee members including two officers (one of whom shall be the Chairperson or Vice-Chairperson). Meetings may consist of one or more sessions in order to accommodate the working hours of the membership.

Section 4 – Any elected committee member or officer, who misses three consecutive meetings without notifying the officers, and without justification, shall be considered resigned from his/her position. The member will be informed in writing that he/she is no longer a member of the committee and a new member shall be appointed.

Article VIII – Parliamentary Procedure and Authority

The rules contained in *Roberts Rules of Order, Newly Revised* shall govern all meetings of the Chapter in all cases in which they are applicable and not inconsistent with these guidelines.

Article IX – Local Unit Dues

Section 1 – Dues for all Chapter members shall be \$0.25 per nurse/per week, and may be paid in the same manner as dues to the Massachusetts Nurses Association.

Section 2 – These monies may be used for any of the following:

- A. Members of the MNA Committee shall be reimbursed for expenses incurred while conducting union business (such as meals, parking, mileage, etc.) Expense vouchers must be submitted prior to receiving reimbursement.
- B. Cost for fliers, newsletters and special mailings.
- C. To purchase items necessary for the proper function of the bargaining unit – including, but not limited to, office supplies, reference books, record books, etc.
- D. To annually send at least two bargaining unit members to the MNA Convention.
- E. Any other expenditure approved by a majority of the MNA Committee members in accordance with applicable labor laws.

Article X – Strike Policy

Section 1 – A vote to approve a strike by the Bargaining Unit will be by secret ballot and must be a majority of the members present and voting.

Section 2 – Any bargaining unit member who crosses any MNA picket line for employment purposes will be disciplined according to MNA policy.

Article XI – Absentee Ballots

Section 1 – Absentee ballots will be provided for Ratification and Committee election.

Article XII – Dual Unionism

Section 1 – Dual unionism, which is prohibited by this Article, is defined as participation in, or assistance to, one or more labor organizations which are in direct competition with the Massachusetts Nurses Association and this local unit, as they act for and represent the collective bargaining interests of the members of this unit and of all nurses generally throughout the state.

Section 2 – Bargaining Unit members who are in violation of this policy are subject to discipline by the Massachusetts Nurses Association.

Article XIII – Amendments

Section 1 – These guidelines may be amended at any meeting of the Chapter, by a majority vote of the members present and voting, provided the proposed amendments have been mailed to all members at least two weeks prior to the meeting.

Section 2 – The effective date of these guidelines, as amended, shall be July 18, 2023.

Approved: July 18, 2023