



## SEIU Local 1021 CHAPTER BYLAWS REVIEW/APPROVAL PROCEDURE

The Chapter Bylaws Review Committee reviews bylaws submitted by chapters to ensure they are consistent with the chapter bylaws template, Local 1021 bylaws, and SEIU constitution. The following procedure governs the approval of bylaws and amendments for membership ratification vote:

- (1) For initial approval, chapters shall submit proposed bylaws electronically to the Chapter Bylaws Review Committee c/o the assistant to the executive board for review and recommendation prior to a membership vote.
- (2) For approval of amendments, chapters shall submit proposed amendments to the Chapter Bylaws Review Committee c/o the assistant to the executive board for review and recommendation prior to a membership vote. The chapter shall also submit previous bylaws (or the document submitted must indicate additions and deletions in the text by underlining new language and striking out language to be replaced or deleted).
- (3) All bylaws and amendments must be submitted electronically.
- (4) The Chapter Bylaws Review Committee shall review all bylaws submitted and make recommendations on acceptance, amendment, or rejection. Chapters shall be promptly notified of Committee recommendations. Chapter bylaws or amendments not accepted by the Committee shall be promptly returned to the chapter with an explanation for the rejection and/or description of missing language.
- (5) Chapter bylaws approved by the Chapter Bylaws Review Committee shall be submitted to the chapter membership for a ratification vote. The chapter shall notify the Chapter Bylaws Review Committee of the vote results. All bylaws approved by the chapter members shall be submitted to the Local 1021 Executive Board for acceptance. No chapter bylaws or amendments to bylaws shall be valid or become effective until approved by the Executive Board of the Local Union. The Executive Board shall delegate authority to approve chapter bylaws to the Chapter Bylaws Review Committee. The committee shall provide regular reports to the Executive Board.
- (6) Unfavorable decisions of the Chapter Bylaws Review Committee may be appealed to the officers of the local union.
- (7) All bylaws are to be posted on the Local 1021 website.
- (8) In the absence of bylaws or until bylaws are adopted by a chapter, the business of a chapter shall be conducted in accordance with the "chapter bylaws template" adopted by the Local 1021 Executive Board.