Rochester Urgent Care Providers United
RUNAP Local 4
Constitution and Bylaws

Article I. Name and Affiliation

Section 1. Rochester Urgent Care Providers United, RUNAP Local 4 (hereinafter referred to as the Local Union) shall be affiliated to the Rochester Union of Nurses and Allied Professionals (hereinafter referred to as RUNAP).

Section 2. All activities of the Local shall be conducted in accordance with the RUNAP Bylaws. RUNAP remains the bargaining agent for all bargaining units within the Local.

Article II. Membership and Voting Body

Section 1. The term "member" shall mean those members of the Urgent Care Provider bargaining unit at Rochester Regional Health who are represented by RUNAP for the purpose of collective bargaining and are current dues paying members in good standing of RUNAP. No dues shall be assessed prior to the ratification of a first collective bargaining agreement, and all members of the bargaining unit shall be considered members in good standing during that period.

Section 2. Should other related bargaining units be organized by RUNAP, such units may be admitted to the Local Union by a vote of the Local Board and these Bylaws so amended in accordance with Article VII.

Section 3. All members in good standing shall have the right to vote in elections for local officers, bargaining committees, and union representatives.

Section 4. All members in good standing shall have the right to vote for bylaws amendments, strikes, and the ratification of any collective bargaining agreement for their bargaining unit.

Section 5. Only members in good standing may hold office and/or serve on the Bargaining Committee and all other committees.

Article III. Local Officer Positions, Duties, and Elections

Section 1. The officers of the Local Union shall be: two Co-Chairs and a Secretary. These three officers shall compose the Local Board.

Section 2. The Co-Chairs shall preside at all meetings of the Local Board and Membership; shall serve ex-officio as members of the Bargaining Committee; shall serve ex-officio as the Local Union's Delegate to the RUNAP Executive Board in rotation (per Section 5 of this Article); shall monitor grievances in conjunction with union representatives; and shall transact other business before the Local Union.

Section 3. The Secretary shall record and report minutes of all Local Board, Membership, and Bargaining Committee meetings or shall designate a record-keeper for all such meetings; shall preside at meetings of the Local Board and Membership if both the Co-Chairs are absent; shall notify members of Local Union business; shall serve ex-officio as member of the Bargaining Committee; and shall conduct the general correspondence of the Local Union.

Section 4. The Local Board shall meet periodically to conduct Local Union business. Business before the Local Board shall be decided by majority vote of the officers present. A majority of the Local Board shall constitute a quorum, but a vote shall only be final if the affirmative or negative is carried by a majority of all sitting officers, present or absent.

Section 5. During a two-year officer term, each Co-Chair shall serve for one year in rotation as the Local Union's Delegate to the RUNAP Executive Board. The order of the rotation shall be determined by mutual agreement between the Co-Chairs or otherwise by a random means of selection administered by the Secretary. If a Co-Chair determines that they are unable to complete their rotation as Delegate, they may voluntarily allow the other Co-Chair to take their place. If a Co-Chair position becomes vacant during the prior office-holder's term as Delegate, the other Co-Chair may take their place until the position is filled.

Section 6. The Local Board shall, in conjunction with the RUNAP Executive Board, be responsible for negotiating Memoranda of Agreement or side letters during the term of a collective bargaining agreement when a Bargaining Committee has not been convened.

Section 7. The Local Board shall train union representatives and members in the grievance procedure, interview grievants, ensure the contractual grievance process is being followed, and make recommendations for arbitration.

Section 8. The Local Board shall periodically inform the membership of the activities of the union and may call periodic Membership meetings to this purpose.

Section 9. Local Union officer elections shall be conducted in the Fall of 2026 and shall recur every two years following. All members in good standing shall be eligible to nominate candidates, be nominated, and vote in the election. Nominations and elections shall be conducted by the Elections Committee in accordance with these Bylaws and the RUNAP Bylaws.

Section 10. In the event of a vacancy in one of these offices, the Local Board shall appoint a replacement for the remainder of the term.

ARTICLE IV. Committees

Section 1. The Bargaining Committee shall be elected by the membership in advance of each round of collective bargaining and shall serve until the ratification of a collective bargaining agreement. The Bargaining Committee shall review the existing collective bargaining agreement; receive from and make recommendations to the members on proposed revisions to the existing agreement; represent the membership in meetings and negotiations with the employer; report to the membership on meetings with the employer; make tentative agreements on new collective bargaining agreements with the employer for presentation to the membership for ratification. Provisions for the election of members of the Bargaining Committee are detailed in Article V.

Section 2. The Elections Committee shall be composed of an odd number of volunteers, appointed by the Secretary. The committee shall be responsible for posting open nominations for Officer, Bargaining Committee, and Union Representative positions, preparing election ballots, overseeing elections, tabulating ballots, and announcing election results. No member of the Elections Committee may run for an Officer position, unless they first resign their position on the Committee, but may run for a Bargaining Committee or Union Representative position. If a dispute arises concerning a Bargaining Committee or Union Representative election being contested by a member of the Elections Committee, it shall be referred to and resolved by the Local Board.

Section 3. Special committees may be created for specific projects or programs by vote of the Local Board.

ARTICLE V. Composition of the Bargaining Committee

Section 1. In accordance with the RUNAP Bylaws, the Local Union shall convene a Bargaining Committee representative of the membership and shall engage in open bargaining, in which any member of the bargaining unit may observe bargaining sessions between the committee and the employer. The committee may vote to close caucuses only when sensitive information is being discussed; it may never vote to close on-the-record meetings with the employer.

Section 2. The Bargaining Committee shall consist of all nominees approved by a majority vote of the membership. There shall not be a set limit on the size of the committee.

Section 3. Members of the Local Board sit on the Bargaining Committee by virtue of their office.

Section 4. Members of the RUNAP Executive Board who are members of the Local Union sit on the Bargaining Committee by virtue of their office.

Section 5. The Local Board shall have the power to appoint members to the Bargaining Committee if, during the course of bargaining, such appointments become necessary to maintain the representative nature of the committee by work site, job title, or the minimum 1:10 ratio set out as a guideline in the RUNAP Bylaws.

Section 6. The Elections Committee shall give notice of and manage the nominations and elections of members of the Bargaining Committee at a time determined by the Local Board in advance of each round of collective bargaining.

ARTICLE VI. Union Representatives

Section 1. Union Representatives shall be elected by their coworkers to represent the interests of the members in Local Union business.

Section 2. Union Representatives shall serve as the primary Weingarten representatives for their coworkers in investigatory meetings and shall assist their coworkers in the interpretation of the collective bargaining agreement and filing of grievances.

Section 3. Union Representatives shall be elected in the same manner as the Bargaining Committee, per Article V.

Section 4. The Elections Committee shall give notice of and manage the nominations and elections of Union Representatives after the ratification of the first collective bargaining agreement and every two years thereafter. The timing of Union Representative Elections may be adjusted by vote of the Local Board so as to not closely duplicate Bargaining Committee Elections.

Section 5. The Local Board shall have the power to appoint Union Representatives between regularly scheduled elections if such appointments become necessary to maintain adequate coverage of representatives by work site, job title, or the minimum 1:10 ratio set out as a guideline in the RUNAP Bylaws.

ARTICLE VII. Conduct, Compliance, and Amendments

Section 1. Any conflict between these Local Union Bylaws and the RUNAP Bylaws shall be resolved in favor of the RUNAP Bylaws.

Section 2. In the case of a dispute arising from the interpretation of these Bylaws or from the conduct of any officer, committee, or representative, any member may bring a question, challenge, or complaint to the Local Board, which shall be empowered to take corrective action. Appeals of the Local Board's decisions under such complaints may be escalated to the RUNAP Executive Board.

Section 3. Complaints regarding Local Union officers may be brought directly to the RUNAP Executive Board. At the complainant's request, the Local Union's Delegate may be recused from voting on such complaints, though members of the Local Union who have been elected to a RUNAP officer position shall not be recused unless they are personally implicated in the complaint. The RUNAP Executive Board shall have the power to take corrective action, up

to and including the removal and replacement of Local Union officers and representatives for malfeasance or failure to properly execute duties.

Section 4. In accordance with the RUNAP Bylaws, strikes may be authorized and collective bargaining agreements may be ratified only by a majority of voting members.

Section 5. Should any of the provisions of these Bylaws be held or adjudged to be illegal or in violation of any present or future law, such adjudication shall not invalidate any other portion or provision of these Bylaws, nor relieve the Local Union or its members or officers from their obligations under the provisions of these Bylaws.

Section 6. Proposals for amendment to these Bylaws may be made by the Local Board, or by petition of a majority of Union Representatives. Proposed amendments must be adopted by a secret ballot vote of the full membership, whereupon a two-thirds majority result in favor shall be necessary to ratify. Only upon such ratification will these Bylaws be so amended.