

**SEIU LOCAL 1021
ALAMEDA COUNTY GENERAL CHAPTER
BY-LAWS**

PREAMBLE

We, the employees of Alameda County, of the Alameda County General Chapter, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, CtW in particular, can be instrumental in improving our status and resolving the social and health problems of our community; therefore we enter into Union and agree to adopt these bylaws, consistent with the Bylaws and Constitution of Local 1021, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

**ARTICLE 1
NAME AND JURISDICTION**

This Chapter will be known as the Alameda County General Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining units within Alameda County

**ARTICLE 2
AFFILIATION**

This Chapter is part of SEIU Local 1021, CtW and shall be subject to the Bylaws and Constitution of that Union and all policies adopted pursuant thereto.

**ARTICLE 3
MEMBERSHIPS**

All persons without regard to race, creed, color, religion, gender, gender expression, sexual orientation, notional origin, citizenship status, marital status, ancestry, age, political affiliation, or disability status, shall be eligible for membership. A member must be in good standing (dues paid) and have an employment relationship with a bargaining unit for which Local 1021 is recognized as the exclusive bargaining agent or claims to be the exclusive bargaining agent on matters relating to the wages, hours, and other terms and conditions of employment. Members shall be eligible to hold any elected Chapter office provided that they are a member in good standing and have been a member for two consecutive years prior to the election.

**ARTICLE 4
CHAPTER STRUCTURE/EXECUTIVE BOARD**

1. The Chapter membership shall elect biennially, in odd-numbered years, an Executive Board of the following:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Chief Shop Steward
 - f) COPE Coordinator

g) At-Large Members (2)

2. The governing body of the Chapter shall be the Executive Board. Subsequent transfers or promotions shall not affect the right to hold an office until the next regular election, unless the transfer or promotion is to a class outside the Chapter's jurisdiction. It is the intent of this section to make the Executive Board as representative of the classifications and area offices as possible.
3. The Executive Board shall have power to act for the Chapter between General Membership meetings. The General Membership is the highest authority within the Chapter structure.
4. The Executive Board shall meet at least once monthly. A quorum shall consist of 50% plus one (1) of the total number of seated members. Special meetings may be called by the President upon the written request of 50% of the Executive Board members or upon the President's initiative.
5. Election of the Executive Board shall be by secret ballot of the membership. In order to be eligible to run for and serve in the above offices, all persons shall be members in good standing (dues paying), and employee within a bargaining unit represented by the Chapter, and a member of Local 1021 for one year prior to the election.
6. The Chapter shall maintain a file of Chapter minutes for a period of at least six (6) years, and make available a copy therefore to the Secretary of the Local Union upon request.
7. The Chapter shall make available to the membership the minutes of the Chapter Executive Board upon request.
8. The Chapter shall notify the Local 1021 Executive Board in writing of any dissenting action taken on the minutes or action of the SEIU Local 1021 Executive Board.
9. The Chapter shall maintain financial records. All funds, including income and expenditures, shall be recorded and the proper financial records shall be maintained in accordance with procedures established by the Local Union. These records shall be transmitted to the in the Local 1021 Executive Board upon request. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law.

**ARTICLE 5
OFFICERS AND DUTIES**

1. PRESIDENT

- a) The President shall be the chief executive officer of the Chapter and preside over all Executive Board and general membership meetings
- b) The President shall be one of four officers authorized to countersign orders on the Chapter's revolving fund and other special purpose funds as may be established after such orders are approved by the Executive Board of the Chapter. The other officers that are authorized to countersign orders are: the Vice President and the two Members at Large.

- c) The President shall have the authority to appoint, subject to the approval of the Executive Board, any committee necessary to the functioning of the Local Chapter (i.e. Industry Council).
- d) The President shall be the ex-officio member of all committees.
- e) The President shall have the authority to appoint or remove, subject to the approval of the Executive Board, all participants of any Chapter committee.
- f) The President shall have the authority to appoint or remove, subject to the approval of the Executive Board members (per the Steward Obligation and Training Policy attached), Shop Stewards barring any policy voted on and approved by the General Membership.

2. **VICE PRESIDENT**

- a) In the event that the office of the President shall be declared vacant by the Executive Board, the Executive Board shall appoint the Vice President as President.
- b) In the absence of the President, or in the President's temporary inability to serve, the Vice President shall assume the duties of the President.
- c) The Vice President shall coordinate all COPE (Political Action), NEO (New Employee Orientation), and Good and Welfare activities for the Chapter.
- d) The Vice President shall make recommendations to the President for member appointments and/or removals for LMT's (Labor Management Teams), H&S (Health and Safety) Committees, and Meet and Confer Teams.

3. **SECRETARY**

- a) The Secretary shall keep a correct record (minutes) of the proceedings of all Executive Board and General Membership Meetings for the Chapter and shall file a copy of such correct records with the Secretary of the Local Union upon request.
- b) A copy of such records shall be supplied to each of the Chapter Executive Board members at the next scheduled Executive Board meeting or within thirty (30) days after each Executive Board/General Membership meeting.
- c) The Secretary will be responsible for providing the Treasurer on a monthly basis with a copy of the Chapter Executive Board minutes which will document those items approved for payment and or reimbursement.
- d) The Secretary will be responsible for making sure that all approved minutes are retained for a minimum of six (6) years.

4. **TREASURER**

- a) The Treasurer shall be authorized to request payments (and reimbursements for payments already made and authorized by the Executive Board) to be withdrawn from the Alameda County Chapter account.
- b) The Treasurer shall maintain complete records of the activity of the Chapter's revolving fund and other such special purpose funds as established in accordance with the policies of the Local Union. The Treasurer shall submit a monthly spending report of all accounts to the Executive Board for review. The Steward Council shall have a line item in the Chapter's annual budget consisting of 33% of the total Chapter Executive Board yearly budget. All withdrawals of funds must have prior approval or have been approved within the yearly budget, established by the Board. Members requesting reimbursement (per chapter policy) must submit a completed reimbursement request form with receipts before funds can be disbursed. The Treasurer is responsible for submitting request for payment for all debts and reimbursement requests within (30) days or less of receipt. The Treasurer shall submit a written monthly spending report to the Chapter Executive Board at the next scheduled meeting.
- c) The signatories to the chapter account are the President, the Vice President, and the two Members at Large. Chapter Officers and Executive Board members who are not signatories to the chapter account shall conduct a year end audit and present a written report to the Board before the first meeting of the following calendar year. The Treasurer shall present the Chapter's financial records for audit at the direction of the Local Union.
- d) The Treasurer upon taking office shall complete an audit of the Chapter's financial records and report the findings to the Executive Board.
- e) The Treasurer prior to leaving the office shall collect all outstanding monies due the Chapter, submit for payment all bills due, complete final Chapter allowance request reports, prepare a written report covering the term of office, turn over all unsold merchandise. All records must be maintained for (6) years or more.

5. CHIEF SHOP STEWARD

- a) The Chief Shop Steward shall be an elected position. Requirements of the position are:
 - 1. Must be an active Shop Steward in good standing for at least three (3) years;
 - 2. Must have completed all trainings requirements as of the election date;
 - 3. Must have represented members within the chapter
- b) The Chief Shop Steward shall be nominated and elected from within the ranks of the Shop Stewards in good standing.
- c) Nomination and elections for the Chief Shop Steward shall take place at the Steward Council Meeting every two years in coordination with the election of officers.
- d) Election shall be by secret ballot.
- e) The Chief Shop Steward shall be elected by the highest vote cast by Shop Stewards in good standing in attendance at the Steward Council Meeting.

- f) In the event the Chief Shop Steward is absent from any Steward Council Meeting, the Chief Shop Steward shall delegate the duties tot the most senior Shop Steward of the Steward Council in attendance.
- g) In the event the Chief Shop Steward vacates the position, the Shop Steward receiving the next highest vote from the previous election shall fill the vacancy.
- h) The Chief Shop Steward shall service all respective units:
 - 1. She/he shall assure that each work location and/or jurisdiction has a Shop Steward assigned.
 - 2. She/he shall coordinate the activities of the Shop Stewards and shall act as the Grievance Officer.
 - 3. She/he shall be responsible to provide mentorship and training to Shop Stewards with the assistance of the Field Representative.
 - 4. She/he shall construct informational packets, with the assistance of the Field Representative, consisting of materials to assist the Shop Stewards in their duties.
 - 5. She/he shall review each Shop Steward’s training obligations, roles, tasks and responsibilities with the Field representative on a quarterly basis per calendar year, Letters will be sent out by the Chief Shop Steward, if needed to notify Shop Stewards of nay problems and/or complaints after each quarterly review.
 - 6. She/he shall make recommendation for appointment and/or removals of Shop Stewards to the President for action with the approval of the Executive Board.
 - 7. She/he shall be responsible to preside over all Steward Council Meetings. The Steward Council shall be a standing body that meets at least once a month. It shall consist of the Chief Shop Steward and all Shop Stewards in good standing. The Chief Shop Steward shall make a Stewards Council report which shall include but is not limited to, a written report to the Executive Board on the issues related to stewarding as well as a Council Financial Report.
 - 8. She/he shall be the liaison between the Executive Board and the Steward Council.
 - 9. She/he shall keep all steward training, grievance/complaint records as confidential information in a locked file cabinet/box. All final/ completed grievances/complaints records and Council Minutes shall be maintained for a period of at least six (6) years.

6. COPE COORDINATOR

The COPE Coordinator shall be responsible for providing political information and education to the members of the chapter. She/he shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the chapter and Local Union. The coordinator will also be the chapter representative to the Local 1021 County COPE Committee. Additional members may attend County COPE Committee meetings.

7. MEMBERS-AT-LARGE (2)

At the Executive Board meetings, the two members-at-large shall act equally in conjunction with the elected officers.

ARTICLE 6 STEWARDS

- 1. Stewards shall present a professional and proper union perspective that looks out for all the membership and the Union as a whole.
- 2. Stewards shall complete a Basic steward training in order to have a well-informed participatory membership at as many work sites as possible.

3. To become a Steward requires completion of Basic Training and the recommendation of the Chief Steward to the Executive Board for confirmation. If, after complete of the required classes, a steward candidate is denied recommendation by the Chief Shop Steward, the candidate may appeal to the Executive Board which shall render a decision after presentations from the candidate and the Chief Shop Steward.
4. To continue as an ongoing Steward, she/he must complete two (2) training sessions approved by the Chapter Executive Board yearly.
5. Stewards shall actively participate in, but are not limited to the following activities: monthly Steward Council meetings, on-going training, work site meetings, complaint handling, grievance handling, political activities, enforcement of the contract, monitoring, update bulletin boards, distribution of union sanctioned flyers and materials, mobilize workers for work actions, serve as resource and referral persons(s).
6. Stewards shall keep monthly grievance and issue logs that shall be given to the Chief Shop Steward on a monthly basis.
7. The President, subject to the approval of a majority of the Chapter Executive Board, shall appoint or remove Shop Stewards barring any policy voted on and approved by the General Membership (see Stewardship Obligation and Training Policy below).

STEWARDSHIP OBLIGATIONS & TRAINING POLICY

Of vital importance is the philosophy of Union Stewardship: Presenting a professional and proper union perspective (i. e: that looks out for all membership and the Union as a whole), as well as completion of Basic Steward Training in order to have a well- informed participatory membership at as many work sites as possible. To become a steward requires completion of Basic Steward Training.

To continue as an on-going steward requires completion of two (2) training sessions per year approved by the Chapter Executive Board.

Stewards must be active participants in the following:

1. Monthly stewards council meetings
2. Stewards on-going training
3. Worksite meetings
4. Complaint handlings
5. Grievance handling
6. Participation in political activities

Tasks at the worksite include: Enforcement of the contract and monitoring working conditions, updating bulletin boards, distribution of flyers and materials, greeting new employees to the union, recruiting new stewards and activists, mobilizing worker when action are called, being a resource and referral person.

The Chief Shop Steward will verify, on a semi-annual basis, the completion of required training for ship steward/trainees. Once the steward appointment has been made and approved, stewards will sign a steward oath and receive the following:

1. Shop Steward Manual
2. Grievance/Issue Logs with Binder
3. M.O.U. (current contract)

4. Civil Service Manual
5. Employer's Policy and Procedures Manual
6. Department Illness and Prevention Manual
7. Progressive Discipline Manual
8. Shop Steward Worksite Sign

Tracking logs will be kept up by the Chief Shop Steward on a monthly basis, and then reviewed on a semiannual basis with the Field Representative (i.e., Steward Council attendance, grievances, complaints, training, political activity, worksite meetings and activities).

Letters will be sent out by the Chief Shop Steward, if needed, to notify individuals about problems/complaints after quarterly reviews with the Field Representative.

Recommendations for appointment or removal will be presented to the President for action. Once appointments or removals have been approved, the Field Representative will send an updated list to the Departments of Alameda County Chapters.

Steward Council meetings will be held once a month prior to Executive Board meetings. The Chief Shop Steward will chair and be responsible for scheduling the monthly meetings.

ARTICLE 7 WEB SITE STEWARD

A Web Site Steward shall be appointed by the Chapter President to maintain and update the Chapter web page.

ARTICLE 8 INDUSTRY COUNCIL REPRESENTATIVES

The Chapter shall elect or appoint representatives to attend meetings of Local 1021 industry council(s) (method of selection is subject to industry determination).

ARTICLE 9 CONVENTION DELEGATES

A membership convention of delegates from each chapter of the Union shall be held at least every two (2) years at a time and place designated by the Local Union Executive Board. The membership shall be notified in advance of the meeting time and location. The purpose of the membership convention is to:

1. Develop member leadership through education and training
2. Strengthen our Union by providing members with an opportunity to network, share ideas and connect across the Union
3. Discuss, advise on, and ratify major plans and projects of the Union
4. Celebrate the contributions and work of members in advancing the goals and objectives of the Union.
5. The membership convention shall be a delegated body. Delegates shall be allocated by Chapter based on two (2) delegates for each Chapter, two (2) additional delegates for every additional one hundred fifty (150) members in each chapter. The chapter shall elect convention delegates in the regular biennial

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election of officers. If there are no candidates or an insufficient number of candidates for convention delegate, Chapter Executive Board members shall be eligible to serve by virtue of their election to office. Selection of board members to serve as delegates shall be by lot.

- 6. The membership convention shall be open to all members. Such attendees may participate in all activities, but shall not be eligible to vote at the convention.

**ARTICLE 10
CONTRACT NEGOTIATIONS**

The General Membership shall elect a contract negotiations committee of 5 members. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

**ARTICLE 11
RECALL**

Recall of officers may be originated by a petition signed by at least 15% percent of the membership. After the recall has been originated, the Chapter Executive Board shall appoint an Election Committee and conduct a secret ballot election of the General Membership within sixty (60) days of the presentation of the recall petition. A majority of votes cast shall determine the recall.

**ARTICLE 12
VACANCIES**

- 1. **VACANCIES:**
 - a) An office shall be declared vacant when the officer terminates employment, takes an extended leave of absence, resigns from the Union, or resigns from office in the jurisdiction of the Chapter. Except for the office of President, vacancies shall be filled by appointment of the Chapter Executive Board if within one (1) year of the expiration of the term.
 - b) An office shall be declared vacant when its incumbent fails to attend regularly scheduled meetings for a sixty (60) day period without good cause. Good cause shall be defined as illness, vacation, or other emergencies as determined by the Chapter Executive Board. The Executive Board shall notify the member (s) of the intent to remove for reasons other than good cause in writing prior to the next scheduled Chapter Executive Board meeting.

**ARTICLE 13
CHAPTER ELECTIONS/ELIGIBILITY**

- 1. **TERM OF OFFICE:**
The term of office for officers and Executive Board members of the Chapter shall be two (2) years (commencing with the term of the election).
- 2. **VOTING:**
 - a) The President and Vice President shall be elected by a plurality of votes cast. In the event of a tie, a run-off election shall be conducted. Such election shall be held as soon as practical, but not later than thirty (30) days after the original election date.

- b) Secretary, Treasurer, COPE Coordinator and Members at Large of the Executive Board shall be elected by the highest total of votes cast by the eligible members voting in the election.

3. ELECTION PROCEDURES:

a) Election Schedule: The Chapter shall complete elections by June 30th in odd-number years.

b) Nomination/Election Committee: The Executive Board shall appoint a Nomination/Election committee at the Executive Board/General Membership meeting, none of whom shall be candidates for office and consisting of minimum of three (3) persons. All committee members must be members in good standing and a member of the chapter for two consecutive years prior to the current election cycle. The committee shall produce a letter/flyer seeking as many candidates for office as possible out of all of the job classifications represented by the Union and area offices. The committee shall hear challenges to the conduct of the election. The committee shall submit a written report to the Executive Board and SEIU Local President within three (3) working days following the ballot count (the report shall include candidate/issues, vote totals, any challenges filed, names and phone numbers of the committee members). Election results must be published/provided to the membership following the election. The committee shall provide each candidate with a copy of these election procedures.

c) The Nomination/Election Committee shall adopt all rules and regulations necessary to conduct a fair and honest election. The committee may hire clerical and technical assistance as deemed necessary to conduct the election and count the ballots. Notice of the election, including the procedure for nomination, deadline for nomination, deadline for submission of candidates' statements (if allowed), method of election, date, time, and place of voting, procedure for obtaining duplicate ballots, and challenge procedures prior to the date set for the election, shall be given in writing to each member in good standing at least sixty (60) days prior to the date set for the election. All procedures and dates set by the committee shall be approved by the Board.

d) Nominations shall be open at the Chapter Executive Board/General Membership meeting within thirty (30) days of posting and distribution of the flyers announcing the nomination night and election. No member shall be eligible unless present at the time of nomination or unless she/he sends in a letter of acceptance in anticipation of nomination. Email is acceptable if received by the deadline for submission of nomination /acceptance statements.

e) Eligibility: In order to run for and serve in a Chapter office, all persons shall be members in good standing (not affiliates or fee payers), must be a member for one year prior to the election, and employed within the bargaining unit (s) (including members working out of class) represented by the Chapter). Only members in good standing may participate in the election. Candidates may only run for one (1) office.

f) NOTICE: Notice of the election must be mailed out to members in good standing at their last known home address, posted at all worksites or in the Chapter newsletter.

g) Endorsement/Campaign Materials: Members may endorse candidates, however such endorsements shall not appear in official election materials of the Chapter or Local publications, only in candidate's campaign materials. Candidates may not use the Local SEIU 1021 logo in their campaign materials. Candidate's may not post campaign materials on employer SEIU bulletin boards at worksites (this includes leased/owned/shared sites).

h) CHAPTER/UNION PUBLICATIONS: The Chapter/Union newsletter and publications shall not feature or provide unusual coverage of candidates during the election period.

i) STAFF PARTICIPATION: Staff of Local SEIU 1021 shall not make endorsements nor participate in individual member's election campaigns. Staff's role is to facilitate the election and ensure that all election procedures are followed.

j) ACCESS TO MEMBERSHIP LIST: Candidate's mailings to the chapter shall be arranged for by the union staff in the union office; candidates shall pay for clerical time, materials and all other costs. Candidates and /or campaigns shall not have possession of member lists at any time.

k) VOTING METHODS: All elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting is prohibited by SEIU and Local 1021 Constitution and By-laws.

The Chapter Election Committee will determine the method of election: at a meeting, worksite voting, or via mail ballots.

WRITE IN VOTES: Write in votes is not permitted.

l) BALLOT COUNT: The counting of the ballots must be conducted by the committee or their clerical/technical assistants (as deemed necessary to conduct the election and ballot count) at an open and announced meeting. Ballots (marked, unmarked, voided, received late, etc.) and all other records pertaining to the election must be preserved for one (1) year and kept in a secure place in the Local Union office.

m)TIE VOTE: In case of a tie vote for any candidate, a run off election shall be conducted. The Election Committee shall have the power to rule on all questions of the voting procedure and on any challenges or contest of the election.

n) INSTALLATION OF OFFICERS: New Officers/Delegates shall not be installed until twenty-five (25) days following the submission of the election committee's report to the Board. Officers/Delegates shall take the oath of office (orally and in writing) at their installation (first chapter meeting following the election):

"I pledge upon my honor that I will faithfully observe the constitution and bylaws of this union and of the Service Employees International Union. I agree to educate myself and other members in the history of the labor movement and to defend to the best of my ability the principals of the trade unionism. I pledge upon my honor that I will faithfully perform the duties of my office as prescribed by the constitution and bylaws of this union and bear true allegiance to the Service Employees International Union. I will not knowingly wrong a member or see a member wronged if it is in my power to prevent it. I will deliver to my successor in office all books, papers, ad other property of this union that may be in my possession at the close of my official term."

o) OATH RESPECT: Candidates for office shall be respectful of this oath of office during the entire campaign period.

p) TALLY SHEETS: Copies of official tally sheets shall be signed by all members of the committee. One (1) copy shall be submitted to the President, one (1) copy to the Secretary and one (1) copy shall be retained by the Chair of the committee. The candidates receiving the plurality of eligible votes cast for the office shall be declared elected.

q) CHALLENGES: Challenges to or disputes arising from the chapter election must be submitted in writing to the committee within three (3) working days of the submission of the committee's written election report. The committee shall respond within five (5) working days of the receipt of the challenge. Challenges or disputes which are denied or cannot be resolved by the Chapter Election Committee may be appealed in writing to the Local 1021 Executive Board within five (5) working days of receipt of the Chapter Election Committee's decision. The Local 1021 Executive Board shall investigate and respond within fifteen (15) working days of receipt of the challenge. Challenges to the election will be

considered valid only if they cite specific violations of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution and if the alleged violation may have affected the outcome of the election.

ARTICLE 14 CONTRACT RATIFICATION

The following procedure is required to ratify a contract with the County.

1. A special meeting of the membership must be held before the Chapter may ratify a contract.
2. This meeting shall be called by the Chapter Executive Board
3. At least three (3) days notice must be given prior to a contract ratification meeting of the General Membership.
4. A contract shall be ratified by the majority of votes cast by secret ballot of the General Membership. Proxy voting is not permitted.

Other Agreements: other agreements with the County or its delegated representatives may be ratified by a majority vote of the Executive Board or referred to the General Membership.

ARTICLE 15 STRIKE

The following procedures must be followed in order for the Chapter to strike.

1. A special meeting of the General Membership must be held for a strike.
2. This meeting shall be called by the Executive Board or by the membership.
3. At least three (3) days notice must be given prior to a strike vote meeting of the membership.
4. A majority of the voting membership, voting by secret ballot, is required to call a strike.
5. Proxy voting is not permitted
6. If a strike vote is rendered, the Chapter shall obtain a sanction from the Local 1021 Executive Board. The Chapter shall not strike without previous notification to the SEIU President or, where prior notice is not practicable, without notification as soon as possible after commencement of the strike, in which notice the Chapter states that it has combined with all applicable notice requirements. Strike sanction shall also be received from the local central labor council prior to strike.

ARTICLE 16 PROCEDURES AND DEBATE

Chapter meetings shall be governed by business set forth in the Constitution of the International Union. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter. (ALACO General Chapter may also provide that Robert's Rules of Order shall govern.)

ARTICLE 17 AMENDMENTS

1. Proposed amendment (s) of these bylaws may be originated by a majority vote of the Executive Board or by a petition signed by a least ten percent (10%) of the General Membership.

2. Any amendments to these bylaws may be submitted to the local union to be reviewed for compliance before copies are submitted to the member for voting. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union.
3. The Executive Board shall see to it that a copy of such proposed amendment (s) of the Bylaws is made available to members of the Chapter prior to voting on the amendments.
4. The proposed amendment (s) to these Bylaws shall be adopted or rejected by a majority of those members voting in a secret ballot biennially or special election.
5. Any approved amendment to these bylaws shall be submitted to the Local Union to be kept on file.
6. Amendments required to bringing these bylaws into compliance with the Constitution or bylaws of the Local Union or the International Union may be made by vote of the Chapter Executive Committee without submission to the General Membership.

PROCEDURES

FINANCES

The funds of the Local Union shall be raised by dues and such other means as the Local 1021 Executive Board may direct, to the extent permitted by the International Constitution, all changes in the Local Union's dues structure shall be submitted to the membership for approval. A Chapter may raise additional funds, provided that the methods of collecting such additional funds shall not be in conflict with any policies established by the Local 1021 Executive Board or the Constitution of the International Union. Any funds obtained by a Chapter, exclusive of dues and initiation fees, shall be maintained by Local 1021 in the Chapter's account. Funds are to be expended in accordance with the desires of the Chapter.

CHAPTER ALLOWANCE FUNDS POLICY AND PROCEDURES

The Chapter is eligible to receive Chapter allowance from Local 1021 only when the Chapter complies with all Local 1021 Executive Board Bylaws/Policies and Procedures.

HANDLING OF CHAPTER FUNDS:

This procedure outlines the legal and financial responsibilities of all authorized signatures. All financial materials and records shall be promptly transferred when a new Treasurer takes office.

RECORD KEEPING:

A permanent, running record of all receipts and expenditures of the Chapter must be maintained by the treasurer on an on-going basis. All money received must be listed in a financial log. All money received must be listed in a financial log. There must be a corresponding bill, invoice or receipt for each check requested. Copies of Board minutes shall be used to reflect items approved for disbursement. Financial records/logs must be balanced once each month and the results reported to the Chapter Board.

USE OF CHAPTER FUNDS:

The Chapter funds must be used for expenditures not paid for by the Local Union, or to supplement those items paid for by the Local. Including but not limited to the following:

- a) Tickets and donations for various activities (non-political).
- b) Flowers, gifts, dependent care, etcetera for Chapter members.
- c) Prizes used for fundraising or for donations to Chapter approved (non-electoral causes) events.
- d) Expenses for Chapter parties and other social events.

- e) Reimbursements to Chapter leaders for mileage, parking and other costs associated with Chapter activities.
- f) Business cards for Chapter Officers.
- g) Meals, snacks, refreshments at routine Chapter General Membership, steward council, retiree luncheons, annual activist luncheons, Chapter Dinners, Executive Board meetings, etcetera.

NOTE:

The Chapter is prohibited from purchasing or providing alcoholic beverages or alcohol-based foods for any event hosted by the Chapter. This provision applies to all references regarding the purchasing and providing of food for member events throughout these bylaws. Please see bylaws attachments for spending caps (maximum spending allowed) per member per the type of the event or item.

- h) Purchase of equipment, furniture, supplies, etc. subject to the Local Union Policy.
- i) The Steward Council shall have a line item in the budget consisting of 33% of the total Chapter Executive Board yearly budget.

The Chapter must comply with all Local Union procedures/policies and guidelines in order to use Chapter funds. The Field Representatives assigned to the Chapter shall be consulted regarding the proper use of and approval of all funds.

CHAPTER EXPENSE AND REIMBURSEMENT POLICY

The Alameda County Executive Board of SEIU Local 1021 adopted the following policies regarding Chapter expensed and reimbursements:

All requests for approved reimbursements must be submitted to the Chapter Treasurer on the appropriate expense reimbursement request form with the original receipts for all items attached within sixty (60) days of the date the expense was incurred.

The Budget calendar year ends December 31st; this is also the deadline for all reimbursement requests for the year. There are no exceptions.

Submit only one (1) claim form for each month. If clarification of the request is deemed necessary, the Treasurer will contact the member within (10) days of receipt of the request.

Once the expense has been deemed appropriate by the Chapter Treasurer, she/he will complete a check/disbursement request from releasing the check/disbursement for the member and submit the signed form to appropriate Local 1021 bookkeeping staff.

MILEAGE REIMBURSEMENT CLAIM POLICY

Mileage reimbursement shall be paid to a member, upon receipt of a completed reimbursement form, at the current IRS mileage rate (less normal commute miles to and from their worksite) for negotiations/Meet and Confer, grievances, hearings, skellies, arbitrations and other County/Department/Agency meetings that are not paid for by the Employer.

PARKING FEES/BRIDGE TOLLS/SHUTTLES/PUBLIC TRANSIT CHARGES POLICY

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Parking fees/bridge tolls/shuttles/public transit charges shall be reimbursed to members based on the stated criteria and at the economy rate. Only approved Negotiation Team members will be reimbursed for parking meter and box lot expenses if a receipted lot is unavailable.

OTHER CHAPTER EXPENSES POLICY

Other Chapter expenses as outlined in the current budget and approved by the Chapter Executive Board shall be reimbursed to the member at the actual cost. Examples of other Chapter expenses are as follows: Chapter Executive Board expenses, new employee orientation presentations, Steward Council expenses, other negotiation expenses (food supplies), member event meal allowance (not to exceed \$25.00 per person per day), retiree gifts.

NOTE: No requests will be paid without the original receipts/invoices (for all expenses) and the appropriate reimbursement request forms completed. All reimbursement requests must be approved (signed) and dated by the Chapter Treasurer and/or President prior to the check being written. There are no exceptions. Cash reimbursements or disbursements are prohibited.

Members are referred to the Local 1021 website for access to current policies and forms.